

**Board of Directors
Work Session & Business Meeting**

Monday, January 17, 2022 6:00 pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Jinnell Lewis, Deanna Seibold, and Jillisa Suppah attended in person. Lindsay Foster-Drago arrived at 6:09pm in person. Teresa Baggett was absent.

Staff Members present:

Courtney Snead, Executive director

Visitors:

None.

WORK SESSION, 6:00PM

1. Chair Lewis convened the work session at 6:04p.m.
2. Discuss budget committee vacancy (*Item 8 action item/Resolution 2022-05*)

Executive director Snead reported that the budget committee vacancy had been noticed in the Madras Pioneer, on the website, and on social media for two weeks and no applications had been received. She reached out to Ken Stout and he is willing to serve an additional year on the budget committee. A resolution is proposed for action during the business meeting to appoint budget committee members and recognize the budget officer for the district.

3. Updates on capital and maintenance projects
 - a. Scoreboard project update

Executive director Snead shared that the structural engineer reviewed the wall where the scoreboard will be installed and recommended upgrades to ensure the safe mounting of the new larger equipment. Staff is working on getting quotes for the cost of shoring up the wall and will keep the board posted on progress. Timing still looks like the scoreboard will get installed in March 2022 barring any issues with the wall improvements, shipment, and delivery.

- b. HVAC system/heating and cooling updates

Executive director Snead reported that there have been issues with heating in the common areas in reception, locker rooms, and meeting rooms. Dennis has been working on identifying the issue and will hopefully have a solution to present to staff soon.

4. Review proposed changes to the MAC facility rental policy (*Item 9 action item*)

Executive director Snead reviewed the draft policy included in the board packet. She explained that staff was proposing the addition of the party corner rental for parties during splash down and full recreation swims, and then increasing the cost of rentals now that staff had developed an option for parties.

The board discussed whether the proposed fees were high enough, particularly for a full facility rental. Executive director Snead noted she was planning to bring a fee increase to the board as part of the proposed budget, which would increase the new fees further and respond to their concerns. The board was generally supportive of the proposed policy, and it is on the business meeting agenda for the board to consider adopting the proposed changes.

5. Review the strategic plan and 2022-23 goal setting (*FY2022-23 budget dvlpmt*)

Executive director Snead referenced the strategic plan included in the board packet and reviewed progress to date, as well as a proposed focus on programming in the coming fiscal year budget.

Vice Chair Foster-Drago remarked that it was important, as the quality of programming improves, to simultaneously improve marketing, which includes much needed improvements to the website. She referenced mapping customer touch points and identifying how to allocate resources to improve patron experiences.

Chair Lewis focused on goal #5 regarding levy renewal, which is fast approaching on the November 2022 ballot. She is interested in the board selected a couple members who will work on developing a PAC and setting the measure up for success.

Board member Suppah asked about social media management at the district. Executive director Snead indicated it was part of her role, and that she tries to keep up on it but many times it is an afterthought, and not necessarily one of her areas of strengths. Board member Suppah encouraged staff to identify someone to manage social media and marketing on staff, since it is so time consuming. Vice Chair Foster-Drago recommended utilizing a college or high school intern for managing social media campaigns for the district.

The board was generally supportive of a focus on programming, with the addition of focusing on improved marketing as well. Chair Lewis indicated she would ask the board to amend the business meeting agenda to include a discussion of the local option levy election.

The work session was adjourned at 7:24pm.

BUSINESS MEETING, approximately 6:45PM, immediately following the work session

The Chair called the business meeting to order at 7:24pm.

1. Roll Call: *Chair Lewis, Vice Chair Foster-Drago, Secretary/Treasurer Seibold, and Board member Suppah attended in person. Board Member Baggett was absent.*
2. Pledge of Allegiance
3. Adoption of the Agenda

Chair Lewis requested that the board add a new #10 to the agenda to discuss the local option levy and political action committee development.

