



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

June 22, 2021- 4:30-6:30 p.m.

Board of Directors meetings are open to the public via Zoom by following this link:

<https://us02web.zoom.us/j/4594870728?pwd=YVJ0VmF0TjhlMkhtUjh0YjgzZGs0QT09>

Members of the public that are not able to call in to the meeting may submit a written question or comment by emailing SPRD@sistersrecreation.com or mailing a letter to SPRD c/o Jennifer Holland, PO Box 2215, Sisters, OR 97759. All written submissions must be received by end of business the day prior to the scheduled meeting. Written submissions will be read out loud during designated public comment period.

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

Vice President Tryens called the meeting to order at 4:30 PM

Board Member Attendees via Zoom: Bob Keefer, Board President

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

SPRD Staff Attendees: Jennifer Holland, Executive Director, Sarah Hyatt, Business Operations Manager, Tanner Cornwell, Program Supervisor, Kelsi Erickson, Recording Secretary

Visitors: Dan O’Neil, Skate Park Alliance Chair, Miles O’Niel and Diego.

No adjustments were presented.

- 2. Welcome visitors - Jeff Tryens, Board Vice President5 min.
 - a. Public comment period (read any public comments submitted via email or mail)

No visitors present.

- 3. Skate park discussion- Jennifer Holland, Executive Director and Dan O’Neil Skate Park Alliance Chair,30 min.
 - a. Cover memo and supporting documents

Director Holland explained that over the years, the sense of ownership from local skaters has dwindled as youth who were originally involved in this project have grown older how about “aged out”? and/or moved away from the area. The disconnect from original students who built the park has led to vandalism. Additionally, the park has also seen a substantial increase in usage since it was first constructed. These two issues are part of the driving force behind the Sisters Skatepark Alliance’s vision of moving into a new era for the skatepark with the end goal of filling in the fenced-in area around the skatepark with concrete, making it a fully skateable space.

Dan O’Neil, Skate Park Alliance Chair, discussed the loss of respect for the park over the years. He explained that getting the kids involved in the remodel would renew that culture and respect. What he and the Skate Park Alliance would like to do is get younger kids involved in the planning process. He hopes that this project will also help teach children skills they can take into the ‘real world’ with them. Dan will be offering a class at the high school which includes a media, construction, design, and art aspect to it.



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Dan O'Neil commented that the alliance's goal is to raise \$50,000. He said he believed this goal would be easily attainable as there are many supportive organizations, grants, and other that will allow the project to gain recognition with the public..

Treasurer Tehan asked if there would be any restriction of use for the park during construction. Dan answered that they would like to keep the park open throughout construction but will put up fencing where construction is taking place.

Vice President Tryens asked how protocol and park etiquette is enforced. Dan explained that in healthy culture, the more experienced skaters teach the younger skaters and scooter riders how to navigate the park. In an unhealthy culture, the more experienced riders are mean and would tell them to leave.

President Keefer asked if funds from the Tony Hawk Foundation have already been received. Dan responded that they have not currently written any grant letters, but it would be a part of the high school class. He explained that he primarily wants the kids to write grant letters and learn the process of doing things they may not necessarily know how to do otherwise.

Vice President Tryens asked if there was a way the alliance could memorialize kid's names who have dedicated 100 hours to the park. O'Neil mentioned they have thought about building a brick quarter pipe and etching kid's names into the brick. However, he is interested to see what kids taking his class will come up with.

Director Holland informed the board that O'Neil had already received approval from Superintendent Scholl about moving the boundaries of the skate park. He also reached out to the city and confirmed the park needs to have a site review update for these additions. Lastly, Director Holland said she wants to get SPRD more involved in the process this time around. She announced the district has money budgeted to go toward the skate and bike park. She clarified this money could go towards part of \$50,000 needed for this project.

Treasurer Tehan motioned to approve Sisters Skatepark Alliance moving forward on the phase one addition to the skatepark under the management of executive director. Board Member Foott seconded the motion. Motion carried unanimously.

President Keefer asked Director Holland if the district would need to do a supplemental budget for the skate park. Director Holland answered that they would need to do an adjusted budget.

Vice President Tryens told O'Neil that the board would love to receive an update in the next few months. O'Neil stated that either late September or early October would be a great time for the students to give an update.

Dan O'Neil, Miles O'Neil, and Diego left the meeting at 5:06 PM

4. Review and consider approval of consent calendar - Jennifer Holland, Executive Director.....5 min.
 - a. Meeting minutes: May 12, May 25, and June 8, 2021
 - b. April financials

President Keefer motioned to approve the consent calendar, as presented. Treasurer Tehan seconded the motion. Motion carried unanimously.



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- 5. Receive draft May financials - Sarah Hyatt, Business Operations Manager.....10 min.
 - a. Cover memo and supporting documents

The items presented in supporting documents of this packet are drafts and have not been reviewed or discussed with Treasurer Tehan and the staff. Presenting the May draft financials allows for the board to have up-to-date financial awareness. The numbers on the balance sheet and profit & loss statement include revenues and expenses to include payroll and 401k contributions.

Treasurer Tehan pointed out that the money market line item is \$35,000 less than what is displayed but it would be corrected on next month’s spreadsheet.

