



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

May 24, 2022- 4:30-6:30 p.m.

Call meeting to order

President Keefer called the meeting to order at 4:33 p.m. No adjustments made to the agenda. Agenda approved.

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

Board members absent: Heath Foott, board vice president

Staff in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Julia Conrad, program supervisor, Sarah McNeale, recording secretary

Welcome visitors

No public comments submitted.

Visitors: Dan O'Neill, Miles O'Neill, Baylor Dyer, Alex Brieger, Mark Miskowiec

Receive skatepark update and consider footprint expansion and proposed park name

Executive Director Holland introduced Dan O'Neill, chair of Sisters Skatepark Alliance and youth members Miles O'Neil and Baylor Dyer.

Dan O'Neill updated the board on the progress of the approved skatepark additions which included updates on monies raised and project completed to date.

Mr. O'Neill formally requested board approval to name the skatepark the Bob Chandler Memorial Skatepark. Mr. O'Neill explained that Bob Chandler was a highly respected member of the community who passed away in 2016. He said he recognized the passion in the eyes of the kids involved with the skatepark. Mr. O'Neill said the Mr. Chandler's support and initial donation set up the skatepark's fundraising for success. Mr. Chandler is remembered for how he valued youth, his advocacy for education and his philanthropic nature. Sisters Skatepark Alliance credits much of the success of the skatepark project to his support and passion.

Secretary Tryens asked a clarifying question about distinguishing the name from that of his father Robert Chandler, longtime publisher and editor of The Bulletin newspaper. Further discussion resulted in the agreement that a plaque at the entrance of the skatepark that detailed who Bob Chandler was and why the skatepark was named after him would provide clarity and be nice tribute.

Dan O'Neill then presented a proposal to amend the current plans for the skatepark and expand its footprint to include a small area to the left of the skatepark's main walkway. The expansion would create new opportunities for park users to work on skills by adding technical elements that most skateparks don't have. Sisters School District has given preliminary approval with final approval expected in the next week.



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President Keefer praised the committee's suggestions and asked that a formal site plan be brought to the board for final approval.

Secretary Tryens asked about doing a walkthrough to allow the board to better envision suggested changes. Mr. O'Niell agreed this would be possible and suggested it would be ready to show the board in August.

Secretary Tryens next asked if there would be any organized classes or method for younger skaters to learn the basics. Miles O'Neill reported that there were elements of the new design that would better suit younger skaters. Dan O'Neill discussed the culture positivity being developed among the skateboarders that lends well to more advanced skaters being happy to teach and support less experienced kids. Also, he noted, there is "an old guy" session on Sundays where the younger kids can be tutored by adult/older skaters.

Secretary Tryens moved to approve skatepark expansion pending Sisters School District approval and naming the park Bob Chandler Memorial Skatepark; Member Baumann seconded. Motion passed unanimously.

Bike Park rehab project

Executive Director Holland introduced Mark Miskowiec, COTA (Central Oregon Trails Alliance) volunteer and Alex Brieger, COTA trails program manager.

Executive Director Holland explained that Mark Miskowiec has been working with SPRD to address issues concerning the bike park including clean up, maintenance, and long-term vision planning. Central Oregon Trails Alliance (COTA) joined in as well and was recently awarded a \$15,000 grant by Visit Central Oregon to rehab and upgrade the bike park, improving its usability and presentation.

Alex Brieger reviewed the preliminary plans with the board of directors which included re-aligning bike jump trails with the main platform, adding fencing around jumps, increasing signage, and adding a shaded area.

Executive Director Holland added that part of the district's Five-Year Capital Improvement Plan includes piping water to the bike park which will help with dust and long-term maintenance of the park. Secretary Tryens advised that creating a low water usage design would be preferable. President Keefer suggested working with the school district which uses water from a nearby pond to water sport fields instead of using potable water.

Secretary Tryens asked about possible partnerships with other local trail organizations, specifically Sisters Trails Alliance (STA). Mr. Miskowiec reported that STA decided a while back to let COTA work with the district on the bike park.