Vice Chair Foster-Drago moved to approve the agenda as amended. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

4. 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 visitors were present at the meeting.

5. Correspondence
 - a. Patron comment card(s) and email(s) communications to the board of directors

Board Chair Lewis noted that no comment cards or communications were in the board packet and confirmed staff had not received any additional communications.

6. Financial update
 - a. December 2021 balance sheet
 - b. December 2021 Month end profit and loss budget vs actual
 - c. FY2021-22 profit and loss budget vs actual (mid-year review)

Executive director Snead reviewed the financial reports for December 2021.

7. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, December 20, 2021
 - b. Receive and acknowledge financial reports for December 2021

Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Vice Chair Foster-Drago seconded. Motion passed 4-0.

8. Consider approving resolution 2022-05, designating the budget officer and appointing the budget committee for fiscal year 2022-23
 - a. Resolution 2022-05, designating the budget officer and appointing the budget committee for fiscal year 2022-23

Secretary/Treasurer Seibold moved to approve resolution 2022-05, designating the budget officer and appointing the budget committee for fiscal year 2022-23. Board member Suppah seconded. Motion passed 4-0.

9. Consider approving updates to policy #2015-12, MAC facility rentals
 - a. Draft policy #2015-12, MAC facility rentals

Vice Chair Foster-Drago moved to approve policy#2015-12, MAC facility rentals, as presented in the work session. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

10. Discuss the local option levy and political action committee development

Board Chair Lewis asked if any board members were interested in working on the local option levy and developing a plan for the November 2022 election. The board discussed the time commitment and general expectations of the local option levy process. Executive director Snead noted that staff will provide objective information and analysis for the election, but ethically they are unable to participate in the political aspects of the process.

Board member Suppah asked if there was a guide on how local option levy and political action committees worked. Executive director Snead shared that she reached out to SDAO for support on the 'unofficial' process and timelines, as the required election steps are spelled out by state law, but the softer/unofficially requirements are not. She shared that SDAO did not have a play book, per say, but that she thought they are considering developing something, since so many districts go our for local option levies for both capital and operating needs.

Chair Lewis and Board member Suppah will work on behalf of the board to get the process moving. Vice Chair Foster-Drago and Secretary/Treasurer Seibold are both interested in helping as the election gets closer by presenting to community organizations about the benefits of the MACRD in the communities we serve.

11. Executive director report

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

Chair Lewis asked if the board would be discussing memberships in the future. Executive director Snead noted that a discussion about the membership policy would be included in a future work session as part of budget development.

Vice Chair Foster-Drago asked when spring activities will be released. Executive director Snead shared that staff is targeting February 1, 2022 to release spring

activities. Vice Chair Foster-Drago asked how they would be marketed, and Executive director Snead said it would be shared on the website, Facebook, and via an email to ActiveNet users.

12. Board member highlights

Chair Lewis shared that her son was excited about youth basketball, and that they are excited to get back in the pool.

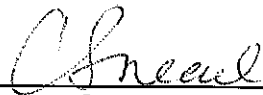
Secretary/Treasurer Seibold shared that she had taken a deep dive into district financials, reviewing month end files of financial reports and details. She said it was good, and she was happy to be taking on this check and balance for the district.

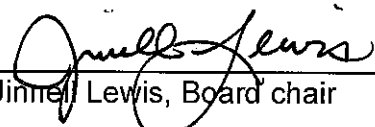
Board member Suppah said that she is volunteer coaching a 1st/2nd grade youth basketball team and enjoyed their first practice. She was glad the season got pushed back, as many kiddos and families were going to miss the first games due to illness.

Vice Chair Foster-Drago said they were also excited about youth basketball. She also shared that she was appreciative of the open and honest conversations that the board and staff are able to have.

13. Adjourn

Board Chair Lewis adjourned the business meeting at 8:06pm.

Respectfully submitted,  2/21/22
Courtney Snead, Executive Director Date

 3/8/22
Jinnell Lewis, Board chair Date