



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

April 26, 2022- 4:30-6:30 p.m.

Call meeting to order

Meeting called to order at 4:30 p.m. by President Keefer.
No adjustments made to the agenda. Agenda approved.

Board members in attendance: Bob Keefer, board president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary

Board members absent: Heath Foott, board vice president, Molly Baumann, board member

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

Welcome visitors

No visitors were in attendance.

Review and consider approval of consent calendar

- March 22, 2022 business minutes
- April 12, 2022 work session meeting minutes
- February financials
- FY23 5-year capital improvement plan
- Auditor letter of engagement
- Local option levy timeline

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

Receive draft March financials

Britney Steigleder, accounting clerk presented the draft financials for March. The presentation included the balance sheet and board financial summaries for March 2022.

Highlights include:

RecTrac credit balances decreased in March as a result of household use and refunds. Revenue balance included property tax payments received by the district in March, and as clarified by Treasurer Tehan, were at about average amounts for that payment. Charges for services again didn't meet goals but are anticipated to increase in April as summer registrations ramp up. Britney clarified questions about the breakdown of grants and program donations particularly in relationship to tracking and any associated obligations for the district. Executive Director Holland will follow up with the board with a breakdown of those revenue receipts, their intent and associated restrictions in her weekly email update.

No action by board needed.

Consider authorization of payment

Britney Steigleder, accounting clerk requested the board approve a payment of \$14,510.43 from SPRD committees to SPRD checking for Outlaw Boys Basketball (OBB) Tournament Basketball and Outlaw Volleyball Committee (OVC) coaches' stipends and a payment of \$14,470 from SPRD Checking to SPRD committees for registrations for tournament basketball, volleyball, lacrosse, and pickleball. She explained that staff are moving to a new process of cutting a check for transfers in



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between funds rather than completing an on-line transfer as it allows for more transparency. As the check amounts are higher than the executive director's purchase authority, they require board approval.

Treasurer Tehan moved to approve the payments as presented; Secretary Tryens seconded. Approved unanimously

Consider Resolution 2022-04 increasing Interfund Transfers appropriation by \$110,000 transferring \$75,000 from the Personnel Services appropriation and \$35,000 from the Materials and Services appropriation in the General Fund

Jennifer Holland, executive director, presented resolution 2022-04, which would increase the inter-fund transfers appropriation by \$110,000 transferring \$75,000 from the personnel service's appropriation and \$35,000 from the materials and services appropriation in the general fund. She stated this action would allow the district to transfer funds that were received specifically for capital improvements but deposited in the general fund, to be put into the correct capital improvement reserve fund. She also stated that in the future, monies that were received for capital projects would be deposited in the capital improvement reserve fund directly.

Secretary Tryens moved to approve resolution 2022-04; Treasurer Tehan seconded. Approved unanimously

Consider transfer of \$165,000 from Interfund Transfers in the General Fund to Capital Improvement Reserve Fund

Executive Director Holland stated with appropriation adjusted, the transfer of \$165,000 from the general fund to the capital improvement reserve fund finalizes the process.

Treasurer Tehan moved to approve the transfer of \$165,000 from the general fund to the capital improvement reserve fund; Secretary Tryens seconded. Approved unanimously

Executive Director report

Executive Director Holland stated that the monthly report was provided in the board packet and invited questions from the board:

Secretary Tryens inquired about spring activity enrollment. Executive Director Holland commended the efforts of Julia Conrad and Jessica Sampson the athletic and the program coordinators respectively. Given the abbreviated timeline they had to put together the spring/summer recreation guide, she said they had done very well. She expressed optimism for the process going forward

Secretary Tryens next asked about preparations regarding the playground program. Executive Director Holland explained the current marketing efforts and increased promotions that will be made possible do to the partnership with the City of Sisters.

Treasurer Tehan asked how hiring had been going, to which Executive Director Holland replied that response has been sluggish much like everywhere.

Board President updates

No updates

Other business

No other business



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Meeting adjourned 5:19 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 05/24/2022