



## BOARD OF DIRECTORS WORK SESSION MINUTES

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

**November 10, 2020- 4:30-6:30 p.m.**

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

President Keefer called the meeting to order at 4:30 p.m.

Attendees: Bob Keefer, Board President, Peggy Tehan, Board Treasurer, Rosemary Vasquez, Board Secretary, Heath Foott, Board Member, Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Kelsi Erickson, Recording Secretary

Jeff Tryens, Board Vice President arrived at 4:36 p.m.

Visitors: Jason Huber, Recreation Coordinator, Clark Brody, Pickleball Committee President

2. Update from Pickleball Committee- Clark Brody, Pickleball Committee President.....20 min.
  - a. Cover memo

Pickleball Committee President Clark Brody expressed concern over a town the size of Sisters not having any public pickleball courts established. Brody explained that as of now, Sisters has several smaller pickleball groups spread throughout the town (Black Butte Ranch, Tollgate, and Sage Meadow). Pre-pandemic, these groups came together to form a committee and began offering beginners pickleball classes which were successful.

Over the course of the pandemic, Brody revealed he has met with the city manager to discuss land in which Hayden Homes must donate to be used for public use. It was expressed to him by the city manager that there was roughly 2-acres Hayden Homes would be donating. Brody informed the board that alternative spaces have been explored by the pickleball committee since meeting with the city manager and in that search, a 3.5-acre plot for sale by the forest service was brought to his attention. Speaking with the realtor appointed to the sale of this plot, Tim Kizziar, it was disclosed that a master plan was being created, in which developers would be disclosing who this parcel of land would be designated to. Other avenues were explored as well but none were as appealing as the 3.5-acre plot.

Brody explained that if the developer of the land were willing to donate the parcel to SPRD, the district could potentially acquire matching grant money, allowing full coverage of building costs. He went on to present the idea of holding an annual pickleball tournament which would have the potential to raise enough proceeds to cover maintenance costs year after year.

Treasurer Tehan commented that Diamond Peaks put in private courts for their subdivision and acquired about public use of them. Brody confirmed the Diamond Peaks courts are solely for private use.

Treasurer Tehan went on to ask if Brody had discussed with Diamond Peak management what the cost would be to reserve time slots to the public if that was an option. Brody explained that when he and management sat down, Diamond Peaks management expressed they would be interested in hosting the championship game of a tournament at their private courts but nothing more.



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Board member Heath Foott asked Brody what he needs from the board at this time. Brody expressed his eye has been on the 3.5-acre plot for some time now and he has followed up with Tim Kizziar, the agent selling the land, to express his interest. Brody explained that it is his hope the land would be donated to SPRD and they would accept it, utilizing its' potential to build a multi-use facility. This facility could house other popular events in Sisters as well such as the Rodeo, Quilt Show, Folk Festival, etc. Revenue from these events could also help cover maintenance costs if necessary.

Brody emphasized the importance of visibility. The location of this 3.5-acre plot is right near a high traffic area and could be a large attraction. Vice President Tryens pointed out that at this point, SPRD does not own any land. For that reason, the board would need to think long and hard about accepting a parcel of land that large and consider what the requirements of maintaining such a parcel would cost the organization.

President Keefer interjected that this opportunity is one which the organization could capitalize on. As SPRD continues to grow, looking to the future, this facility would be a project that may allow the organization to work closely with the city, school district, and others. President Keefer also pointed out that, as of now, SPRD may be small enough to qualify for a 40-60 grant match, instead of a 50-50. He encouraged the importance of keeping an open mind.

Vice President Tryens suggested that the board revisit the strategic plan at the end of the year to see where the organization stands opportunity wise. He expressed the importance of expansion when it comes to programs but that the city currently maintains so many of Sister's park land, he would feel more secure in knowing the city owns this potential new facility and SPRD just runs the programs held there.

President Keefer recommended joint-ownership under an intergovernmental agreement (IGA) where the city and SPRD would agree to split up maintenance responsibilities of the facility and land. He commented that it may lead SPRD to becoming the programmer for the rest of Sister's parks as well, which would allow the organization to hold summer playground programs without being charged a fee for them.

