

Board of Directors  
Board of Directors Work Session &  
Business Meeting

Wednesday, August 23, 2023 at 6:00pm

Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741



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Board members present:

Chair Deanna Seibold, Vice Chair Lindsay Foster-Drago, and Secretary/Treasurer Jean McCloskey were present in person. Board member Jillisa Suppah arrived in person at 6:09pm. Board member Jinnell Lewis was absent for the work session and joined via zoom at 6:29pm during the business meeting.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Facility and Safety Director, attended in person.

Visitors:

None.

WORK SESSION, 6:00pm

1. Chair Seibold convened the work session at 6:06pm.
2. Review proposed policies (08.23.23 action item)
  - a. Policy# 2023-01, Inclement Weather and Environmental Hazards

Board members did not have any additional questions or comments on the proposed policy.

3. Standing updates
  - a. Capital improvements and other maintenance projects
    - i. Update on September 5-18, 2023 MAC closure plans and projects
  - b. Update on the Master Plan project
    - i. *Reminder: Board Visioning Workshop and executive session, Thursday, September 7 at 4:00pm*

Executive director Snead provided a brief update on the September maintenance closure and reminded the board of the master plan visioning workshop on September 7<sup>th</sup> that will be followed with an executive session.

4. Board Chair Lewis adjourned the work session at 6:17pm.

**BUSINESS MEETING, approximately 6:30 PM**  
*(immediately following the work session)*

1. Board Chair Seibold convened the business meeting at 6:17pm.
  - a. Roll Call: *Chair Seibold, Vice Chair Foster-Drago, Secretary/Treasurer McCloskey, Board Member Suppah were present in person. Board Member Lewis joined via zoom at 6:29pm.*

2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

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

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 their comments to three minutes.*

No members of the public were present at the meeting.

7. Financial reports
  - a. July 2023 financials *(will be on 09.27 consent agenda for acknowledgement)*
    - i. Balance sheet
    - ii. Month end profit and loss
  - b. Draft June 30, 2023 General Fund Budget to Actual
  - c. July-Aug-Sept-Oct-Nov (JASON) cash flow analysis
  - d. July-Aug-Sept-Oct-Nov (JASON) cash flow analysis

Executive director Snead reviewed the draft financial reports in the board packet. Board member Lewis joined the meeting via zoom at 6:29pm.

8. Consider approval of the consent agenda:
  - a. Acknowledge the final FY2023-24 Board meeting schedule
  - b. Acknowledge letter signed by the board chair for COHS grant support for the Trust for Public Land in support of the Madras Elementary Playground project
  - c. Approve Board work session and business meeting minutes, July 25, 2023

Secretary/Treasurer McCloskey moved to approve the consent agenda as presented. Vice Chair Foster-Drago seconded. Motion passed 5-0.

5. Consider approval of proposed revisions to policy#2023-01, Inclement Weather and Environmental Hazards.

Secretary/Treasurer McCloskey moved to approve amendments to Policy#2023-01, Inclement Weather and Environmental Hazards as presented. Board member Lewis seconded. Motion passed 5-0.

9. Executive director report

Director Snead reviewed the report included in the board packet.

10. Board member highlights

Vice Chair Foster-Drago shared that tackle football started and it is going well, with great communication from staff. She is also excited to see all of the toddler programming.

Board member Suppah shared that she was involved in a focus group with Papalaxsimisha for our master plan project and was pleasantly surprised by the feedback received from the event. Everyone spoke about what is going well and areas for improvement, like more gym space, and it was great to hear the feedback.

Chair Seibold said she has been meeting with Courtney on planning and learning the Chair role. She also discussed the MAC Trust and plans for the fundraisers, including the MAC Bash that is planned for Friday, November 17.

Secretary/Treasurer McCloskey said she enjoyed the meeting where Courtney and Deanna went through the month end process for the Treasurer role.

Vice Chair Foster-Drago noted that she had one more thing to share. As she reflects on changes over the years since she has been on the board, she

gets more comments from community members out and about than she used to, many times because they recognize her from her picture on the scoreboard or in the program guide. The professionalism and organization of the team has improved so much, as well as the promotion of everything that is being offered.

Board member Lewis said that her son had a great time at outdoor explorer camp. She also enjoyed running into Jillisa at the youth track meet at the Warm Springs K-8 and everyone had a lot of fun at the event.

Board member Suppah shared that there is a penny carnival on Tuesday at the old gym in Warm Springs, and it would be neat to have the MACRD staff there. Courtney said that staff schedules are already posted, but asked Jillisa to get her on the email list so in the future we could schedule someone to be at those events.

15. Adjourn

Board Chair Seibold adjourned the business meeting at 6:55pm.

Respectfully submitted,  9/27/23  
Courtney Snead, Executive Director Date

 9/27/23  
Deanna Seibold, Board Chair Date