



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

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

Call meeting to order

President Keefer called the meeting to order at 4:33 p.m. One adjustment made to the agenda which was the addition of a board discussion concerning Executive Director Holland's contract. Agenda approved.

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

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 visitors were in attendance.

Consider extending current contract for Executive Director Jennifer Holland (new item)

Executive Director Holland's current contract expired as of June 30th, 2022. President Keefer advised the board vote to extend the current contract until September 30th, 2022, to allow time to go through a proper evaluation process and negotiation.

Secretary Tryens moved to extend Executive Director Holland's contract to September 30th, 2022; Treasurer Tehan seconded. Approved unanimously

Election of board officers

At the first business meeting of the new fiscal year, the board of directors holds officer elections. Board members elected to an officer role will hold position for FY23. Board President Keefer opened nominations.

Secretary Tryens nominated Peggy Tehan to the position of president; President Keefer seconded the nomination. Approved unanimously.

President Elect Tehan (hereafter referred to as President Tehan) then continued the election process by taking nominations.

Former President Keefer nominated Jeff Tryens, vice president, and Molly Baumann, secretary. Secretary Tryens seconded adding the nomination of Bob Keefer as secretary. Approved unanimously.

Consider approving resolution 2023-01 which establishes the annual procedures for Sisters Park & Recreation District

At the beginning of the new fiscal year, the board of director established the annual procedures for the upcoming year. Executive Director Holland explained that these annual procedures establish specific designations, authorizations, and meeting schedule, clarifying the importance of advanced planning in addition to the flexibility built into the schedule. President Tehan noted that authorized check signatories would be President Tehan, Vice President Tryens and Treasurer Keefer, and President Tehan is designated as contract signatory.



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Vice President Tryens moved to approve resolution 2023-01, establishing annual procedures of Sisters Park & Recreation District; Treasurer Keefer seconded. Motion approved unanimously.

Review and consider approval of consent calendar

- a. May 10, 2022, budget committee meeting minutes
- b. May financials

Treasurer Keefer moved to approve consent calendar; Vice President Tryens seconded. Approved unanimously.

Receive draft June financials

Britney Steigleder, accounting clerk, presented the draft April financials to the board. Draft financials provide the board with an overview of the current month and have not yet been reviewed by board treasurer. Of note, Executive Director Holland will be working with committees without healthy reserve balances to develop sustainable financial plans, with fiscal goals suited to each committee's needs and resources.

No board action needed.

Draft 4th quarter financial and operational report

Presenting the FY22 4thquarter financial report in draft form, Executive Director Holland recapped the full budget year. Noted in the report was that more than half of the total revenue for recreation services division's yearly budget comes in during the 4th quarter through summer camp and fall sports registrations. In addition to presenting the 4th quarter financials, Executive Director Holland reviewed the scholarship utilization for the quarter, stating that there was a higher utilization this quarter. Closing out the quarterly report, Executive Director Holland updated the board on the progress made on the district's strategic plan including timeline for completion/carry over of remaining items. Vice president Tryens applauded the progress and continued attention to the goals set forth.

Consider approval to authorize payment of annual workers compensation insurance of \$10,907.29 to SDAO

The district purchases workers compensation insurance from Special Districts Association of Oregon (SDAO). The annual amount due is \$11,302.89, however, if the district pays the premium all at once and prior to August 1, 2022, there is a discount of \$395.60, leaving \$10,907.29 due. As this amount is higher than the executive directors purchase authority level, board approval is required to pay the invoice.

Vice president Tryens moved to approve authorization of payment of \$10,907.29 to Special Districts Association of Oregon (SDAO) for annual workers compensation insurance premium. Treasurer Keefer seconded. Approved unanimously.

Consider one-time end of season bonus for summer care program staff

Care programs provided by SPRD are a vital part of the district's role in supporting the community of Sisters, they allow the district to provide childcare based programs which in turn allows members of the community to maintain their own employment. As the district continues to explore new ways to incentivize and reward employment through the current employee shortage, management and staff are proposing the use of a one-time, end of season bonus for front line staff of summer care programs. Summer care programs include preschool, Camp Ponderosa, and Playground Program. Positions in these programs have been difficult to recruit and have seen high turnover in the last year. To encourage staff to maintain hours throughout the 10-week summer schedule it is proposed that front line care program staff receive an end



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of season bonus. For those who averaged 30+ hrs. per wk. \$600 and a \$300 end of season bonus if average hours worked per week, are under 30 hours a week.

The district was recently awarded a Summer Learning Grant which included dollars to be used for an employee incentive program. As such, the projected payout of approximately \$3,900 would be covered by grant dollars.

Vice President Tryens moved to approve authorization of a one-time end of season bonus for front line summer care program staff as presented. Treasurer Keefer seconded. Approved Unanimously.

Consider authorizing executive director to sign Memorandum of Understanding for Vision Implementation and district contribution of \$1,000 in FY23

The City of Sisters is asking partner agencies to sign a Memorandum of Understanding between the identified agencies and Citizens4Community (C4C) for the implemented of the Sisters Country Vision for FY23. Additionally, the City asked partnering agencies to affirm their support with a financial contribution, which SPRD chose to do in the amount of \$1,000 in the FY22. SPRD budgeted to continue support in FY23 at \$1,000.

Vice president Tryens asked for clarifying language in the contract to limit the districts liability.

Treasurer Keefer moved to authorize executive director to sign the Memorandum of Understanding for Vision Implementation and provide a district contribution of \$1,000 in FY23; Vice President Tryens seconded. Motion passed unanimously.

Executive Director report

Executive Director Holland recapped the actions taken and plans made to address issues brought up in the needs assessment. She also noted plans for herself and Treasurer Keefer to meet with Curt Scholl, Sisters School District Superintendent, to discuss plans for the future use of the old elementary school building and Sisters Park & Recreation District's possible role in those plans.

Board member updates

Treasurer Keefer updated the board that he followed up with members of Sisters Trail Alliance (STA) about their concerns regarding the cancellation of the 2022 Crest the Cascades event. He also informed the board that he and Executive Director Holland had discussed having a joint meeting between the two agencies to discuss future events including possible improvements. Executive Direct Holland will follow up with STA's executive director once she returns from medical leave.

President Tehan mentioned seeing the new pickleball courts up and active.

Adjourn meeting

President Tehan adjourned the meeting at 5:58 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on August 16, 2022