



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

January 12, 2021- 4:30-6:30 p.m.

SPRD Board of Directors meetings are open to the public via Zoom by following this link: <https://us02web.zoom.us/j/4594870728>

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

President Keefer called the meeting to order at 4:33 p.m.

Board Member Attendees via Zoom: Bob Keefer, Board President, Jeff Tryens, Board Vice President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Heath Foott, Board Member

SPRD Staff Attendees via Zoom: Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Kelsi Erickson, Recording Secretary, Carissa Gascon, Care Programs Site Coordinator

Visitors via Zoom: Meghan Flaherty, Lacrosse Committee President, Heather Cramer, Lacrosse Committee Member, Janel Ruehl, Central Oregon Intergovernmental Council Member, Emme Shoup, Central Oregon Intergovernmental Council Staff

No adjustments were presented.

2. Update from Lacrosse Committee- Meghan Flaherty, Lacrosse Committee President.....15 min.
 - a. Cover memo

In efforts to keep the board up to date on SPRD committee activities, the Lacrosse Committee President attended the work session to provide a quick update on committee activities and plans.

Vice President Tryens asked what the relationship was between Bend Park and Recreation District (BPRD) and Sisters Park and Recreation District (SPRD) when it came to Lacrosse. Flaherty explained that SPRD runs the sign-ups and oversees the recruitment of volunteer coaches. SPRD is also in charge of reserving field times, as well as deciding fees the Lacrosse committee will pay to SPRD for utilization of their employees when organizing the event.

Vice President Tryens asked if it is an equal partnership or if SPRD is subordinate to BPRD. Flaherty responded she believed SPRD to be subordinate in the relationship but asked Director Holland for confirmation. Director Holland expressed that it is BPRD's league and therefore SPRD follows their rules and guidelines. Sisters, being a small town, does not have enough teams to create an independent league so instead feeds into BPRD's league. She confirmed that Flaherty's explanation of what SPRD provides the league is accurate.

Director Holland went on to say that SPRD is in the process of adding more tournaments during the shoulder season. She foresees SPRD partnering with the school district to ensure the SALI Tournament continues to go forward.



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Secretary Vasquez asked Flaherty if there was anything else SPRD could be doing during the downtime to ensure the SALI Tournament continues. Flaherty explained that assistance with the books would be helpful. She would like for SPRD and the Lacrosse Committee to get together and reconcile the previous year's books to establish a budget moving forward. Understanding what the school district absorbs and what remains leftover for the Committee to then budget for future SALI Tournaments is imperative.

Treasurer Tehan asked if seed money could be utilized for early-onset expenses before registration money comes in. Flaherty remarked that it absolutely would be and that the Lacrosse committee also has sponsorship money from 2020 they will utilize strictly for SALI Tournaments.

President Keefer commented that SPRD appreciates the partnership with SALI and the Lacrosse committee. He noted the idea of SPRD taking on the 8th grade and below Lacrosse program is an exciting one that the organization looks forward to.

Meghan Flaherty left the meeting at 4:53 PM

3. Update on Sisters Country Vision – Janel Ruehl, Central Oregon Intergovernmental Council.....30 min.
 - a. Cover memo and supporting documents

Sisters Country Vision is a community visioning project that began in 2018 to help Sisters position itself for the future. The City of Sisters in partnership with Deschutes County and Central Oregon Intergovernmental Council have led the community and stakeholders through the visioning process which resulted in the Sisters Vision Plan. In 2019, the Vision Implementation Team (VIT) was created to ensure the success of the Sisters Country Vision plan. Executive Director Holland has sat on the VIT, representing SPRD, since late 2019.

Vice President Tryens commented he was unsure what value this project added to the community. Ruehl explained that the value of Sisters Country Vision (SCV) is three-fold. Firstly, it is a coordination of resources across the community. SCV is meant to provide a table for key partners to come together and stay in close communication with one another to ensure there is clarity with the progression of Sisters. Secondly, it is the facilitation of coordinated resources to receive funding for projects. Ruehl stated one of the main reasons communities engage in visioning projects is to demonstrate to funders that there is strong community buy-in. Thirdly, SCV is an 'umbrella'. It is a way to share and promote, together, the work that is being done in Sisters Country. SCV is also a way to organize that work under an easily communicable platform for individuals near and far – anyone who is interested in Sisters and what goes on in the community.

