

Board of Directors
Special Meeting

Monday, October 17, 2022 at 6:00pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Chair Jinnell Lewis, Board member Jean McCloskey were present. Board member Jillisa Suppah arrived at 6:26pm. Vice Chair Lindsay Foster-Drago and Secretary/Treasurer Deanna Seibold were absent.

Staff Members present:

Courtney Snead, Executive Director, and Gregg Markwardt, Facilities and Safety Director attended in person. Shawna Hicks, Recreation Programs Director, attended via zoom.

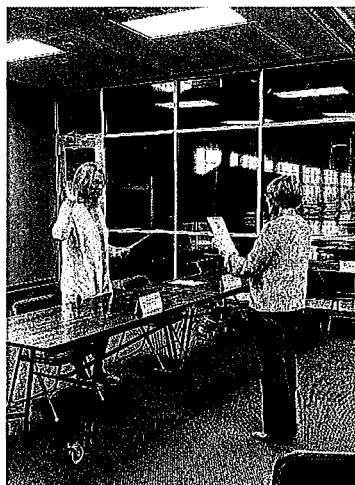
Visitors:

None.

Work Session, 6:00 PM

1. The Chair called the work session to order at 6:10pm and noted that there was not quorum.
2. Swearing in of position #5 appointee, Jean McCloskey, by County Clerk Kate Zemke

Jean McCloskey was sworn in before the start of the work session by Kate Zemke, Jefferson County Clerk.



3. Review proposed new Dr. Kemper Memorial Swim Lesson Scholarship Fund

Executive Director Snead reviewed the cover memo in the board packet.

Board members asked questions about the proposed scholarship, how it works with the MAC Trust Scholarships, and how it impacts the budget.

4. Update on policies & procedures current in development (drafts will be presented at the November 17 work session)
- a. By-laws
 - b. Volunteer policy
 - c. Staff wellness procedure

Executive Director Snead explained that staff originally intended at least two of these policies would be on tonight's work session, but due to scheduling and timing for the legal team they are being pushed back to the November work session. Snead provided an overview of the policies and asked the board if there was any input they wanted to provide prior to staff and legal drafting the bylaws, volunteer policy, or staff wellness procedure.

Board members said they would provide input once they see the draft bylaws and were generally supportive of the approach to the volunteer policy and staff wellness procedure.

5. Standing updates
- a. Local option levy

Chair Lewis said that the levy PAC is meeting every other week until the election, and has been busy attending meetings and handing out yard signs. The PAC raised enough funds for a mailer and the signs, and Rip Q donated 50% of the cost of the signs. Various support letters have been solicited and collected for submission to the Madras Pioneer over the next couple of weeks. The Chamber After Hours event is Thursday, October 20 at 5:30pm at the MAC.

- b. MACRD Master plan

Executive Director Snead met with the University of Oregon Planning Program staff and they are going to work on drafting a scope of work with the goal of bringing an IGA to the board sometime this winter. The master plan would begin in spring and engage with the community throughout the summer to receive feedback on future district programming, facilities, and services. Director Snead will be

working on identifying local partners who may be willing to financially support the project, as the estimated cost is \$30,000.

The board was generally supportive of this approach to the master plan.

c. Capital improvements and other maintenance projects

Facilities and Safety Director Markwardt talked about outstanding maintenance items in progress in the pump room. Executive Director Snead shared that staff was working on updating the annual maintenance plan, as well as the 5-year capital improvement plan, which will also be impacted by the master planning process in the spring.

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

1. Convene meeting

The Chair called the work session to order at 6:38pm.

Roll Call: Chair Lewis, Board Member Suppah, and Board member McCloskey were present in person. Secretary/Treasurer Seibold, and Vice Chair Foster-Drago were absent.

2. Pledge of Allegiance

3. Adoption of the Agenda

Board member Suppah moved to approve the agenda as presented. Board member McCloskey seconded. Motion passed 3-0.

4. Correspondence

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

No correspondence was received or presented.

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 to speak at the meeting.

6. Financial reports
 - a. September 30, 2022 balance sheet
 - b. September 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.

7. Consider approval of the consent agenda:
 - a. Receive and acknowledge September 2022 financials
 - b. Approve Board work session and business meeting minutes, September 26, 2022

Board member Suppah moved to approve the consent agenda as presented. Board member McCloskey seconded. Motion passed 3-0.

8. Consider approval of the proposed Dr. Kemper Memorial Swim Lesson Scholarship Fund

Board member McCloskey moved to establish the Dr. Kemper Memorial Swim Lesson Scholarship Fund as presented. Board member Suppah seconded. Motion passed 3-0.

9. Executive director report

Executive Director Snead reviewed the report included in the board packet. She added that SDAO has shared a save the date for the annual SDAO conference held in Sunriver, with the pre-conference on February 9 and the conference officially held from February 10-12, 2023.

10. Board member highlights

Board member McCloskey enjoyed the MAC Bash and delicious desserts.

Board member Suppah said it was her first time attending the MAC Bash and she enjoyed it. She has also been working on getting levy signs up around Warm Springs.

Board Chair Lewis said she also enjoyed the MAC Bash. She talked about how excited her son is about football, and that the flag football season is wrapping up. She shared that she spoke with a parent who is passionate about finding sponsors for tackle football and making sure the program runs next year, noting it was a positive discussion.

Board member Suppah asked when basketball registration opens.
Director Hicks noted that it was schedule to open on October 25, 2023.

6. Adjourn

Board Chair Lewis adjourned the business meeting at 7:15pm.

The next board work session and business meeting is scheduled for
Monday, November 21 at 6:00pm.

Respectfully submitted,  11/21/22
Courtney Snead, Executive Director Date

 11/21/22
Jinnell Lewis, Board Chair Date