



**Sisters Park and Recreation District  
Board of Directors Business Meeting  
5:30pm Tuesday: December 17, 2019**

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

The Board of Directors meeting was called to order by President Tryens at 5:31pm on December 17, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Heath Foott, Rosemary Vasquez, and Bob Keefer.

Peggy Tehan was not present.

Staff members present: Jennifer Holland, Executive Director, Carissa Gascon, Education Programs Director, and Mandee Seeley, Recording Secretary

Reminders: None

Adjustments and/or approval of the agenda

Adjustments: Executive session moved to January meeting. Update from Sisters School District moved to item 3.

Member Keefer moved to approve the agenda as amended. Vice President Foott seconded. Motion carried unanimously.

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

Curt Scholl, Sisters School District Superintendent

**3. Update from Sisters School District (Curtiss Scholl, Sisters School District Superintendent):**

In May of 2021, the school district will initiate their high school rollover bond to build a new K-5 elementary school on the corner of 242 and McKinney Butte Road. Construction will take about 16 months. If the bond passes, they are hoping to open the doors by the 2023/24 school year. Superintendent Scholl wanted to see what the District's interest may be in the old elementary school and open discussion for possibilities for that property. There was discussion around having a dedicated after school space at the new elementary, and the possibility of the current elementary school needing the dedicated preschool rooms back next year due to the unexpected growth.

Member Keefer would like a member of the District to be involved in the design team for the new elementary school. Superintendent Scholl agreed.



Education Programs Director Carissa stated that she would like to see us come up with creative options to maintain a close relationship with the elementary school in the event the preschool rooms will no longer be there so that the kids can still get familiar with the building before they transition into kindergarten.

President Tryens would like the board to continue discussing this topic for the next few months.

Executive Director Holland thanked Superintendent Scholl for coming in to speak with the board and for the continued partnership between the districts.

**4. Consider approval of meeting minutes (Rosemary Vasquez, Board Secretary):**

- November 19, 2019

Secretary Vasquez moved to approve the November 19, 2019 meeting minutes as presented. Vice President Foott seconded. Motion carried unanimously.

**5. Consider approval of October 2019 financials (Jennifer Holland, Executive Director):**

- October 2019

The District is currently in the red for revenue due to tax dollars not being processed yet, grants and services, and personnel. Yellow areas include recreation revenue due to the expectation middle school sports would still be with the District, and personnel. Green areas include education programs, special events, rental revenues, materials and services, and total expenses. Total revenue is currently at 16%.

President Tryens asked if there is a savings cushion yet. Executive Director Holland stated that she would like more direction from the board as to what the reserve account goal is to better answer that question.

The board will hold off on approving financials until Treasurer Tehan returns.

**6. Appointment of Interim Vice President (Jennifer Holland, Executive Director):**

- Cover memo

Vice President Foott will be leaving in February to go to Bosnia for 9 months with the military. He will also not be able to attend January meetings but would love to continue serving on the board.

Secretary Vasquez nominated Bob to serve as Interim Vice President. Vice President Foott seconded. Motion carried unanimously.



**7. Appointment of Human Resources Subcommittee Members (Jennifer Holland, Executive Director):**

- Cover memo

The board created subcommittees in July of 2018. Vice President Foott and prior Secretary Simmons were the chosen members of the Human Resources committee so new members need to be chosen. President Tryens suggests he and Secretary Vasquez take on those roles.

Member Keefer moved to appoint President Tryens and Secretary Vasquez to the Human Resources Subcommittee. Vice President Foott seconded. Motion carried unanimously.

**8. Establish process for introductory period evaluation of executive director (Jeff Tryens, Board President):**

- Cover memo

President Tryens requested that all board members send feedback to himself and Secretary Vasquez. They will then meet with Executive Director Holland and discuss at the next board meeting.

**9. Other business:**

None

**10. Executive director report and board member updates:**

- Financial Oversight
- Audit Update
- Strategic Plan

Executive Director Holland received confirmation today that the District will get the SDAO safety grant to upgrade building security and code locks. The District also received an NRPA grant to get trainers educated on the walk with ease program. The financial oversight committee will meet on 12/20 to discuss the six-month amended budget, balances, credits, and scholarships. The auditor came in for one day but hasn't reported back on the status yet. The management team has been working on a draft strategic plan and President Tryens will review it. The strategic plan subcommittee will meet in early January to review as well and it will be presented to the board at the later January meeting. Executive Director Holland has received feedback from community members who attended the public meetings, and contact information for marketing students at COCC. Community feedback included topics like volunteering, consistency, user friendly, marketing, memberships, sustainability, programming for seniors and suggestions to not use the word senior. Recreation Programs Director Rush is working with the state and SDAO to weigh pros and cons of ways to rid the District of two vehicles. SOAR Foundation is moving forward and will meet the second week of January. Secretary Vasquez is the liaison between the two boards.



President Tryens suggests contacting an agency outside of Sandy to see if the vehicles are worth scrapping instead of selling at auction.

President Tryens suggests Secretary Vasquez speak to Bonnie Malone and Ralph Salisbury about their potential interest in joining the SOAR board.

President Tryens asked if any parents had been involved in discussion regarding the future of the preschool classrooms. Education Programs Director Gascon will speak to them in February.

**11. Adjourn the meeting:**

President Tryens adjourned the meeting at 6:48 pm.

Respectfully submitted,

Mandee Seeley, Recording Secretary  
Approved by the Board of Directors on January 28<sup>th</sup> 2020.

**Upcoming Meetings/Special Events:**

December 21, 2019	Winter Solstice Gathering- Labyrinth
December 25, 2019	District Closed
January 1, 2020	District Closed
January 14, 2020	Board Work Session
January 16, 2020	District Holiday Gathering
January 18/19, 2020	Sisters Shootout
January 26, 2020	Sisters Co-Ed Dodgeball Tournament
January 28, 2020	Board Business Meeting
February 2, 2020	Night at the Orient
February 15/16, 2020	Sisters Shootout