



**Sisters Park & Recreation District
Board of Directors Business Meeting
4pm Tuesday: November 19, 2019**

1. Call Meeting to Order (Jeff Tryens, Board President):

The Board of Directors meeting was called to order by President Tryens at 4:07pm on November 19, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Bob Keefer, Peggy Tehan and Rosemary Vasquez arrived at 4:31pm. Heath Foott was not in attendance.

Staff members present: Courtney Snead, Interim Executive Director, Chad Rush, Recreation Programs Director, Carissa Gascon, Education Programs Director, and Mande Seeley, Recording Secretary.

Reminders: none

Adjustments and/or approval of the agenda

Treasurer Tehan moved to approve the agenda as presented. Member Keefer seconded. Motion carried unanimously.

2. Welcome Visitors (Jeff Tryens, Board President):

none

3. Consider approval of meeting minutes (Jennifer Holland, Executive Director):

- October 22, 2019 business meeting minutes

Member Keefer asked for clarification regarding the Rotary meeting Executive Director Holland and President Tryens attended. Approved minutes to reflect clarification.

Member Keefer moved to approve minutes from October 22nd with change. Treasurer Tehan seconded. Motion carried unanimously.

- November 6, 2019 board retreat minutes

Executive Director Holland mentioned that Secretary Vasquez will review the minutes, along with herself, prior to them being sent out with the board packet, moving forward.

Member Keefer moved to approve minutes from November 6th as presented. Treasurer Tehan seconded. Motion carried unanimously.



4. Consider approval of September financials (Courtney Snead, Interim Business Manager):

- Cover memo
- FY2019-20 budget v actual through 11/11/19
- September 2019 financials
- Updated cash flow analysis for JASON months

These reports are based on feedback that staff received to provide a summary of line items only. The District is currently above 25% revenue and below 25% expenditures. Numbers were significantly off due to property taxes coming in December. Three checks have been received from the county and the line of credit from First Interstate Bank has now been paid off, along with \$20 interest. The District is over budget due to opening the second Dragonfly classroom and a \$7,000 contractual payment. The Farmer's Market has wrapped up their season on the special revenue fund. One section of the cash flow analysis is still in red. Member Keefer asked if staff could use data to obtain new targets and a timeline for when certain revenue will come in. Treasurer Tehan stated that a lot of the groundwork will be done with creating the new monthly report structure. The new merchant provider is charging more in fees than originally promised. Interim Business Manager Snead has been in contact with both RecTrac, who recommended them, and CardConnect, the merchant provider, to see what is going on. Member Keefer suggested giving this situation a month or two to remedy itself then possibly go out for another provider. The District switched providers due to the last one not being PCI compliant.

Member Keefer moved to approve the September financials as presented. Treasurer Tehan seconded. Motion carried unanimously.

5. Presentation of first Quarterly Analysis (Jennifer Holland, Executive Director):

- Cover memo
- General fund 1st quarter financial report
- Special revenue fund 1st quarter financial report

During the process of creating the District's new financial policy, the board requested quarterly analysis. The budgeted revenue for recreation programs no longer includes middle school sports. The District is currently within budget authority and on track. There have been \$16,500 awarded in scholarships but only \$2,000 has been used so far. Last year at this time \$13,500 had been awarded with just over \$5,000 having been used. Discussion was had regarding how to proceed with awarding scholarships if families aren't necessarily using them when the money could go to another family who would. The financial subcommittee will meet and discuss further. Most of the scholarship funds are used within the education programs for preschool and summer camp. Last year a total of \$18,000 was used. There are currently 46 households with a liability total of over \$2,000 in credit balances. After one year, families will be given an option to use their credit, receive a refund minus a \$5 processing fee, or donate the



