



**Sisters Park and Recreation District
Board of Directors Work Session
Tuesday, October 8th, 2019 5:30-7:30 p.m.**

MEETING MINUTES

1. Call Meeting to Order – Jeff Tryens, Board President

- The Board of Directors meeting was called to order by President Tryens at 5:32pm on October 8th, 2019 at the Coffield Center located at 1750 W McKinney Butte Road in Sisters, Oregon.
- Board members present: Jeff Tryens, Peggy Tehan, Heath Foott and Bob Keefer via phone
- Staff members present: Jennifer Holland, Executive Director, Chad Rush, Recreation Programs Director, Carissa Gascon, Education Programs Director, Mandee Seeley, Recording Secretary
- Visitors present: none
- Reminders: none
- Adjustments and/or approval of the agenda

Treasurer Tehan moved to approve the agenda. Vice President Foott seconded. Motion carried unanimously.

2. Welcome Visitors – Jeff Tryens, Board President

- Receive public comment on agenda and non-agenda items

3. Discuss Financial Management Policies – Jennifer Holland, Executive Director

- Cover Memo
- Draft Policy

The policy presented was reviewed by the executive director, board financial oversight committee, SDAO and front-line staff. This policy will allow the district to be consistent in its practices. The fees and charges policy set the groundwork for staff to take the next step. Staff is recommending increasing executive director authority from \$2500 to \$5000. A payment plan addition has been included in the outstanding balances on accounts policy. The board would like quarterly reports regarding balances and credits, the annual budget to be broken down into monthly budgets to identify trends, and definitions of direct and indirect costs included. Two questions have been asked of SDAO regarding bonding and assets, waiting to hear back. The final policy will be presented to the board for approval in January of 2020.



Treasurer Tehan asked about the time frame for outstanding balances to be paid. Balances under \$500 will have a five-month repayment plan, those over \$500 will have a six-month repayment plan with the intent that all balances will be paid off within six months.

President Tryens suggested undefined items in the document be defined or removed to make the policy easy for anyone to read. The audience for this document is staff and it will be a working document.

4. Vehicle Use Policy and Disposal – Jennifer Holland, Executive Director

- Cover Memo
- Draft Policy

This new policy would include training requirements for drivers wanting to use district vehicles. The agreement may look different depending on the group who wishes to use them but will be very limited on who those groups are. The board was concerned about liability and the district taking business away from the private sector, they would like the executive director to clarify with SDAO and find out mileage of the two vehicles in good running condition. Executive Director Holland will compare rates of renting vehicles to the district owning and maintaining them, reach out to other districts regarding their vehicle processes, and see if there is potential of keeping the vehicles secure in a gated area on school district property.

Staff is recommending disposal of three district vehicles: 1987 GMC bus, 1994 Ford bus and 1994 Dodge van. There are concerns with each vehicle and the district would save approximately \$1000 per year by removing them from the insurance policy. The district could auction them and have the buyer pick them up from their current location.

5. Strategic Plan Process Approach and Timeline – Jennifer Holland, Executive Director

- Cover Memo
- Draft Timeline

Per board guidance, Executive Director Holland reached out to former director Liam Hughes regarding prior strategic planning process and got some background information. The draft timeline was presented and includes a board retreat in November, a plan draft in December and approval in January. Discussion was had on possible facilitators for the retreat. Executive Director Holland will send the timeline and information to those who expressed interest in being involved in the strategic planning process as soon as possible. There will also be a link placed on the website that includes the current plan and any information someone may need to understand or get involved in the process.

6. Discuss November and December meetings – Jennifer Holland, Executive Director

- Cover Memo

The suggested calendar was presented and accepted to avoid holidays.



7. Other Business

- President Tryens stated that he and Executive Director Holland had a great meeting with Rotary today and would like to continue meeting with other community groups regarding the future of the district.
- Jack Walsh, volunteer at Glory Daze Car Show, approached President Tryens at a restaurant, thanked him for bringing the event back and stated that Shannon doing such a great job.
- Vice President Foott requested that going forward all printed documentation be in black and white. All board members will bring digital copies moving forward except Treasurer Tehan who would like the entire packet in paper format, and everyone would like the agendas.

8. Adjourn Meeting

- The meeting was adjourned at 6:56pm.

Upcoming Meetings/Special Events:

- Thursday, October 10, 2019 Senior Health Fair
- Tuesday, October 22, 2019 Board business meeting
- Fri-Sat, November 1-2, 2019 Happy Girls Run

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on October 22, 2019.