

Board of Directors
Work Session & Business Meeting

Monday, August 22, 2022 at 6:00pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Board Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold and Board member Jillisa Suppah attended in person. Vice Chair Foster-Drago arrived at 6:17pm.

Staff Members present:

Courtney Snead, Executive Director, Gregg Markwardt, Facilities & Safety Director, and Shawna Hicks, Recreation Manager, attended in person.

Visitors:

Paul Clowers in person, Theodore Perez via zoom.

WORK SESSION, 6:00 PM

1. Convene meeting

The Chair called the work session to order at 6:08pm.

2. Board member position #5 applicant interviews

Executive director Snead explained that two candidates were present and that the third, Jean McCloskey, was under the impression that the interviews would be held on August 29 due to an error by staff on the original application form.

The board decided to hold a special meeting on August 29, 2022 at 6:30pm to interview the third candidate and decide who to appoint so they could be sworn in at the September board meeting.

The board interviewed Paul Clowers and then Theodore Perez.

3. Review updates to the MACRD Fees Schedule (*consent agenda item*)

Executive director Snead reviewed the changes to the fees schedule, including a clean-up of where fees are posted on the form as well as a new approach to fitness classes that includes drop in fees and the option of purchasing an all-access fitness pass. Since the board adopts the fees schedule, staff is asking them to adopt the changes as part of the consent agenda on the business meeting.

4. Standing updates
 - a. Local option levy

Chair Lewis reviewed the progress made by the Friends of the MACRD working group. Various outreach events in October have been identified, and they are hoping a couple board members can attend all of the events. Executive director Snead explained that if three or more board members are planning to attend to let her know so she can publicly notice the dates for a potential quorum of the board.

- b. MACRD Master plan

Executive director Snead shared that the MACRD did not receive the state grant due to the size of the district's population served. She also told the board that another opportunity had come up to work with the University of Oregon via an intergovernmental agreement. The board was generally supportive of this approach.

- c. Capital improvements and other maintenance projects

Facilities and Safety Director Markwardt reviewed a summary of the planned projects for the September closure, explaining the emphasis on proactive maintenance in the pump room.

Board Chair Lewis ended the work session at 7:17pm.

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

1. Convene meeting

The Chair called the work session to order at 7:17pm.

Roll Call: Chair Lewis, Vice Chair Foster-Drago, Secretary/Treasurer Seibold, Board Member Suppah were present in person. Position #5 remains vacant.

2. Pledge of Allegiance

3. Adoption of the Agenda

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

4. Correspondence

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

Executive director Snead reviewed the google reviews and NRPA salary report included in the board packet. She noted that for the first time, the MACRD salaries are above the national average for all positions.

Vice Chair Foster-Drago asked if retention was higher than in the past. Executive director Snead said that for the first time in a long time, the full management team has been here more than a year, and as a result, it makes consistency and building programs much more attainable.

Vice Chair Foster-Drago encouraged staff to consider posting google reviews on the website and rotate them regularly. Executive director Snead said that it was a great idea, and she would talk with staff about it, but that due to other priorities it may not happen for a bit.

Chair Lewis asked if an email she received with a patron complaint could be included in the board packet in September. Executive director Snead said that she would include it in the next meeting packet.

5. 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 at the meeting.

6. Consider an appointment to the vacant board position #5

The board will hold a special meeting on Monday, August 29, 2022 at 6:30pm to interview the third candidate for the position and decide who to appoint.

Secretary/Treasurer Seibold moved to table appointment to the vacant board position #5 to the August 29, 2022 special meeting. Vice Chair Foster-Drago seconded. Motion passed 4-0.

7. Financial reports

- a. July 31, 2022 balance sheet
- b. July 2022 Month end profit and loss budget vs actual
- c. FY2022-23 JASON cash flow analysis

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

Vice Chair Foster-Drago asked if staff was concerned about expenses in July outpacing revenue. Executive director Snead replied that she was not concerned, as the district received the OESD grant of \$120,000 that needs to be spent by September 30, creating higher spending than normal. She also noted that due to payroll timing, additional revenues would be recognized in the following month.

8. Consider approval of the consent agenda:
 - a. Receive and acknowledge July 2022 financials
 - b. Approve revised FY2022-23 fees schedule
 - c. Approve Board special meeting, work session and business meeting minutes, July 25, 2022
 - d. Approve Board special meeting minutes, July 25, 2022

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

9. Consider adopting an Inclement Weather Policy
 - a. Cover memo
 - b. Policy 2023-01, Inclement Weather Policy

Executive director Snead reviewed the proposed policy and explained staff's intent to adopt it prior to the start of fall activities.

Vice Chair Foster Drago moved to approve policy 2023-01, inclement weather policy. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

10. Executive director report
 - a. September 4-26, 2022 closure maintenance plans

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

11. Board member highlights

Board Chair Lewis shared that her son was excited about mad scientist camp and flag football starting up.

Secretary/Treasurer Seibold talked about her participation in planning for the MAC Bash as part of the MAC Trust board.

Vice Chair Foster-Drago said that her son participated in the under the sea camp and loved it, coming home every day talking about loving his camp leader and the activities. It has been a great experience and having those offerings at the MAC for families is awesome.

Board member Suppah shared that she attended a SDAO board training that day and learned a lot, was glad that she attended.

12. Adjourn

Board Chair Lewis adjourned the business meeting at 8:13pm.

The board will hold a special meeting on Monday, August 29 at 6:30pm.

Respectfully submitted, C Snead 9/26/22
Courtney Snead, Executive Director Date

Jinnell Lewis 9/26/22
Jinnell Lewis, Board chair Date