

Board of Directors  
Board of Directors Work Session &  
Business Meeting

Wednesday, September 27, 2023 at 6:00pm

Madras Aquatic Center  
1195 SE Kemper Way  
Madras, Oregon 97741



Board members present:

Chair Deanna Seibold, Vice Chair Lindsay Foster-Drago, and Board member Jinnell Lewis were present in person. Board member Jillisa Suppah and Secretary/Treasurer Jean McCloskey attended via zoom.

Staff Members present:

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

Visitors:

Theo Perez, via zoom

WORK SESSION, 6:00pm

1. Chair Seibold convened the work session at 6:07pm.
1. Review reduction in force related items (*09.27.23 business meeting action*)
  - a. Proposed amendment #1 to the executive director employment contract
  - b. Proposed adjusted FY2023-24 budget (resolution #2024-03)

Executive director Snead reviewed the proposed amendment and adjusted budget worksheets.

Board member Suppah asked if the reductions impact the new signage in the local languages. Executive director Snead said that there was still budget authority for the expenses, but staff is waiting to see if revenues materialize higher than expected before moving forward with the expense.

Board members did not have any additional questions or comments on the proposed reduction in force related items.

2. Standing updates

- a. Capital improvements and other maintenance projects
  - i. Review September 2023 MAC closure and project completion
- b. Update on the Master Plan project
  - i. Follow-up from board visioning meeting

Executive director Snead provided a brief recap on the September maintenance closure. She also presented the draft master plan recommendations from the master plan consultant for board review prior to inclusion in the draft plan that will go to the steering committee in October.

Board members discussed the merits of moving up various action items sooner in the plan, with the goal of being more aggressive in fixing the financial challenges. There was a consensus from the board for staff to reorganize the action items with the goal of financial stability, exploring the addition of recreation space to the current MAC property, and moving forward with solutions immediately, followed by partnering with local and regional organizations and lastly expanding offerings both at the MAC site and at Juniper Hills park, in partnership with Jefferson County.

4. Board Chair Lewis adjourned the work session at 6:40pm.

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

1. Board Chair Seibold convened the business meeting at 6:40pm.
  - a. Roll Call: *Chair Seibold, Vice Chair Foster-Drago, Board Member Lewis were present in person. Secretary/Treasurer McCloskey and Board Member Suppah joined via zoom.*
2. Pledge of Allegiance
3. Land Acknowledgement
4. Adoption of the Agenda

Vice Chair Foster-Drago moved to approve the agenda as presented. Board member Lewis seconded. Motion passed 5-0.

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

Executive director Snead noted that there was no correspondence received.

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.*

Chair Seibold read an email received by the executive director earlier in the day into the record from Brandie McNamee, as well as the executive director's email response:

Hi Courtney,

Please have this email serve as a voice to request being open on Sundays. Being a working parent, Saturday and Sunday is the only days open to bring my kids to the pool. With winter approaching and outdoor facilities being unavailable, it would be an opportune time to be open for "indoor facility" use such as the Pool.

Your highest revenue source is tax receipts. Taxes are paid by the public and as a public facility you should support the public requests. I hope you accept this email as a request to re-analyze your operating hours and offer Sunday as a day to be open to "the public."

-Brandie McNamee

Hi Brandie,

Thank you for your email. I will have our board chair read your email into the record tonight at our board meeting.

We have been conducting a master planning process and are exploring options for expanding hours in the future. Unfortunately, we have just completed a reduction in force process due to financial challenges (associated with unplanned maintenance last fiscal year that has just decimated our financial position), so we are not planning to expand hours for the coming winter season.

Please know that your voice has been heard, and we are doing our best to figure out a sustainable path forward that will allow us to expand our services in the future.

Thanks,

Courtney Snead, CPRP  
Executive Director  
Madras Aquatic Center & Recreation District  
Work: (541) 475-4253  
Cell: (541) 419-9617  
[www.macrecdistrict.com](http://www.macrecdistrict.com)

7. Financial reports
  - a. July 2023 financials (*verbal report from the Secretary/Treasurer, ED reviewed reports with the board at the August 23, 2023 meeting*)
  - b. August 2023 financials
    - i. Balance sheet
    - ii. Month end profit and loss
  - c. July-Aug-Sept-Oct-Nov (JASON) cash flow analysis

Executive director Snead reviewed the draft financial reports in the board packet. Secretary/Treasurer McCloskey noted that she reviewed the July and August financial reports and her questions were all answered by the executive director to her satisfaction.

8. Consider approval of the consent agenda:
  - a. Acknowledge receipt of July and August 2023 financials
  - b. Approve Board work session and business meeting minutes, August 23, 2023
  - c. Approve Board special work session meeting minutes, September 7, 2023
  - d. Approve Board executive session minutes, September 7, 2023

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

9. Consider approval of reduction in force related items
  - a. Consider approval of amendment 1 to the executive director's employment contract, effective October 1, 2023
  - b. Consider approval of resolution 2024-03, amending the adopted FY2023-24 budget

Board member Lewis moved to approve amendment 1 to the executive director's employment contract, effective October 1, 2023. Vice Chair Foster-Drago seconded. Motion passed 5-0.

Board member Lewis moved to approve resolution 2024-03, amending the adopted FY2023-24 budget. Board member Suppah seconded. Motion passed 5-0.

10. Discuss budget committee vacancy (position 7, term expiration 12/31/23)
  - a. Consider approval of an application and timeline for filling one vacancy on the MACRD budget committee

Board member Lewis moved to approve the application and timeline for filling position #7 vacancy on the MACRD budget committee. Vice Chair Foster-Drago seconded. Motion passed 5-0.

11. Executive director report

Director Snead reviewed the report included in the board packet.

12. Board member highlights

- a. Discuss moving November 22 board meeting to November 29

Vice Chair Foster-Drago shared that she loves seeing tackle and all the kids playing together from different communities. She also shared that she observed Chris Price coaching his team and talking about expectations around sportsmanship and was really impressed with his approach and his focus on helping them learn how to respectfully address referees, fellow players and coaches. She was impressed by his leadership, and thought it was a really positive reflection of our program goals for youth sports.

Board member Lewis said that her son is having a blast playing flag football and, for the first time, soccer. Her daughter's highlight was swimming at the pool today.

Board member Suppah was able to catch her nephew's soccer game last Saturday at JCMS, which is a different location than in the past, and has been a different, but good, experience for him to be on a larger field.

Chair Seibold said that she has been having wonderful discussions with aquatics staff about fundraising ideas for the MAC Trust and is excited to share them at the next Trust board meeting. She is looking forward to getting back in the water tomorrow.

Chair Seibold also polled the board to see if it would make sense to move the November 22 board meeting to November 29 due to the Thanksgiving holiday. There was consensus of the board to move the meeting to November 29. She also reminded the board that the October 25 board meeting is cancelled due to a lack of quorum.

15. Adjourn

Board Chair Seibold adjourned the business meeting at 7:20pm.

Respectfully submitted,  11/29/23  
 Courtney Snead, Executive Director Date

 11/29/23  
 Deanna Seibold, Board Chair Date