



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

November 23, 2021- 4:30-6:30 p.m.

1. **Call meeting to order**

President Keefer called meeting to order at 4:34 p.m.

No adjustments made to the agenda. Agenda approved.

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

Staff attendees: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Tanner Cornwell, program supervisor, Sarah Mcneale, recording secretary.

2. **Welcome visitors – Bob Keefer, president.**

Public comment period (read any public comments submitted via email or mail)

No comments submitted by public. No visitors.

3. **Review and consider approval of consent calendar - Jennifer Holland, executive director.**

October 26, 2021 business meeting minutes and September 2021 financials

Treasurer Tehan commented on a name correction needed in the previous meeting's minutes. Tysen Foundation to be corrected to Tykeson Foundation. Executive Director Holland noted the correction.

Treasurer Tehan moved to approve consent calendar as corrected; Secretary Tryens seconded. Approved unanimously

4. **Receive draft October financials – Britney Steigleder, accounting clerk.**

Accounting Clerk Steigleter noted a RecTrac credit balance increase resulting from COVID related closure that is expected to decrease as credits are applied to patrons' accounts for November. Also noted was the \$700 tax revenue for October, which will increase to \$400,000 in November's financials. Charges for Services category were at 21% of budget. This falls short of the revenue goal of 33%. Program cancellations as a result of COVID and reduced program enrollment due to staffing shortages were cited as mitigating factors. Staff will report on expected rebounds. Staffing expenses stayed under budget.

Treasurer Tehans voiced concerns that the care programs were operating at a deficit. Executive Director Holland clarified that two factors contributed to the budget for care netting at a loss. First, the ending of a previous practice allowing the prepayment of the full year's tuition lowers the initial bump in income earlier in the school year and can appear to reflect less money coming in. As the year progresses, however, and monthly tuition payments are made, income reflects actual enrollment more accurately. Second, staffing shortages in the care programs forced the use of a temp agency at a significantly higher cost, increasing that expense item in a way that will be largely mitigated by the hiring of permanent staff.

Finally, Executive Director Holland discussed the impact of giving prorated refunds to families for school closures caused by COVID. Prior COVID relief funds had made refunds to families a logical move, but as those financial programs end, a new approach, developed with input from the community and families, will be developed and presented to the board with the goal of creating a specific COVID refund policy.

No approval required.

5. **Consider approval of UK Soccer payment of \$10,865 – Jennifer Holland, executive director.**

Higher than expected enrollment resulted in an invoice from UK Soccer for summer soccer specialty camps that exceeds the executive director's purchasing authority level of \$10,000 thus requiring board approval.

Vice President Foott moved; member Baumann seconded. Approved unanimously.

6. **Review draft information security policy – Jennifer Holland, executive director.**

An increase in cyber-attacks on public entities and subsequent losses necessitates an increase in vigilance by special districts and their employees. Additionally, the district's liability insurance provider offers a 10% discount off of the annual insurance premium as an incentive for using best practices which include the implementation of a documented information security policy. Executive Director Holland, using a template provided by SDIS and with input from Covenant, the district's contracted out IT support, developed a first draft of an SPRD specific information policy. Plans for staff training on the policy would occur at the time of onboarding on an individual basis and then group training would occur annually.

Board members offered input on expectations regarding enforceability and personal use of work computers. Executive Director Holland cited a higher standard for responsible use of work resources by employees of a publicly-funded entity but, given the board's input would revisit the policy verbiage per the board's guidance regarding employees and balancing acceptable use against ethical standards and the need for information security.

In order to facilitate quick implementation of security policy, Executive Director Holland plans to bring the revised policy to the board for final approval at the next meeting.

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.**

Treasurer Tehan made a motion to move into executive session; Vice President Foott seconded. Motion passed unanimously. Moved into executive session at 5:27pm. Left executive session at 5:41pm

8. **Consider motion to approve executive directors annual review and compensation.**

Vice President Foott moved to approve executive director's annual review and to give Executive Director Holland a 5.32% pay increase retroactive to 09/01/2021; Treasurer Tehan seconded. Motion passed unanimously.

9. **Executive Director report**

Executive Director Holland related key points of the Citizens 4 Community-hosted meeting at which Sisters School District Superintendent Curtiss Scholl shared projected plans and took input from the community as to what should become of the current Sisters elementary school site once the new school is built. More community outreach activities are planned over the next few months by C4C. Executive Director Holland and Superintendent Scholl, along with C4C, will then work together to give feedback to the school board as it formulates a plan for the site. President Keefer suggested a separate work session to assess what SPRD would, could, & should invest in such a site owned by the school district and under what circumstances such an investment would make sense.

Executive Director Holland also notified the board that the draft audit had been received.

10. **Board Member updates**

Vice President Foott notified the board he will be unable to attend December 14th meeting.



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Treasurer Tehan complimented Secretary Tryens on his comments at C4C meeting. She then mentioned comments made at planning meeting for Woodlands Project about a possible collaboration on park area of project with SPRD. Lastly, she shared that she is enjoying teaching the SPRD Ukulele Class.

11. Board President updates

Noted that December 14th meeting will be more than a “work session”. Because of items needing board approval it will need to be a “special meeting” to allow for board voting.

12. Other business

Member Baumann questioned if parents of children in SPRD care programs should be notified of nearby building being used as an overnight cold weather shelter during December. Executive Director Holland agreed to notify parents and said that while the location has been used as a shelter previously without incident, she would work with shelter organizers to ensure those staying there do not linger after shelter closes for the day.

13. Adjourn meeting

Meeting adjourned at 5:56 p.m.