

Board of Directors  
Regular Work Session & Business Meeting

Monday, January 16, 2023 at 6:00pm

Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741



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Board members present:

Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, and Board member Jean McCloskey were present in person. Vice Chair Lindsay Foster-Drago joined via zoom at 6:04pm. Board member Jillisa Suppah joined in person at 6:33pm.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Facilities and Safety Director attended in person. Shawna Hicks, Recreation Programs Director, attended via zoom.

Visitors:

Heather Dion attended in person and left after item 2 on the work session agenda.

**Work Session, 6:00 PM**

1. Chair Lewis convened the work session at 6:01pm.
2. Presentation from CASA of Central Oregon

Heather Dion, Executive Director of CASA of Central Oregon, presented a power point to the board of directors describing the history and mission of CASA.

Board members shared their personal involvement with CASA, asked clarifying questions, and thanked her for her presentation on this important service in central Oregon.

3. Discuss proposed executive director performance evaluation process & timeline

Chair Lewis presented the draft performance evaluation process and timeline. Executive Director Snead said that it is similar to the prior year, with the exception of an expanded 360-degree evaluation process that is more expansive this year. Board members generally liked the draft process

and timeline, and discussed who on the board could be involved with the Chair to review the input and draft the evaluation that would be delivered summarizing the feedback received.

4. Standing updates

a. Capital improvements and other maintenance projects

Executive director Snead said that staff has been soliciting quotes for the HVAC system grant project, and that quotes are due back to them for review by the end of the month.

b. MACRD Master Plan

Executive director Snead said that the Bean Foundation met last week and that we should be receiving notification in the upcoming days on whether they will support the project. The University of Oregon staff are developing a professional services contract that will be presented to the board in February/March for consideration.

c. FY2023-24 budget development

- i. FY2022-23 mid-year budget review
- ii. Strategic Plan review

Executive Director Snead reviewed the strategic plan included in the board packet, and shared that most of the objectives in the 5-year plan have been completed. She shared that the master plan project would provide a good foundation for the next strategic plan, and the goal would be to review that in winter 2024 after the final master plan is adopted in October/November 2023.

iii. 5-year capital and maintenance plan

Executive Director Snead reviewed the draft 5-year capital and maintenance plan included in the board packet. The projects included in the upcoming budget year are likely to be reduced due to a lack of funding, but staff wanted to share the priorities of staff with the board and garner any feedback that they may have.

Board members asked for clarification on listed projects and was generally supportive of the priorities as listed. Executive Director Snead shared that a final draft would be included in the proposed budget this spring.

BUSINESS MEETING, approximately 7:15 PM  
*(immediately following the work session)*

1. Convene meeting

The Chair called the business meeting to order at 7:06pm.

Roll Call: Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, Board member Suppah, and Board member Jean McCloskey were present in person. Vice Chair Lindsay Foster-Drago joined via zoom.

2. Pledge of Allegiance

3. Board Chair Lewis read the land acknowledgement

4. Adoption of the Agenda

Secretary/Treasurer Seibold moved to approve the agenda as presented. Board member McCloskey seconded. Motion passed 5-0.

5. Correspondence

- a. Patron comment card(s), email(s), and other communications regarding MACRD operations

Executive Director Snead reviewed the correspondence included in the board packet.

Board member McCloskey encouraged staff to read the ORS related to elections to ensure that all five positions listed for the May 2023 special election were included correctly.

6. Visitors section/public comment

*Members of the public are welcome to speak to the board of directors during this time. They should sign in at the beginning of the meeting to be recognized by the board chair. Speakers are asked to limit comments to three minutes.*

No public were present to speak at the meeting.

7. Financial reports

- a. December 31, 2022 balance sheet
- a. December 2022 Month end & year to date profit and loss reports

Executive director Snead reviewed the financial reports included in the board packet.

8. Consider approval of the consent agenda:

- a. Receive and acknowledge December 2022 financials
- b. Approve Board work session and business meeting minutes, December 19, 2022

Board member McCloskey moved to approve the consent agenda as presented. Secretary/Treasurer Seibold seconded. Motion passed 5-0.

9. Consider approval of resolution #2023-06, designating the FY2023-24 budget officer and budget committee membership

Secretary/Treasurer Seibold moved to approve resolution #2023-06, designating the budget officer and budget committee membership. Board member Suppah seconded. Motion passed 5-0.

10. Consider approving the proposed process and timeline for the annual executive director evaluation and appointing a subcommittee of the board to coordinate the process

Secretary/Treasurer Seibold moved to approve the process and timeline for evaluating the executive director as presented, and to appoint Chair Lewis and Secretary/Treasurer Seibold as the evaluation subcommittee. Board member McCloskey seconded. Motion passed 5-0.

11. Executive director report

Executive Director Snead reviewed the report included in the board packet.

Snead requested feedback from the board on balancing investments in marketing and outreach with trying to increase ending fund balance.

Board members encouraged staff to hold off on purchasing a new event tent, with Board member McCloskey offering to try to clean/rehabilitate the existing tent, as well as cut back a bit on some of the giveaways. They were generally supportive of increasing the MACRD presence at community events, and impressed by the marketing and outreach staff committee's approach to developing a plan for the future. They also shared that they loved the sticker designs, specifically, and Executive Director Snead shared that staff designed them; she shared that there are a number of very creative and artistic staff at the MACRD.

12. Board member highlights

Board member McCloskey shared that she was going on a road trip vacation and would do her best to be involved as cell/internet service allows.

Secretary/Treasurer Seibold said that she did her first aqua aerobics class and it was a lot of fun.

Board member Suppah shared that she is coaching youth basketball and having a lot of fun. Vice Chair Foster-Drago agreed, as she is also coaching, and Chair Lewis said that it's intense and she loses her voice after games.

Board member Suppah also shared that Warm Springs recreation is offering open gym on Tuesday and Thursday from 7-9pm, and they are exploring offering open gym for volleyball as well.

Board Chair Lewis shared that she went to a 14U club volleyball tournament in Prineville and they won gold. She said the team is having a lot of fun.

5. Adjourn

Board Chair Lewis adjourned the business meeting at 7:56pm.

The next board work session and business meeting is scheduled for Monday, February 20, 2023 at 6:00pm.

Respectfully submitted,  02/20/23  
Courtney Snead, Executive Director Date

 2/20/23  
Jinnel Lewis, Board Chair Date