

January 25, 2022- 4:30-6:30 p.m.

1. Call meeting to order

President Keefer called the meeting to order at 4:31 p.m.

No adjustments to the agenda.

Board members present: Bob Keefer, president; Heath Foott, vice president, Jeff Tryens, secretary (via Zoom), & Molly Baumann, member (via Zoom)

Board members absent: Peggy Tehan, treasurer

Employees in attendance: Jennifer Holland, executive director, Britney Steigleter, accounting clerk, Sarah McNeale, recording secretary

2. Welcome visitors

President Keefer noted, that other than the scheduled speaker, Tracy Jones of Pauly, Rogers and Co. who join the meeting via Zoom, there were no visitors and no comments submitted.

3. Receive FY21 audit presentation

Executive Director Holland introduced Tracy Jones and gave background on the audit, the processes and people involved.

Executive Director Holland stated in the cover memo to the board that the goal of an audit is to ensure that an organization's financials are free from material misstatements and that the district complies with Oregon Revised Statutes (ORS) and the Governmental Accounting Standards Board (GASB). The audit found that there were no material misstatements in SPRD financials and issued an unmodified opinion.

Tracy Jones gave details of SPRD's previous audits and described significant improvement in SPRD's performance each audit year resulting in a management letter not being required with no significant deficiencies and no material weaknesses found. While the district was given a clean audit, auditors did state three best practices that the district currently does not meet. These are the segregation of duties, the accounting software used, and the classification of capital assets. Executive Director Holland stated that staff will continue to work toward achieving these best practices in the future. However, due to the size of the district, some may not be feasible.

Below are the listed best practice auditor recommendations with board member comments:

Segregation of duties and compensating controls: Auditor recommendation was the board consider having a board member signature be required on checks. President Keefer stated the current checks and balances in place including the monthly review by the Board Treasurer. Ms. Jones agreed that the current practices are sufficient given district size.

Use of QuickBooks: Auditor recommended was to turn on audit tracker so that any deleted transactions can be seen and utilized during audit process. Secretary Tryens asked if there were any reasons not to turn it on. Executive Director Holland stated that she believed it already had been turned on and added to monthly review process. Secretary Tryens asked for update (confirmation) at next board meeting.



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Capital Assets: Auditor recommendation was to increase the capital asset threshold to \$5,000 for items with a useful life of more than one year. President Keefer expressed a desire to have a review of how similar entities handle it, with the Financial Oversight Committee reviewing and reporting back to board.

Ms. Jones discussed the district's good financial position as detailed more specifically in the audit report. Tracy Jones ended by pointing out that on pg. 6 of the audit document, that Restricted Capital Improvements Fund needed to be presented as part of the General Fund.

Motion to accept the audit as presented for June 30th, 2021; Vice president Foott moved, Secretary Tryens seconded, motion passed unanimously.

Board and executive director thanked Ms. Jones for her time, and she left the meeting.

Executive Director Holland then addressed the board about extending contract with audit firm Pauly, Rogers and Co., P.C for another year. With the boards support she would then come back with cost after contacting Pauly, Rogers and Co., P.C. Vice President Foott asked about expected increase in cost. Secretary Tryens expressed that he is ok with another year with the same audit firm but recommended changing auditors periodically. President Keefer expressed support given other time constraints. Vice President Foott, agreed.

4. **Review and consider approval of consent calendar**
 - a. December 14, 2021 special meeting minutes
 - b. October 2021 financials

Secretary Tryens moved to approve consent calendar as corrected, seconded by Vice president Foott, motion passed unanimously.

5. **Receive draft November and December financials**

Executive Director Holland explained that because there was no meeting in December, this is first opportunity to present financials to the board, however, because of the holiday season and resulting schedule conflicts schedule neither month's financials were reviewed by Treasurer Tehan. She will be reviewing them prior to final board approval.

President Keefer asked for clarification regarding the preschool stabilization grant. Executive Director Holland explained that these were funds distributed by the State of Oregon for childcare providers who maintained eligibility to receive EDRC (an employment related childcare fund) payments throughout the duration of the pandemic.

President Keefer asked that staff involve Treasurer Tehan and that the financials not be places on the consent calendar.

6. **Executive Director report**

Executive Director Holland expressed the need for a formal needs assessment in order to give the district a solid starting point for the strategic plan and the local option levy. Previous assessment done in 2019 by staff and focused primarily on programming needs.

Once Executive Director Holland receives quotes from professional firms, she will present a recommendation to the board.



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Secretary Tryens pointed out that the City of Sisters will be doing a parks' needs assessment and suggested we work with the City in their process to allow pooling of resources.

Executive Director Holland described work she has done with the City representatives on its upcoming needs assessment and pointed out that while some coordination will be useful, the Sisters Park & Recreation District extends beyond the City's boundaries. Also, the parks district's information needs vary from the City's enough that the relying entirely on their needs assessment may result in the district not getting the most complete information to work with.

Secretary Tryens pointed out the need for SPRD to coordinate with the City for the common good in order to avoid the perception that it is performing a redundant task. He offered Executive Director Holland assistance with whatever informal advice might be helpful regarding data collection.

Citizens4Community (C4C) has started the outreach process to receive community input as to what the school district should do with the current elementary school building once the new one is built. Executive Director Holland offered email the survey link to the board encouraging engagement by board members and suggesting that they forward it on to maximize the amount of information gathered.

Lastly, Executive Director Holland informed the board that there were two applicants for budget committee openings and confirmed when interviews would occur.

7. **Board Member updates**

Secretary Tryens, encouraged board members to take elementary school tours.

Vice president Foott, congratulated Executive Director Holland on good work on audit. To which Secretary Tryens suggested that distributing a news release would be an excellent way to engage with the community.

8. **Board President updates**

February 8th meeting moved to February 1st

February 22nd President Keefer would not be able to attend in person but will join via Zoom. Vice President Foott will chair the meeting.

9. **Other business**

No other business.

Adjourned meeting 5:37 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 02/22/2022