Treasurer Tehan asked how this current SCV project will move forward with the City's new Comprehensive Plan. Central Oregon Intergovernmental Council Staff, Emme Shoup, explained that the two were intertwined. The SCV was created to inform the Comprehensive Plan in understanding what is happening in the community, what the needs of the community are, and what sort of focus the city needs to direct within it. All information and feedback SCV received from the community of Sisters was utilized to create policies for the Comprehensive Plan.

President Keefer inquired about flexibility with the SCV Plan and asked if the organization intended to focus on one thing at a time or maximize the availability of various avenues to achieve a goal. Ruehl expressed that the main 20 strategies of the vision came directly from the community. SCV is dedicated



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to sticking to these 20 visions and explained that while there is much flexibility with the path the organization may take, they are firm on the visions.

President Keefer commented he was sure SCV was coordinating with the fire district on wildfire mitigation plans but he believes it helps the town find ways to receive more money to help control the threat these wildfires bring. Ruehl replied that Fire Prevention is at the top of their list and Fire Chief, Robert Johnson, is on their team to help move the process along.

President Keefer suggested the SCV website advertise on the 'Next Door' App to get the word out about what is going on and how citizens can get involved in the community. Also, he wanted to briefly recommend the vision be aligned with the urban renewal district even though he is sure that is already occurring. Ruehl nodded in agreement and expressed all efforts can be aligned a little bit better to ensure the value is represented in a single, go-to, document. Ruehl also pointed out that with the vision, the entirety of Sisters Country is represented beyond just its limits. The organization pulls in and provides a platform for people who live outside city limits who are still a part of Sisters Country to have their voices heard and get them involved in the planning process.

Janel Ruehl and Emme Shoup left the meeting at 5:34 PM

4. Staff update on preschool, Carissa Gascon, Care Programs Site Coordinator.....15 min.
 - a. Cover memo and supporting documents

This year has brought many changes to the district's preschool program. With a new location, classroom structure, and of course, COVID protocols, the preschool may look different. However, it continues to be a thriving and beloved program.

Treasurer Tehan inquired about class sizes at the preschool. Gascon answered that two classes are set up for 10 kids per day and the third is set up for 20 kids per day.

Secretary Vasquez asked if there is a waitlist for the preschool. Gascon explained that a few days out of the week are full but there is not a current waitlist, spots are still available.

Vice President Tryens asked if there have been any potential COVID scares. Gascon relayed there have been some secondhand exposures where a child's sibling or family member was potentially exposed but nothing serious within the preschool has occurred. The preschool is continuing to follow state regulations and guidelines.

Vice President Tryens expressed that virtual reading over zoom is possible and wondered if the preschool would consider implementing a program like this. Gascon expressed that, sadly, the preschool does not have the proper technology to implement a program of that merit but hopes that after COVID passes, they can restart an in-person reading program.

Treasurer Tehan explained that education workers are now viewed as essential workers and should be able to get the vaccine soon. She wondered if SPRD could get the vaccination facilitated. Director Holland disclosed she is going to reach out to Deschutes County Health to learn how she can facilitate that for SPRD's preschool teachers and other childcare providers.



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- 5. Executive Session: Per ORS 192.660(2)(e) the board will meet to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Board Member Heath Foott motioned to move into Executive Session per ORS 192.660(2)(e) to discuss real property negotiations. Secretary Vasquez seconded the motion. Motion carried unanimously.

The Board moved into Executive Session at 6:04 PM

The Board moved out of Executive Session at 6:38 PM

- 6. Consider designating final approval to Board President Keefer and Executive Director Holland for a lease agreement with Neighbor Impact Early Head Start for the use of classroom 3 at the Coffield Center- Jennifer Holland, Executive Director.....5 min.
 - a. Cover memo

Pending the outcome of the executive session, staff members asked the board to consider a motion designating final approval to Board President Keefer and Executive Director Holland for a lease agreement with Neighbor Impact Early Head Start for the use of classroom 3 at the Coffield Center.

Vice President Tryens moved to support the staff recommendation to enter into a lease agreement with Neighbor Impact Early Head Start after review by legal counsel and delegating authority to President Keefer and Director Holland to sign the agreement. Secretary Vasquez seconded the motion. Motion carried unanimously.

- 7. Other business
- 8. Adjourn meeting

President Keefer adjourned the meeting at 6:42 p.m.

Upcoming Meetings/Special Events:

January 26, 2021	Board Business Meeting
February 26, 2021	Board Business Meeting
March 9, 2021	Board Work Session
March 23, 2021	Board Business Meeting

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on January 26, 2021