



**Board of Directors
Work Session**

**AGENDA
Wednesday, October 2, 2019
7:00pm**

**Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741**

I. CALL TO ORDER

II. ROLL CALL

Chair Lewis, Secretary Williams, Director Rahi, and Director Foster-Drago

III. ADJUSTMENTS TO THE AGENDA

Chairperson Lewis

IV. DISCUSSION ITEMS

A. Review draft plan for public outreach/input on MACRD strategic plan

*Jim Weyeremann, Executive Director and Courtney Snead, consultant,
BBI, LLC*

B. Receive a report on the evaluation of MACRD administrative systems

Courtney Snead, consultant, BBI, LLC

V. ADJOURNMENT

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the board to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Trudy at (541-475-4253) from 8:00 am. to 5:00 pm., Monday through Friday, to arrange this service.



MAC Recreation District
MINUTES
BOARD OF DIRECTORS WORK SESSION
Monday, October 2, 2019
7:00 p.m.

Staff Members Present:

Jim Weyermann, Executive Director; Greg Markwardt, Recreation Manager; Trudy Haugen, Office Manager

Visitors:

None

I. CALL TO ORDER:

The Work Session of the Board of Directors was called to order at 7:15 p.m. by Chair, Jinnell Lewis.

II. ROLL CALL:

Present; Jinnell Lewis, Chair; Greg Williams, Secretary; Lindsay Foster-Drago, Director; Martti Rahi, Director

III. ADJUSTMENTS TO THE AGENDA

Martti Rahi, Director, moved to accept the agenda without adjustments. Seconded by Lindsay Foster-Drago, Director. Motion carried 4-0.

IV. DISCUSSION ITEMS:

A. Public Outreach/Input on MACRD Strategic Plan

Courtney Snead gave a synopsis of the project, and the outcomes of the previous subcommittee meeting. The design of the public input process is to receive input on the vision and strategic plan for the MACRD.

- From the general public, patrons, business and community partners
- A mix of large and small facilitated conversations and surveys
- Timeline
 - **Small group meetings, October-December 2019**
 1. Stakeholder groups
 - **Tabling at existing events, October-December 2019**
 1. Schoolboard meetings
 2. Football games
 3. Culver, Madras, Warm Springs communities
 - **Open House (1-hour event), November 2019**
 1. We want to have 2 of these mid-November, 1st part of December
 - a. Madras

- b. Culver
- 2. We will set up stations from the Strategic Plan. Each station will have a board and staff member present.
- 3. **Survey – November-December 2019**
 - a. About 3 questions
 - b. Email to households currently enrolled in Active database website
 - c. Cards available at the MAC
 - Can be handed out to general public
 - Will be returned to the MAC
- 4. **Data Gathering and reporting to Board January-February 2020**
 - a. Just in time to use that public process information to finalize the Strategic Plan to help start the next year’s budget process
- Who are the players in the process
 - 1. Board member participation of utmost importance, especially at tabling events
 - 2. Staff members
 - 3. Meeting Facilitators
 - a. Bean Foundation Consultant
 - b. Kiwanis
 - c. Rotarians
 - d. Other publicly trained meeting facilitators to be determined
- Lindsay Foster-Drago, Director, spoke on behalf of the Public Input Process Subcommittee. She stated that going through the preliminary planning process was exciting. She can see the vision of how to reach and get information from the different groups of stakeholders, patrons and partners in the community. Courtney has done a good job laying out this process.
- Jim Weyermann, Executive Director, talked with the group about talks happening on districts
 - Proposed urban renewal districts, 2 for the county and 1 for the city. The Board at some point will be asked to pass resolutions on their stance of these projects.
 - 1. City of Madras will be reporting at our next meeting
 - Westside Center Project
 - 1. The Bean Foundation has been working on their Budget/Capital Sustainability. Per Jinnell Lewis, Chair, the MAC Board requested this from them in the past.