credit to the scholarship fund. Most of the credits will expire in June of 2020. Interim Business Manager Snead stated that if families can't be contacted, the funds will be sent to the county for the pot of funds owed to people. Over \$15,000 has been collected from delinquent balances so far, which were mostly from summer camp this past summer. The financial subcommittee will also meet to discuss how many years back staff will go to collect the old balances at another time. All families with work credits have been contacted and the total liability is at about \$4,600. These funds are tracked via restricted funds and the board will decide later how to use those unclaimed funds. Discussion was had regarding property taxes and Member Keefer suggested monitoring that line item so that staff can determine the average amount the District receives from year to year. Administration costs are at 28% due to contractual payout. Recreation services are on track. Education programs are a little over due to the new preschool classroom, and an adjustment will need to be made. Events are a little over due to the coordinator having more hours during the heavy event season. Recreation programming is at 29% due to more contracted programs and will also need an adjustment. Capitol investment is low, board suggested changing this category to capitol improvements. Overall expenditures are at 23% and down 2% from what was budgeted. Treasurer Tehan noted that the biggest deficit is at \$34,000 due to recreation payroll and asked that this category be monitored very carefully moving forward. Executive Director Holland will begin showing which subsidy allocations go to each department. With the levy dollars, the District promised to put more into programs and adding a new position was essential to that. President Tryens mentioned that the most important question the District can answer at this time is where the levy dollars are going. There hasn't been a lot of movement within the committees, so the provided document is a quarterly snapshot of where they are right now. Executive Director Holland asked the board to provide feedback on quarterly report and suggest any additions or changes they may have. Treasurer Tehan gave both Executive Director Holland and Interim Business Manager Snead kudos for only having to take out \$10,000 of the credit line as a safety net, and their hard work in this process. President Tryens appreciates the evolving document, the graphs and colorful notations.

Member Keefer moved to approve the quarterly analysis as presented. Treasurer Tehan seconded. Motion carried unanimously.

6. Other business:

none

7. Executive director report and board member updates:

- Strategic Plan
- SOAR Foundation

The October director report has been updated to reflect monthly marketing efforts. It also shows which programs are new and which are full. The District is now also tracking daily drop in usage of the Coffield Center. These numbers include people not attending programs, just using a room to recreate. There has been an increase in high schoolers coming to play cards in the SAGE room, as



well as seniors socializing and playing ping pong between programs. Member Keefer suggested engaging with the high schoolers and challenging them to a game of ping pong. President Tryens suggested using more common language in the financial part of the report.

Strategic Plan: The subcommittee that consists of Bob, Jeff, Clark, Jen and Jason will meet on Thursday the 21st to discuss overall themes from board and staff retreats and decide what layout would work for the public input sessions. They will meet again to create smart goals based on all feedback to be presented to the board in January. Management will then begin assigning tasks to staff and move forward with achieving those goals.

SOAR Foundation: Member Keefer stated that there are only two board members left at the foundation, Darren Layne and Liam Hughes. He will meet with them, Treasurer Tehan, and Executive Director Holland tomorrow at 5:15pm at the Coffield Center to appoint new members and start the process of getting the foundation back up and running. They will also discuss other people they feel may be a good fit for the new board and set a goal for the District. The foundation has been inactive since 2016 but still active according to the state. The board would like to have at least one District board member on the foundation board to serve as a liaison between the two. Member Keefer also met with prior foundation board member Bill Hall to obtain documentation provided to the state, and he thanked Mande for retrieving more documentation from the attic. Executive Director Holland will meet with Tom and Karinda, two prior District board applicants about joining the foundation board as they are very interested in seeing it revived. The SOAR foundation is a separate entity from the District and not legally tied to it but was created as a support system for it.

Executive Director Holland reminded everyone of the board meeting schedule change for December with the holidays. The meetings will resume on the 2nd and 4th Tuesday starting in January.

8. Adjourn the meeting:

President Tryens adjourned the meeting at 5:19pm.

Upcoming Meetings/Special Events:

- Tuesday, December 3, 2019 Board work session 5:30pm-7:30pm
- Wednesday, December 4, 2019 Public input sessions; 11am-1230pm, 5:30-7 p.m.
- Tuesday, December 17, 2019 Board business meeting 5:30pm-7:30pm
- Holiday Get Together for Staff and Board- TBA

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on December 17, 2019.