



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

October 26, 2021- 4:30-6:30 p.m.

Meeting called to order at 4:30 pm, by President Keefer.

No adjustments made to the agenda. Agenda approved.

Board members in attendance: Bob Keefer, president, Heath Foott, vice-president, Peggy Tehan, treasurer, Jeff Tryens, secretary, Molly Baumann, member

Staff attendees: Jennifer Holland, executive director, Sarah Hyatt business operations manager, Britney Steigleder, accounting clerk.

### 1. Welcome visitors – Bob Keefer, president

**Public comment period** (read any public comments submitted via email or mail)- No comments submitted

Visitors: Dan O'Neil, Sisters Skatepark Alliance chair, Miles O'Neill, David O'Neill, Josiah Mensing, Bodie Schar, Sawyer Kiefer, Garrett Atkinson, and Hunter Briggs.

### 2. Skatepark update – Dan O'Neill and Sisters Skatepark Alliance Members

Dan O'Neil and Sisters Skatepark Alliance students provided an update regarding skatepark project and fundraising including: \$15,000 from Tykeson Foundation, \$3,600 from City of Sisters, \$5,000 from Sisters School Foundation, and \$1,000 from a Go Fund Me account they set up. In addition, they described the role students played in the fundraising process as well as the success of skateboarding event/fundraiser that was held.

Construction will start after the spring quarter. Until then they will be focusing on maintenance at the skatepark.

### 3. Welcome new staff! – Jennifer Holland, executive director

Britney Steigleder introduced herself to the board.

### 4. Review and consider approval of consent calendar – Jennifer Holland, executive director

- Minutes for the July 27, 2021 business meeting, the August 24, 2021 business meeting, and the September 14, 2021 work session.
- July 2021 financials
- Resolution 2022-02 approving air quality policy
- 5-year capital improvement plan

An error in the consent calendar 5-year capital improvement was addressed and corrected.

Secretary Tryens moved to approve the consent calendar as corrected; Treasurer Tehan seconded. Motion passed unanimously.

### 5. Receive and consider accepting August financials – Sarah Hyatt, Business Operations Manager

Business Operations Manager Hyatt presented August financials. She described an upcoming rise in payroll expense related to increased staffing, and then detailed new line items added to the balance sheet. She also reminded the board that tax revenue collection will increase in November and December when the district begins to receive 2022 property taxes.



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Vice President Foott motioned to accept August financials as presented; Board Member Baumann seconded. Motion passed unanimously.

### **6. Receive draft September financials – Sarah Hyatt, Business Operations Manager**

Business Operations Manager Hyatt presented draft September financials. An increase in property tax revenue prompted a discussion regarding tax revenue categories including how past due tax revenue, when collected, impacts the fiscal year in which it is collected. Additionally, a manual check that was entered incorrectly was clarified and corrected.

A potential exemption to credit balance control policy was discussed as an issue to be further addressed, due to concerns that families credited for closures related to COVID, may not have enough time to use credit balance. Executive Director Holland and Accounting Clerk Steigleder will review existing policy and work with board if a policy exemption is needed.

No action required.

### **7. Consider approval of proposed staff recognition – Jennifer Holland, executive director**

Executive Director Holland proposed a recognition of current and active staff for all their hard work and dedication to the district during the last year. All staff have gone above and beyond to ensure programs are not affected during the COVID pandemic. A one-time recognition bonus was proposed at 2% of the employee's annual salary from January 1 – October 14, 2021 with a minimum bonus of \$50 and a maximum of \$500. Board members voiced support for increasing proposed dollar amount, each declaring appreciation for all the hard work done by staff. President Keefer summarized board discussion stating that Executive Director Holland use a budget of \$6,000 to recognize staff under parameters she determines are appropriate, however, not to exceed 4% of annual salary from January 1 - Oct 14, 2021.

Vice President Foott motioned to approved staff recognition program as amended by board; Board Member Baumann seconded. Motion passed unanimously.

### **8. Consider approval of FY22 committee list – Jennifer Holland, executive director**

Executive Director Holland proposed three subcommittees of the board of directors for FY22 including a Human Resources Subcommittee, Financial Oversight Subcommittee, and an Executive Team Subcommittee

The Board discussed further review of the need for an Executive Team Subcommittee as questions were raised as to whether it should be responsible for the strategic plan, and if it would impede the rest of the board from participating as a sounding board for the executive director. Secretary Tryens expressed his concern regarding the use of an Executive Team Subcommittee, with an appointment of the board president and vice president, to be the sole people delegated by the board to work on items such as the strategic plan. His concern was that there are other people on the board would like to work on such tasks who may be better suited for the role based on their experience. Executive Director Holland indicated the value of such a subcommittee in aiding transition during times of succession.

Secretary Tryens moved to approve other two committees without Executive Team Subcommittee, Treasurer Tehan seconded. Motion passed unanimously.

### **9. Assign FY22 Committee members – Bob Keefer, president**

President Keefer assigned the following board members to committees listed below:



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Human Resources: Vice President Foott and Member Baumann

Financial Oversight: President Keefer and Treasurer Tehan

Special Committee: Strategic Committee, President Keefer and Secretary Tryens

**10. Executive Session: In accordance with ORS 192.660(2)(e) the board will meet to conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

Moved into executive session at 4:46pm

At 6:13 moved out of executive session.

**11. Consider motion to approve lease agreement with Sisters School District**

Secretary Tryens moved approve the lease agreement with Sisters School District; Treasurer Tehan Seconded.

Motion carried unanimously

**12. Executive director report – written report attached.**

No highlights, no questions

**13. Board Member updates**

For the Community Clean up, Member Baumann, and Secretary Tryens described how good it was working with the Forest Service and members of the community. Member Baumann noted the value as a teaching moment for her with her son.

Treasurer Tehan attended the Sisters Car Show and was enthused over the way the community and the weather came together for the event.

Vice President Foott reported on process of reviewing executive director performance. Will be sending email out with a form for board members to fill out and return by November 12<sup>th</sup>. Forms will then be utilized to make report, which will be presented at November 23<sup>rd</sup> meeting.

**14. Board president updates**

**a. Confirm attendance for November 23, 2021 meeting**

Secretary Tryens is unable to attend but may be able to Zoom

Member Baumann, possibly able to Zoom

**b. Confirmed attendance for December 28<sup>th</sup>, 2021 meeting**

President Keefer will likely be able to attend, Member Baumann will not be in attendance

**Other business**

Member Baumann asked about volunteers for Happy Girls Run and Executive Director Holland was going to confirm numbers and get back to her.

**Meeting adjourned at 6:28 p.m.**

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 11/23/2021