B. Evaluation of the MACRD Administrative Systems – Courtney Snead, Consultant BBI, LLC

- Courtney praised the MACRD staff for being transparent during this evaluation process. It is important to shed light that these results are not focusing on previous or present board members or staff. It is all about learning, acknowledging and a plan for positive movement forward.
- After evaluating the results the MACRD Board can choose to:
 - Take the recommendations and move forward solely
 - Continue partnership with The Bean Foundation in implementing the recommendations

- The report is broken into **3 categories**. Part of this process is guiding everyone to effectively “drive in their own lanes”.
 - **Operational Tasks**
 1. Completed by staff without the need for board, executive director, or other decision making to occur.
 - **Executive Director/Organization-wide Tasks**
 1. Require coordination amongst the staff team with implications for the organization. Oversight by the Executive Director and/or their designee
 - **Policy/Board Tasks**
 1. Require action on the part of the Board of Directors as the governing body of the MACRD.
- Courtney then walked the group through the MACRD Administrative Systems Evaluation which was separated into (3) areas, with focus with the group put on the “Policy/Board Tasks”:
 - **Human Resources – Policy/Board Tasks**
 1. Big picture
 - a. Organizational chart approval
 - b. Personnel policy review
 - c. Salary and wage schedule
 2. Onboarding
 - a. How are new board members onboarded?
 - b. Develop list of resources for new board members
 3. Training
 - a. Explore professional development opportunities for the board
 - **Fiscal Management – Policy/Board Tasks**
 1. Big Picture
 - a. Financial management policy that includes all financial management policies of the District
 - Everything transparent with balancing from Active to QB’s to the MAC Trust.
 1. This could provide possibilities to establish a scholarship ceiling that could help with cashflow during the JASON (July, August, September, October & November) months
 2. Work on better determining “restricted fund”
 - b. Timing of financial reporting to the board
 - c. Training on reading monthly financials, cash flow, and JASON
 - d. Receive recommendations from staff on the cost recovery model
 2. Accounting System
 - a. Discuss how the board would prefer to see finance reports structured to aid in developing the new account system set-up
 3. Financial partnership management
 - a. Approve MOU, IGA, other partner documents
 4. Internal Controls
 - a. Approve authorization levels for purchasing and set-up expectations for reporting

b. Consider appointment of a board finance liaison between staff and the board

o **Document Management – Policy/Board Tasks**

1. Document Management

a. Public records policy

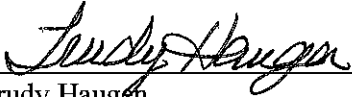
2. Organization/Timing

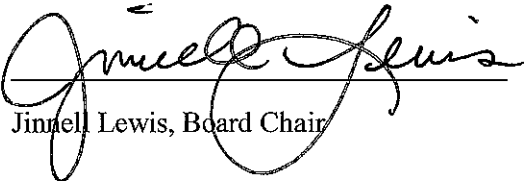
a. Annual calendar for board topics

- Courtney ended with the request to the Board Members to share with Jim any priorities they see fit on the task list. Yes, the task list is long but some of these have already been or are in the process of being implemented by the Office Manager. They will see much progress in the next 6 months to a year. Courtney also again reiterated that this is not a reflection on staff or board members as when you fly a plane and build it with limited numbers and knowledge, folks don't know what they just don't know.
- A formal board decision should be made at the next meeting on how to continue to the next phase of the project.
- Trudy thanked Courtney for all her support the past 3 months. She does an amazing job of hearing her out on things that pop up in the day-to-day workings. This list is a partial reflection of what she has been able to drain from her brain as items make a task list to be addressed cumulatively, which allows her to effectively dive into other projects as we draw together resources for speedy resolutions. Each of these tasks would require days of investigation on her part, and she appreciates the professional support and partnership tremendously.

V. **ADJOURNMENT:**

The meeting was adjourned by Chair, Jinnell Lewis, at 8:05 p.m. The next regular Board Meeting will be **Monday, October 14th at 6:30 p.m.**

Respectfully Submitted,  10-8-19
Trudy Haugen Date
Office Manager

 10/21/19
Jinnell Lewis, Board Chair Date