Treasurer Tehan remarked that every time the city collects systems development charges, a percentage is earmarked for park development. She clarified this meant there would be more than one source of funding along with other opportunities for citizens of Sisters to utilize the potential facility for personal use or to bring in out of town guests.

Brody expressed that he is happy to initiate this discussion, however, he is out of his realm of experience with this project. He believes that once the city requires the public donation to be identified, either he, or Executive Director Holland will receive a call asking for a presentation of what the committee plans on doing with the land. With that said, Brody recommended the board determine whether they would like to accept the donation if it comes and put forth proper thought into the project overall because it is not an overnight decision.

Board Member Heath Foott established that the board agreed to implementing pickle ball into the community. He recommended that SPRD officially launch something; doing their due diligence to understand what a project of this degree would take. He informed Brody the organization would put together a business plan.



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President Keefer commented that a business plan would be wise, and Executive Director Holland could put something together so the board has a better idea of what SPRD would be getting into.

Vice President Tryens requested that Brody update realtor Tim Kizziar to inform him of his meeting with the board and to inquire about obtaining a professional sketch of the facility vision. Brody expressed he has no hesitation to do so and thanked the board for their time along with Executive Director Holland for her leadership and support.

Clark Brody left the meeting at 5:16 PM

3. Staff update on youth and adult athletics, Jason Huber, Recreation Coordinator.....15 min.
  - a. Cover memo
  - b. PowerPoint Presentation

The district's youth and adult athletic program have experienced many changes in the last few years. With growth in some areas and loss in others, staff continues to evaluate the community need and areas of improvement to offer exceptional programs to the community.

President Keefer inquired about whether coaches at Sisters Middle and High school utilize the same 3D coaching model SPRD utilizes. Recreation Coordinator Huber confirmed that the same coaching model is utilized.

Vice President Tryens expressed concern over moving forward with the Outlaw Mat Club during a pandemic. Coordinator Huber clarified that this club would be emphasizing technical work, body positioning, and all participants would be practicing on dummies; completely contactless. Executive Director Holland also commented that a survey was sent out to the public asking if the contactless Mat Club would be of interest to parents during this time of pandemic and it was overwhelmingly received with positive appraisal.

President Keefer inquired about marketing on the 1<sup>st</sup>-3<sup>rd</sup> grade soccer teams' uniforms who play on the High School field during half time. Coordinator Huber confirmed SPRD is displayed across their jerseys.

Board Member Heath Foott questioned why we were not able to host adult cornhole at Three Creeks Brewing Co. anymore. Coordinator Huber explained that the restaurant who hosts this event must serve food if they are going to serve alcohol and it was a hassle for the restaurant to provide both so SPRD moved the event to Hop & Brew who has been an excellent host as well.

President Keefer questioned whether SPRD's gymnastics program was truly gymnastics or if it should be advertised as tumbling. Coordinator Huber described that the gymnastics program has four beams, and a new bar kit has been ordered.

Vice President Tryens asked if SPRD is in close contact with the Middle School and High School coaches to inquire about what they see coming in (skill wise) and what is lacking that SPRD can focus on with the younger kids coming into programs. Coordinator Huber commented that there is a high turnover rate for school district coaches, however, he is the middle school basketball coach and can attest to the fact that certain skills are lacking -which he has witnessed personally. Executive Director Holland also mentioned that Coordinator Huber is in



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contact with Middle and High School Athletic Director, Gary Thorson, to ensure SPRD is connected to higher level athletics. She explained that Coordinator Huber and Athletic Director Thorson are having conversations and threw those conversations they were able to decide that moving forward with the restructuring of training for SPRD coaches to include the 3D coaching model would better prepare the community's youth to learn proper fundamentals and allow an easier transition through the years once reaching higher athletic competition.

Treasurer Tehan asked Coordinator Huber if SPRD's athletics would be able to utilize the Annex space in upcoming programs. Coordinator Huber explained that SPRD is looking into holding group practices for the younger kids there in upcoming months.

