



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

December 14, 2021- 4:30-6:30 p.m.

1. **Call meeting to order – Bob Keefer, president.**

President Keefer called meeting to order at 4:32 p.m.

No adjustments made to the agenda. Agenda approved.

Board members in attendance: Bob Keefer, president, Peggy Tehan, treasurer, Jeff Tryens, secretary, Molly Baumann, member.

Absent: Heath Foott, vice president.

Staff attendees: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary.

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

No comments submitted by public. No visitors.

3. **Review and consider approval of consent calendar– Jennifer Holland, executive director
November 23, 2021, business meeting minutes, Adjusted FY22 pay scale, and Information security policy and acceptable use policy.**

Executive Director Holland presented consent calendar items and detailed changes made to information security policy per boards guidance.

Secretary Tryens moved to accept consent calendar as presented; Treasurer Tehan seconded. Motion passed.

4. **FY22 1st quarter finance and operations report– Jennifer Holland, executive director**

First quarter revenue report covers district financials between July 1 and September 30th of the year. Overall, revenue increased by \$63,163. There was noted drop a in fees for services compared to the previous year, in part, due to COVID closures and the removal of annual prepayment option for preschool. Conversely, athletic revenue increased as the number of programs we able to return, leading to an increase in personnel and other expenditures.

Changes in processing of the Lt. Salisbury scholarship allowed for more effective use as suggested by Secretary.

The board discussed details of scholarship allocation and use concluding that further exploration as part of strategic planning was warranted in addition to continuing informational campaign.

Strategic plan 1st quarter action item completion highlights: increase in program participation, reduction in cancellation and increase in volunteer hours.

Comments were made regarding a need for more classes and activities tailored to older adults. Executive Director Holland summarized current plans to develop more programs invite more involvement by older adults, both fitness and educational.

5. **Budget committee member recruitment– Jennifer Holland, executive director**

Two vacancies on the budget committee will need to be filled. Executive Director Holland detailed process for recruitment and interviewing. Board commended the early action on this.

No action by board necessary.



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6. Review and adopt FY23 budget calendar– Jennifer Holland, executive director

Executive Director Holland detailed revisions made to draft of budget calendar for FY23 which included adding a review of both the five-year capital improvement plan as well as the FY23 pay scale.

Treasurer Tehan moved to accept budget calendar as presented; Board member Baumann seconded. Motion passed.

7. Board member updates

Board Member Baumann will not be able to attend meeting on 12/28/2021.

Treasurer Tehan thanked the district for providing space for the ukulele group.

8. Board president updates

Recognized board and staff for organizational abilities and job well done.

9. Other business

Executive Director Holland detailed organizational changes to be made as a result of staffing changes. Program supervisor position will now act as backup to the executive director and oversee new positions which include the athletic/recreation coordinator and care/event coordinator. In addition, the custodian position has been promoted to facility coordinator. The facility coordinator in conjunction with the accounting clerk position has been able to absorb some of the duties which were previously the responsibility of the business operations manager. The new staffing plan utilizes fewer overall staffing hours and remains under budgeted staffing hours. This plan addresses the need to shift certain responsibilities and back-up front end staff without disrupting ability of administrators to be effective in their main positions.

There is still room to increase capacity in these positions, when warranted, by increasing positions from part-time to full-time. Executive Director Holland stated that people seem to want part-time reflecting a shift in work-life balance. President Keefer stressed need for succession plan.

Treasurer Tehan asked about the status of ski programs in conjunction with Hoodoo. Board Member Baumann detailed staffing challenges with Hoodoo and advised Executive Director Holland of new contact person to reach out who could be of assistance to ensure communication was going to the correct person.

10. Adjourn meeting

Meeting adjourned at 5:51pm.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by Board of Directors: 01/25/2022