

Board of Directors  
Regular Work Session, Business Meeting  
and Executive Session

Monday, February 20, 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 were present in person. Board member Jean McCloskey joined via zoom. Board member Jillisa Suppah joined in person at 6:09pm. Vice Chair Lindsay Foster-Drago joined via zoom at 6:47pm.

Staff Members present:

Courtney Snead, Executive Director, attended in person. Shawna Hicks, Recreation Programs Director, attended via zoom.

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Visitors:

None.

Work Session, 6:00 PM

1. Chair Lewis convened the work session at 6:07pm.
2. Review proposed policy & procedure updates
  - a. February 20, 2023 action items
    - i. Draft MACRD By-laws
    - ii. Paid Family and Medical Leave policy update & draft employee notification/acknowledgement
    - iii. Draft Patron Rules and Regulations Policy# 2023-02

Executive director Snead shared that the policies in this part of the work session were presented to the board in their November 2022 work session and have been finalized by legal for action at tonight's board meeting. No changes were made between the work session discussion and the drafts presented tonight. Board members did not have any questions.

- b. March 20, 2023 action items
      - i. MACRD Membership Policy #2015-13

- ii. Facility Rentals Policy #2015-12
- iii. Scholarship Policy #2015-06
- iv. Draft Volunteer Policy #2023-03

Executive director Snead reviewed each policy in turn and requested feedback from the board of directors. This group of policies will be revised based on feedback and presented at the March work session and business meeting for the board to consider adopting.

Chair Lewis asked for more information about youth memberships, and the executive director and board members discussed the policy requiring a head of household membership be attached to youth memberships. Executive Director Snead said it was for cost recovery purposes, and that it was important to have a head of household connected to youth accounts for emergency notification needs. She also shared that she would look at the data on youth memberships and report back to the board with more information at the March meeting.

Secretary/Treasurer Seibold asked clarifying questions on the membership policy, including whether fitness passes are memberships and if the policy should include information on prorating and the September closure. Executive director Snead said she would amend the policy to address those questions before the March work session.

Chair Lewis requested that all policies define district. Executive director Snead said she would amend the policies to include that definition.

Board members identified typos and misspellings in the policy drafts that will be addressed prior to their March meeting.

### 3. Standing updates

#### a. Capital improvements and other maintenance projects

Executive director Snead said that BC mechanical finished up a project in the boiler room to address the ongoing issue of the pilot light going out when it's windy. She also shared that the HVAC grant quotes were officially submitted to the State in January.

#### b. MACRD Master Plan

Executive director Snead shared a letter from the Bean Foundation awarding grant funds to support the project. The University of Oregon staff are developing a professional services contract that will be presented to the board in March for consideration.

- c. FY2023-24 budget development
  - i. FY2022-23 budget assumptions draft #1

Executive Director Snead reviewed the first draft of budget assumptions with the board, and indicated an updated version will be presented in March, as there are multiple factors that may change/impact the assumptions used to develop the budget over the next month. Board members were generally supportive of the assumptions included in the draft.

**BUSINESS MEETING, approximately 7:30 PM**  
*(immediately following the work session)*

- 1. Convene meeting

The Chair called the business meeting to order at 7:20pm.

Roll Call: Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, Board member Suppah were present in person. Board member Jean McCloskey and 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 Suppah 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.

- 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. January 31, 2023 balance sheet
- b. January 2023 Month end & year to date profit and loss reports
- c. 02.05.23 year-over-year profit and loss comparison report

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

Board member McCloskey asked for clarification on daily admissions and the number of open swims offered.

8. Consider approval of the consent agenda:
  - a. Receive and acknowledge January 2023 financials
  - b. Approve Board work session and business meeting minutes, January 16, 2023

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

9. Consider approval of proposed MACRD by-laws

Secretary/Treasurer Seibold moved to approve the MACRD Bylaws as presented. Board member Suppah seconded. Motion passed 5-0.

10. Consider approval of policy 2023-02, Patron Rules and Regulations

Secretary/Treasurer Seibold moved to approve policy#2023-02, Patron Rules and Regulations as presented. Vice Chair Foster-Drago seconded. Motion passed 5-0.

11. Consider approval of Amendment 1 to the employee handbook, paid family and medical leave policy update

Secretary/Treasurer Seibold moved to approve Amendment 1 to the employee handbook, paid family and medical leave policy update, as presented. Board member Suppah seconded. Motion passed 5-0.

12. Executive director report

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

Board chair Lewis shared that she was contacted by the Madras Downtown Association asking if the MAC Dash would be offered this year and if they could be involved in the planning. Executive Director Snead said that staff has discussed bringing something like the MAC Dash back, but that it was

a staff capacity issue that it may not happen this year. She encouraged Board Chair Lewis to let the MDA know that staff will reach out to them if and when we develop a plan for future events like the MAC Dash.

### 13. Board member highlights

Secretary/Treasurer Seibold said that every time she does an aquatics class or swims in the mornings, she gets feedback on how great the staff is and that we have awesome facilities.

Board member Suppah said she did an aquatics class for the first time, but the instructor was ill that day, and that ladies in the pool told her they could help her with the work out that they do in class, and they were super nice. Basketball ended this weekend, and coaching was fun, and she feels relief and sadness that the season is over.

Vice Chair Foster-Drago agreed, and said she enjoyed basketball season. She said it was neat to see families from Keith helping each other and forming new friendships and was reminded that the MACRD is about creating community. She also received a card from one of her players thanking her for coaching that she wanted to share as a highlight.

Board member McCloskey said that she is out of town, and a highlight was participating in a 5k desert dash in Parker, AZ with over 500 participants that was a lot of fun.

Board Chair Lewis shared that she ended up assisting with basketball coaching and had a lot of fun. At their final practice the parents played their children and it was fun for the kids and their families.

### 14. Executive session – the board convened in executive session at 8:10pm pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Chair Lewis reconvened the public meeting at 8:54pm.

### 15. Adjourn

Board Chair Lewis adjourned the business meeting at 8:54pm.

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

Respectfully submitted, C Snead 03/20/23  
Courtney Snead, Executive Director Date

Jinnell Lewis 3/20/23  
Jinnell Lewis, Board Chair Date