



BOARD OF DIRECTORS WORK SESSION MINUTES

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

April 12, 2022- 4:30-6:30 p.m.

Call meeting to order

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

No adjustments were made to the agenda.

Board members in attendance: Bob Keefer, board president, Heath Foott, board vice president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary, Molly Baumann, board member (joined at 4:46 p.m., left at 5:23 p.m.)

Staff members in attendance: Jennifer Holland, executive director, Julia Conrad, program supervisor, Sarah McNeale, recording secretary.

Guests in attendance: None

Programming presentation

Program Supervisor Julia Conrad presented program enrollment numbers over the past three fiscal years, highlighting growth year over year. Additionally, she highlighted promotion and engagement efforts being made and future goals to expand the variety of programming offered in all categories.

President Keefer suggested that a method be identified to determine and track numbers of unique patrons versus overall registration growth. Executive Director Holland was not sure if there was a simple report that could accomplish this in RecTrac but staff would look into it.

President Keefer and Secretary Tryens agreed that Executive Director Holland's efforts to bring senior focused fitness program partnerships like Silver Sneakers to the district was an important move to meet the needs in the adult community.

President Keefer asked if staffing was the only obstacle for the middle school youth center opening. Executive Director Holland stated yes and shared that new partnerships were being developed with organizations with similar service goals, like Circle of Friends, might provide a potential solution.

3rd quarter financial review

Executive Director Holland presented the 3rd quarter financials, reminding the board that the financials were in draft form as the March month end process had not been completed. Executive Director Holland noted the report illustrates that the district has maintained a good financial position despite the lingering impacts of COVID.

Treasurer Tehan commented that, once the transfer of funds from the General Fund to the Capital Improvement Reserve Fund was completed, the net income will be reduced.

Audit letter of engagement

Executive Director Holland presented a letter of engagement to the board of directors from the district's current auditing firm Pauly, Rogers and Co. The board reviewed the letter and did not express any concerns as it aligned with previous years contracts and fees.

The board members expressed support for continuing with Pauly, Rogers and Co. for another year and asked that the item be added to the consent calendar at the next business meeting for formal approval.

5-year capital improvement plan discussion

Executive Director Holland presented the draft five-year capital improvement plan (CIP) to the board, which was previously reviewed by the Financial Oversight Committee. She reviewed the purpose of a five-year CIP which includes ensuring the district sets aside the appropriate amount of funds for identified capital improvement projects and that the district works to seek alternative funds through grants, fundraising, if there is a future deficit. She also stated that all larger projects, over \$10,000, would still require individual approval by the board before proceeding. Executive Director Holland stated that even though it remains unclear if the district will stay at the Coffield Center, it is important to plan for capital projects and update the plan as circumstances change.

Executive Director Holland reviewed the plan, including the cash flow for the Capital Reserve Fund, and answered questions about specific projects including timing. She also called out the need to increase the budgeted Interfund transfer of \$55,000 to \$115,000 to account for grants and donations for capital projects for both the recreation van and the skatepark. She stated that she would confirm requirements of this change with local budget law and follow up with the board on next steps.

Secretary Tryens stated that he wanted to make sure that all SPRD committees continue to be treated the same, specially referencing the \$300,000 budgeted for pickleball courts. Executive Director Holland pointed out three items on the CIP which were originally projects of a committee. Two of the projects have come under the General Fund as the asset that was constructed by the committee with oversight from the district, belongs to the district and is ultimately the district's responsibility. Planning for the construction of pickleball courts in the CIP, while identifying committee fundraising expectations, prioritizes the development of an amenity that is lacking in the community. She also stated that she is very involved the skatepark and bike park and thinks that the district should continued to have a role in the development of district assets that are committee projects. President Keefer stated that there are other funding opportunities for pickleball courts that the district can explore and that by having this as a CIP project, it will motivate the committee to continue fundraising efforts. He also stated that by supporting the development of pickleball courts, the district will serve a population that they don't engage with enough. President Keefer also stated if at any time there was a perceived conflict of interest with him as a player of pickleball regarding this topic, he would be happy to recuse himself. Secretary Tryens stated that he hopes the board will remain open to new capital improvement opportunities in the future. Vice President Foote agreed stating if there was another large enthusiastic group who was willing to raise funds for a project like the pickleball group, that the board should be open to those conversations.



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Local option levy timeline

Executive Director Holland asked for feedback from the board on the previously proposed timeline for the local option levy with identified the election in May of 2023 for the appropriate timing for the local option levy renewal. No additional feedback was given. The item will be put on the consent calendar at the next board business meeting for approval.

Executive Director oral report

Community center

Executive Director Holland reminded the board of the upcoming community meeting hosted by C4C to review the outcomes of the community survey around the future use of the old elementary school site and encouraged board members to call in.

Needs assessment

Executive Director Holland informed the board that she was still working on outreach to firms that could conduct a needs assessment for the district and she would provide another update at the next meeting.

SDAO

Executive Director Holland reviewed the board members expectations for the 2022 SDAO Best Practices program. One component of the program gave two options. One being a Board Practices Assessment conducted by a SDAO consultant and the other being that all board members attend one on-line or in person identified SDAO training. The board agreed that it would more beneficial do sign up for a Board Practices Assessment. Executive Director Holland will get this scheduled with SDAO.

A second component required two board members commit to enrolling in a SDAO Leadership Academy program. President Keefer and Vice President Foote agreed to enroll in the academy. Executive Director Holland will email information out to all board members incase more wanted to enroll.

Other business

President Keefer informed the board that he was contacted by the City of Sisters regarding the Parks Master Plan to do a stakeholder interview. In his interview he emphasized the need for collaboration between the City of Sisters and SPRD.

Meeting was adjourned at 6:29 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 04/26/22