



**Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, September 22, 2020- 4:30 -6:30 p.m.**

1. Call meeting to order – Bob Keefer, Board President.....5 min.
 - a. Adjustments
 - b. Approval of agenda

President Keefer called the meeting to order at 4:31 p.m.

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

Absent Board Members: Heath Foott

Visitors: None.

2. Welcome visitors- Bob Keefer, Board President.....5 min.
 - a. Public comment period
 - b. Read any public comments submitted via email or mail

No public comment received via email or mail.

3. Review and consider approving meeting minutes-Rosemary Vasquez, Board Secretary.....5 min.
 - a. August 12, 2020- Board Special Meeting
 - b. August 25, 2020- Board Business Meeting

Secretary Vasquez has reviewed and made necessary corrections to the minutes. Treasurer Tehan noted a few corrections are needed. 1). On the August 12th minutes, Vice President Tryens is listed as ‘president’ not ‘vice president’ and 2). Secretary Vasquez was not present for the August 25th meeting.

Treasurer Tehan moved to adopt the minutes for August 12, 2020 and August 25, 2020 with the two adjustments. Vice President Tryens seconded. Motion Carried unanimously.

4. Receive draft July financials- Jennifer Holland, Executive Director.....10 min.
 - a. Cover memo
 - b. Supporting documents

Executive Director Holland provided a brief overview of the draft financials as Business Operations Manager Sarah Hyatt was not able to attend the board meeting. Executive Director Holland noted that two major items not included in the July financials are payroll and budgeted items for the committees and partner reserve fund. This draft is for the board to see where the district is currently. The month-end financial reports and review with the treasurer will occur when the business operations manager returns.

Treasurer Tehan is working with the bank to reapply for the line of credit, which will need two board member’s signatures on the application.



President Keefer clarified that the board will not be accepting July financials until the next business meeting, which will take place in October.

5. Receive FY19/20 4th Quarter Financial Report- Jennifer Holland, Executive Director.....15 min.
 - a. Cover memo
 - b. 4th Quarter Financial Report

Executive Director Holland provided the board an update on the district's 4th quarterly finance report. This report breaks finances down into the program category to give the board an idea of how the programs are performing. It is important to note that these numbers may change upon the completion of the audit.

Vice President Tryens asked if the high percentage of personnel services is due to the layoff? Executive Director Holland stated that yes, that is part of it and the payout of PTO was a big part of it. Also, there was some efficiency and time management that was not in place. A lot of backend work happens whether you run the event or not.

Treasurer Tehan also noted that the car show was cancelled. There would have been time dedicated to the event, which ended up not happening.

The 4th quarter financial report does not require an approval from the board, this is for a quarterly recap and may be adjusted due to audited numbers.

Treasurer Tehan wanted to point out that on the last page of the report, it is great to see the total ending cash, but based on what we had budgeted it would be nice to see the extra cash that was accumulated in comparison to the budgeted numbers.

6. Provide direction on district logo update and timeline- Jennifer Holland, Executive Director.....20 min.
 - a. Cover memo
 - b. PowerPoint presentation

Executive Director Holland presented an update on the new proposed logo, in alignment with the strategic plan which is to be completed in 2020. She inquired if this is the right time to update the logo or to change the date in the strategic plan and asked the board for feedback.

President Keefer asked each board member to provide comments, thoughts, and questions.

Treasurer Tehan likes the updated version of the current logo. The colors and schematics are very similar to the current logo, it is less busy. If we moved forward, it would be an easier move. She stated that if we did an updated logo, there would not be much we would have to do for the community to introduce the new logo. The costs would be a consideration The district has other things it should be spending money on at this time.

Secretary Vasquez stated she is drawn to the logo of the Three Sisters with the bright colored sun in the background. It has a hopeful feel to it. This may be a good time to inject something new as the district has had to give up on a few things. It would be important to have community event where they could vote and feel like they have a part, a connection, to SPRD.

Vice President Tryens does not associate the pinecones with the town. He stated he would like to see a statement or part of the district's mission statement replacing where the people are in the current logo. He, also, would like to see a different font, a cleaner one He stated he does not have a problem with the



implementation and phasing it in. Not everything has to be done at once. It is a great idea to bring people to the Coffield Center to have input, but he is not sure how to draw patrons in during the current situation. He suggested maybe utilizing The Nugget to involve the community.

President Keefer stated that this is the right time to do a full new community involved logo process. He also stated that he does not mind the pinecone logo that has been presented. If the staff went with the updated logo, to include a tagline, this can be done very modestly, as the district works toward the next few years to start out with a community involved process. Reworking the Sisters SPRD logo with a tagline is the most economical and positioning us well as we (the district) move ahead.

Executive Director Holland verified with the board that if the district moves forward, it would be with the updated version of the current logo. A cleaned-up version of the current logo would be a simpler process. If the district goes with a new rebrand in two or three years, then yes, it would be great to have a further engaged process with the community.

President Keefer encouraged Executive Director Holland to have more staff involvement to help come up with the tagline or provide additional feedback. He stated we should have a decision by the end of October.

7. Executive Session: In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer.

At 6:00 p.m. the board will go into executive session. The board cannot make decisions within the executive decision.

Treasurer Tehan moved to go into executive session in accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer. Secretary Vasquez seconded. Motion carried unanimously.

President Keefer noted that Executive Director's performance has been great, and the board is very happy with her performance and feels they are blessed to have her at the district.

Vice President Tryens moved to increase Executive Director Holland's salary effective September 1st by 3.5 percent. Treasurer Tehan seconded. Motion carried unanimously.

8. Executive Director Report
9. Board Member Updates
 - a. SOAR Foundation Update

Secretary Vasquez stated that the SOAR foundation applied and received a community grant for \$3620 for the youth center, which came from the city. Teresa Mills resigned due to the Folk Festival. SOAR is continuing to look for new members.

10. Board President Updates

President Keefer asked if the meeting could take place in person vs. Zoom and if there is room at the Coffield Center. Executive Director stated, yes. All board members are looking forward to meeting again in person starting next month.



11. Other Business
None.

12. Adjourn Meeting

President Keefer adjourned the meeting at 6:30 p.m.

Upcoming Meetings/Special Events:

October 6, 2020- Board Work Session
October 27, 2020- Board Business Meeting
November 7, 2020- Happy Girls Run

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