Treasurer Tehan also commented that she was able to review the April financials with Operations Manager Hyatt which displayed a net profit for general operations as almost \$20,000 for the month. She explained when you look at the two months (May and April), there is a deficit of roughly \$5,000, which is a positive change.

Vice President Tryens noted that looking at the numbers alone, it appears camp registrations are through the roof. Director Holland confirmed that many camps are completely full and it has been a great summer so far.

- 6. Sisters Community Church phase two of rental and lease renewal.....15 min.
 - a. Cover memo and supporting documents

At the July 28, 2020 board meeting, the board approved a lease agreement for Sisters Community Church’s Student Center. Due to COVID-19 and the unstable environment at the time, the board requested a phased-in approach to the rental. Phase one of the rental includes three classrooms to operate preschool, the gym, restrooms, workroom, and playground for \$2,000/month. Phase two would encompass the entire facility in addition to the adjacent Hanger facility for \$2,750/month. The move into phase two was delayed due to COVID restrictions which limited the usability of this space.

As the community and the district are recovering from COVID and restrictions are lifting, the staff is requesting that the board consider moving into phase two on July 1, 2021. The additional space will be utilized this summer for summer camp break-out spaces and will also allow staff to begin preparations in the Hanger for the new youth center called The Outlaw Club.

Vice President Tryens asked when the new lease would expire. Director Holland answered that it is a year-by-year lease which would mimic the district’s fiscal year calendar.

Vice President Tryens asked if the upstairs spaces at the annex would be included in the new lease. Director Holland confirmed that two spaces upstairs would be a part of the new lease which would bring new opportunity for programming.

Treasurer Tehan asked if the SOAR Foundation has been updated on this new phase? Director Holland responded that she has let them know and they have received close to or over \$10,000 for the youth center. Treasurer Tehan asked if the district would also be looking at additional staff for the youth center. Director Holland replied that, yes, there would be staff and these positions were budgeted for.

Vice President Tryens asked if there was a chance the district could do a mural or some other form of PR for SPRD on the side of the Hangar. Director Holland said they may not be able to paint on the building directly, but could potentially do a plywood mural that is mounted but moveable.



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Treasurer Tehan motioned to authorize the board president and executive director to renew the Sisters Community Church lease with updated terms as presented by staff. Board Member Foott seconded the motion. Motion carried unanimously.

7. District special events - Jennifer Holland, Executive Director.....15 min.
 - a. Cover memo and supporting documents

In the past few years, Sisters Park & Recreation District has stepped into the world of special events at a greater level than before. These events include Crest the Cascades, the Luau, Glory Daze Car Show, Homebrew Festival, Senior Fitness Games, Senior Health Fair, Community Clean-Up, and more. Some of these events were passed to the district from the Chamber of Commerce (Crest the Cascades and Glory Daze Care Show), while others were passion projects of former staff members. The level of interest and success of these events has varied greatly.

Since the onset of COVID, the district has not run any special events. Looking at the remainder of the 2021 calendar year, SPRD is committed to running Crest the Cascades and the Glory Daze Car Show. Looking beyond these two events and into 2022, the district has an opportunity to reset and determine how SPRD best fits into the special event arena in Sisters. As SPRD move forward, the district needs to determine where the need is in our community and if we are the right fit to fill that need.

Molly Baumann, newly elected soon-to-be board member, joined the meeting at 5:27 PM

Board Member Foott commented that she would prefer to do three great events rather than 10 mediocre events. Treasurer Tehan added that the district must be mindful of other events going on during the shoulder months (November – April).

President Keefer liked the idea of focusing on fewer events and partnering with other organizations. He would like the staff to look into potentially having an event that follows the Sisters Rodeo. However, he stated he supports Director Holland’s recommended approach but would like more information on the family event to ensure they are holding it at the right time.

Board Member Foott proposed that the staff send out a needs assessment to the community to gather feedback and come back to the board with some ideas. Vice President Tryens said he liked the idea of a needs assessment and added that it should include some criteria regarding strategic importance, who the district is serving, and partnerships.

Molly Baumann commented that the start or end of the school year would be a good time to have a family-friendly event. Treasurer Tehan added that showcasing the Annex or utilizing the gym, where weather would not be as much of an issue, could be a good opportunity.

Director Holland asked if the board would be interested in letting Age-Friendly Sisters take over the luau. Vice President Tryens said it would be a good idea to hand the luau over and offer the district’s support.

8. Executive Director report
 - a. Legislative update



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Please add a sentence saying what the bill was that Jennifer was reporting on. Vice President Tryens commented that it did not sound as though the legislative bill would impact the district much. Director Holland responded that it may not, but she felt the district should be prepared.

President Keefer commented that the district may potentially be affected if it chooses to do any remodeling or construction.

9. Board Member updates

Treasurer Tehan reminded the board that board members could still submit photos to go in the Nugget in support of Covid 19 vaccinations but the deadline for submissions is June 23rd.

10. Board President updates

None.

11. Other business

None.

12. Adjourn meeting

Vice President Tryens adjourned the meeting at 6:04 PM

Upcoming meetings/important dates:

July 13, 2021 Board Work Session
July 27, 2021 Board Business Meeting

Respectfully submitted,

Sarah Hyatt, Recording Secretary

Approved by the Board of Directors on July 27, 2021