Member Baumann asked if there was a need for community volunteers for the rehab project or business sponsorships. Mr. Brieger stated that they have sought out community volunteers for work projects so far and could explore business sponsorships.

President Keefer thanked Mr. Miskowiec and Mr. Brieger for the update and invited them back to report on progress.

Review and consider approval of consent calendar

- April 26, 2022 business meeting minutes
- May 10, 2022 budget committee meeting minutes
- March financials

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



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Receive draft April financials

Britney Steigleder, accounting clerk, presented the draft April financials to the board. Draft financials provide the board with situational awareness and have not yet been reviewed by Treasurer Tehan.

No board action needed.

Committee contract update and consideration of appointment of a temporary board subcommittee

Executive Director Holland discussed the committee contracts with the board and reminded the members that these contracts were up for renewal at the end of June. She stated that the current contract requires updates to reflect clearer expectations on the roles and responsibilities of both the district and the committees, better describe district branding expectations and add further language regarding committee employees. Executive Director Holland also stated that the committee cost recovery methodology needs to be re-examined. To ensure a collaborative process in the update of the committee contract, Executive Director Holland is requesting a meeting with each committee to gather its input on the current agreement and the initial proposed changes. She said she has met with three of the six committees so far.

Executive Director Holland requested that the board consider the appointment of a two-person board subcommittee that would work with her to review and update the document prior to presenting a final draft to the entire board for review and approval. Secretary Tryens and Member Baumann both expressed interest in serving on the subcommittee.

President Keefer appointed Secretary Tryens and Member Baumann to the subcommittee.

Discussion on employee discount program and proposed incentives

Executive Director Holland described how stiff competition in the hiring market has led staff to begin brainstorming new and expanded employee discounts and incentives that could attract prospective employees and help retain current personnel. She asked the board to consider these proposed changes and brainstorm other ideas to attract and retain employees.

Julia Conrad, program supervisor, presented an incentive/employee discount program that divides employees into three categories, depending on the number of hours they work, with incentives and discounts increasing with the more hours that are worked. Proposed incentive included increasing discounts on district programs and rentals, providing early registration for specific programs, extending district scholarship to qualifying employees to use on programs that do not receive a staff discount, offering end of season bonus for care positions, and providing a gas/travel stipend.

Executive Director Holland stated that while not all incentives had a direct cost, the loss of revenue still needs to be considered. Executive Director Holland also pointed out the barrier for many families to being able to work is the cost and availability of childcare. As the district is a provider of childcare, an increased benefit in terms of childcare would be very attractive to families. Member Baumann stated that she strongly supported this incentive.

President Keefer stated that proposed incentives will require policy changes and that the board would need to have more information regarding the fiduciary exposure that the increased incentives or discounts would create. He also stated that, overall, it appeared that the board was supportive of increasing incentives and that staff should continue to vet ideas and propose policy changes for the board to consider. Lastly, he stated that he appreciated the celebration of professional development available to employees as it is a valuable benefit.



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Needs assessment update

Executive Director Holland reviewed the process of the upcoming needs assessment as well as reviewed the proposed focus group questions with the board to receive feedback. Overall, the board agreed that the questions need to focus on programs, need to be clearer, and the COVID question removed.

Executive Director report

Executive Director Holland informed the board that The Hangar at the SPRD Annex would no longer be available to rent beginning in July as a result of the merger of Vast Church and Sisters Community Church. While disappointing, Executive Director told the board that is working with staff on alternative locations, one being the Coffield Center, and is confident that an appropriate site will be found.

Board Member updates

No updates

Board President updates

Applauded staff on work done on the budget and its presentation.

Other business

President Keefer noted two upcoming meetings, on June 7th, and June 21st.

Member Baumann will have to Zoom in to June 7th meeting and President Keefer will have to Zoom in to the meeting on 21st.

President Keefer adjourned meeting at 6:49 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on 06/21/2022