Vice President Tryens inquired about ways which SPRD finds most effective in keeping kids engaged over the years versus losing them due to lack of interest or poor performance. Coordinator Huber explained that it is common to see a drop off from 3<sup>rd</sup> grade to 6<sup>th</sup> grade, but the numbers vary constantly. Executive Director Holland commented that there is a huge drop off from middle school to high school due to pressure from parents. In response to this, SPRD has begun implementing parent education into programs to help bring awareness to this issue in hopes it will help ease or erase it altogether.

Vice President Tryens would like for SPRD to view these young kids as the organizations' own. He explained that SPRD should have the mentality of keeping kids on recreationally, whatever that may look like and expressed that the engagement over a long period of time should be the organizations main objective.

Coordinator Huber closed by expressing he would love to see more volunteering from High School Students.

Coordinator Huber left the meeting at 5:56 PM

#### 4. Discuss existing board manual, Jennifer Holland- Executive Director .....45 min.

On February 9, 2016, the board of directors adopted a similar version of the SPRD Board Operation, Procedure, Training and Orientation manual provided in the board packet. According to the board meeting recording, this manual was updated and adopted with the main purpose of adding the "Speak Your Peace Civility Project" tenets and cleaning up the language. However, edits requested during the meeting are not reflected in this document. District management requests that the board review the existing document and discuss the need for a potential update.

Treasurer Tehan noted that this manual discusses a board chair which the board does not have.

Vice President Tryens believes the manual is redundant. He stated it needs to be completely reorganized and he would be happy to complete the edit himself.

Board Member Heath Foott commented on the legality of the document and questioned whether the organization should have someone, or some other organization redo it. He does not believe the document is representative of SPRD today.

Secretary Vasquez noticed that the document would need to be dissected, piece by piece, to decide what sections can stay and what needs to go.

President Keefer explained that the redundancy of the document is a big problem, in agreeance with Vice President Tryens. He believes having a table of contents would be helpful as well.

It was overwhelmingly understood that the board believes this document needs to be redone.

Executive Director Holland commented that both she and Business Operations Manager, Sarah Hyatt, recently went through the staff manual and they could do the same with this manual. She confirmed all the proper channels would be navigated to ensure the document meets proper expectations and a rewrite could be completed by February 2021.

President Keefer noted that if Executive Director Holland could come back in the Spring of 2021, then a final draft could be completed by May before the next board elections.

### 5. Other Business

Secretary Vasquez informed the board that there are two new SOAR foundation members. The first is Molly Baumann who serves on the parks advisory committee. The second is Christine Funk who wants to raise money for a public swimming pool. Both women seemed very enthusiastic to be on the foundation board and Secretary Vasquez believes they will make wonderful foundation members.

Secretary Vasquez gave Executive Director Holland a list of foundations which they would like her to review and give the (SOAR) foundation recommendations on as to who to contact, along with any other foundations they should consider contacting. The list, at present had Bank of Cascades, now 1<sup>st</sup> Interstate, Ford Family Foundation, Meyer Memorial Trust, and Maybelle Clark McDonald Fund.

Executive Director Holland commented that she would work with Robyn from C4C to see if she had a contact for the Ford Family Foundation.

Treasurer Tehan suggested the Roundhouse Fund and Oregon Community Fund who has family funds which collect interest that go toward specific types of projects.

Vice President Tryens inquired about what the fundraising was for. Secretary Vasquez informed him that the plan for funding was to go toward helping sign up the teen center for the Annex. If those plans were to continue, SOAR would like to be able to help in providing support.

Executive Director Holland mentioned that due to COVID, SPRD has not been able to provide programs the way they normally do. She explained that there are COVID friendly programs the organization can offer but this requires some equipment which SPRD does not currently have. Some of the equipment is very expensive so the organization needs to focus on what the needs are currently and then work with a foundation thereafter to help fund these 'necessities.'

Vice President Tryens reported that there is a lot of COVID grant money floating around, the central Oregon health council being one example. He urged Executive Director Holland to look into it.

### 6. Adjourn Meeting



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President Kefer adjourned the meeting at 6:23 PM.

### Upcoming Meetings/Special Events:

November 24, 2020 Board Business Meeting

December 15, 2020 Board Business Meeting

Respectfully submitted,

Kelsi Erickson, Recording Secretary

Approved by the Board of Directors on November 24, 2020