

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

Monday, September 26, 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 was absent.

Staff Members present:

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

Visitors:

Jean McCloskey attended via zoom.

WORK SESSION, 6:00 PM

1. Convene meeting

The Chair called the work session to order at 6:03pm.

2. Discuss appointment to the vacant board position #5

Board Secretary/Treasurer Seibold shared that she felt the MACRD was lucky to get three amazing applicants for the vacant board position. She hopes that the two that are not selected will consider applying to serve on the budget committee. Her preference is to appoint Jean McCloskey because her background is uniquely suited for the board.

Board member Suppah agreed that all three candidates had strengths to offer the district, and appreciates Deanna's feedback on the candidates. She liked Theo's engagement in the Warm Springs community, but agrees that having someone with a financial background would be helpful to the board.

Board Chair Lewis shared that she was not fully present for the first two interviews, as she was on zoom while working at the hospital. She appreciated Theo's enthusiasm and experiences, as well as Paul's

background of service and experience in the ag industry. All three candidates had many strengths, and hopes that the two candidates who are not appointed will consider lending their strengths to the MAC Trust, MACRD budget committee, or the PAC for the levy. She agreed with the other board members, and Lin was also supportive, although she is not present, of Jean to fill the vacant position. She feels having Jean adds diversity to the board, as well as another financially-minded person.

Executive director Snead reminded the board that the final decision to appoint is on the business meeting agenda following the work session.

3. Standing updates
a. Local option levy

Chair Lewis reviewed the progress made by the Friends of the MACRD working group and a meeting is scheduled for tomorrow at 5:30pm at the MAC. A timeline has been finalized for the October outreach events and she is working with Melisa Irvine to officially establish the PAC and its bank account so donations to support signage and a mailer can be collected.

b. MACRD Master plan

Executive director Snead shared that she has a meeting with University of Oregon planning program faculty to discuss working together next week and would report back to the board in October on the cost, timeline, and if this master plan approach is feasible for the district.

c. Capital improvements and other maintenance projects

Executive director Snead shared that the maintenance closure was successful, and that a number of preventative maintenance projects were completed in the pump room. Staff also took the initiative to give the lobby area a facelift, which everyone was able to see who attended the board meeting in person.

Board Chair Lewis ended the work session at 6:23pm.

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

1. Convene meeting

The Chair called the work session to order at 6:23pm.

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

2. Pledge of Allegiance
3. Adoption of the Agenda

Secretary/Treasurer Seibold moved to approve the agenda as presented. Board member Suppah seconded. Motion passed 3-0.

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

Executive director Snead shared that Gregg Markwardt graduated from the ORPA Leadership Academy (photo included in the board packet). Emails regarding the Latino Fest and Warm Springs Back to School BBQ were also included in correspondence, thanking the MACRD for participating in the events this year. A patron complaint that Chair Lewis and Executive Director Snead received earlier in the month was included and reviewed, per a request from Chair Lewis at the August board meeting to include it in this month's correspondence. Staff also reviewed a rural school yards project that the MACRD is participating in as a partner with the 509J school district, lead by Trust for Public Lands. Director Snead also shared information about a paid leave law that goes into effect January 2023, and an upcoming training on the topic.

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 wished to speak 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 appoint Jean McCloskey to the vacant board position #5. Board member Suppah seconded. Motion passed 3-0.

Board members welcomed Jean to the board. Jean McCloskey thanked the board and said she was looking forward to the months ahead. Executive director Snead said she would see if the County Clerk would be available to swear McCloskey in at the September board meeting.

7. Financial reports
 - a. August 31, 2022 balance sheet
 - b. August 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.

Jean McCloskey asked for clarification on the bond and tax levy revenues. Executive director Snead explained that the tax levied for the bond this year included the utilization of carry forward funds, but that it remained relatively consistent with prior years because the payment increased this year.

8. Consider approval of the consent agenda:
 - a. Receive and acknowledge August 2022 financials
 - b. Approve Board work session and business meeting minutes, August 22, 2022
 - c. Approve Board special meeting minutes, August 29, 2022

Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Board member Suppah seconded. Motion passed 3-0.

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

Executive director Snead shared that a written report was not provided due to being at the National Recreation and Parks Association conference in Phoenix, AZ. She shared overall lessons learned, along with Shawna Hicks, and that there are a number of new ideas that we would like to implement

as a result of learning what other organizations around the country are doing. She thanked the board for their support of staff participating in professional development, as it is extremely beneficial for retaining staff, but also helps to improve programs and services that can be offered to the communities we serve.

11. Board member highlights

Secretary/Treasurer Seibold reminded the board that the MAC Bash is scheduled for Friday, October 14 at 7pm and that she hopes everyone will attend.

Board member Suppah shared that she enjoyed going to soccer games the last couple of Saturdays. She also attended the SDAO conference in Salem with Gregg, and it was good.

Board Chair Lewis shared that her family swam at the end of August and it was super fun and really busy. Flag football has also been great, and he loves it. Now they are gearing up for Club Volleyball. Registration is opening up at the beginning of October.

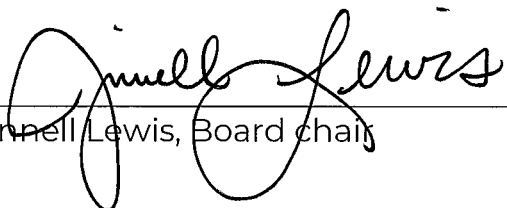
Shawna Hicks shared that Club Volleyball registration would open on September 27 and be open until November 25.

12. Adjourn

Board Chair Lewis adjourned the business meeting at 7:14pm.

The board will hold its next work session and business meeting on Monday, October 17 at 6:00pm.

Respectfully submitted,  10/17/22
Courtney Snead, Executive Director Date

 10/17/22
Jinnell Lewis, Board chair Date