



**Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, April 28, 2020- 4:30 -6:30 p.m.**

1. Call meeting to order – Jeff Tryens, Board President.....5 min.
 - a. Adjustments and/or approval of agenda

Attendees: Jeff Tryens, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Jennifer Holland, Executive Director, Sarah Hyatt, Recording Secretary

Visitors: none.

Absent: Heath Foott, Board Member

President Tryens called the meeting to order at 4:32pm.

No reminders.

No adjustments.

Treasurer Tehan moved to adopt the agenda as presented. Vice President Keefer seconded. Motion carried unanimously.

2. Consider Approval of Meeting Minutes- Rosemary Vasquez, Board Secretary5 min.

Board Secretary Vasquez moved to approve the minutes from April 14, 2020. Treasurer Tehan seconded. Motion carried unanimously.

Staff is still looking to receive feedback from the board regarding the format/layout of the minutes. No feedback provided.

3. Consider Approval of Consent Calendar- Jennifer Holland, Executive Director.....5 min.
 - a. Infectious Disease Policy

Executive Director Holland presented a consent calendar, indicating that this is the format she would like to implement when seeking approval on policies, directives, etc. Executive Director Holland reviewed the updated Infectious Disease Policy, to minor changes have been made since presented at the last board meeting. She also informed the board that the Telecommute Policy will not be implemented moving forward as the district and the board does not see the need to have one.

Treasurer Tehan moved to approve the consent calendar. Secretary Vasquez seconded. Motion carried unanimously.



4. Provide Feedback on New Logo Concepts Jennifer Holland, Executive Director45 min.
 - a. Cover memo
 - b. Attached concepts

Executive Director Holland presented four potential logos for SPRD, created by Xpress Printing. As the new strategic plan was developed for the district, it was determined that a new logo needed to be developed to align with the strategic plan. The costs for redesigning the logo are minimal. This initiative was in process prior to COVID-19 with the idea that new merchandise could be ordered prior to the start of the new fiscal year. Executive Director Holland asked the board to vote for two logos so the public could have a final vote, choosing the new SPRD logo.

The board was concerned with the mountain logo as the mountains do not represent the Sisters' mountains. President Tryens was also concerned with adopting a new logo as the community is familiar with the SPRD logo and that this logo represents people and the community, he felt that none of the presented logos did that. Executive Director Holland's concern is that there are multiple variations of the logo around, it is dated, and the logo does not adjust well to multiple platforms (t-shirts, signs, etc.).

The board decided they would like to see the mountain logo redone, so it better resembles the Sisters' mountains and they also prefer the pinecone design over the other options. They recommended waiting to pursue this until the district goes back to a normal status. Executive Director Holland assured them that this would not move forward until the district sees revenue again.

5. COVID- 19 Update- Jennifer Holland, Executive Director30 min.
 - a. Cover memo

Executive Director Holland requested direction from the board on extending the closure date from May 4, 2020 to June 2, 2020. This would allow for another board meeting to take place, seeing what additional guidance will be put out from the state. She is suggesting no summer camps the first two weeks.

The board is concerned with what camps would look like when implementing social distancing- keeping them 6 feet apart. Vice President Keefer would like to see what the district can have open (programs running) by June 22, 2020 if the guidance from the governor allows for it. He stated that if we have everything purchased and set up prior to, the district should be able to provide programming earlier than July 1, 2020. President Tryens asked Executive Director Holland to come back to the board if the district can push the timeline for opening programs sooner.

Executive Director Holland also reviewed the district revenue losses (due to COVID-19) and the updated year-end cash flow. Treasurer Tehan asked what negative revenue we will see in May. Executive Director Holland stated that staff is still working on processing refunds for preschool, lacrosse, and GNW.



6. Executive Director's Report- Jennifer Holland, Executive Director30 min.

Executive Director discussed RecTrac software updates that will be happening in the near future. The staff is also looking into new RecTrac modules, allowing for different capabilities. This would include a new POS module and gift card module. The annual contract would increase approximately \$1300 but would help with customer interface. Also, this would be more efficient for reporting program attendance.

Vice President Keefer informed the board that SDAO is looking to pursue a large amount of dollars to distribute for grants for special districts in Oregon. He recommended looking into that so the district can recover loss revenues and expenses.

7. Adjourn meeting

President Tryens adjourned the meeting at 6:24 pm.

Respectfully submitted,
Sarah Hyatt, Recording Secretary
Approved by the Board of Directors on May 26, 2020