

Meeting Minutes December 13, 2012

Orcas Island Park and Recreation District Commission
Public Meeting, Thursday, December 13, 2012
Orcas Island Fire District Station #1, Eastsound
12:00 P.M.- 2:00 P.M.

I. CALL TO ORDER – 12:00 PM

Bob Eagan, Chairman

Roll call:

Seat 1: Vicki Vandermay - present

Seat 2: Bob Eagan - present

Seat 3: Martha Farish - present

Seat 4: Jim Bredouw - present

Seat 5: Ian Lister – present (*will be in and out of today's mtg. intermittently*)

II. PUBLIC COMMENT

Attending were RJ Myers of Orcas Youth Conservation Corps, Tom Gossett, Rick Hughes, Krista Bouchey & Jessica Hanson. (Bob Phalan joined the group at 1pm). Jessica explained that she is attending as the Secretary of PTSA and is interested in providing support and/or facilitation of any programs for younger kids, ages 5-8, particularly between soccer and little league. Marcia explained that there are some programs coming, including youth badminton, Ducks Basketball, Indoor Tennis, Running Club and Indoor Soccer. Vicki suggested that we stay in closer touch with each other on a more regular basis.

Martha suggests that ActiveNet be the billboard that speaks to all programs and organizations and suggests that maybe we publicize in a 'bulletin board' format this on our ActiveNet web page. It was also suggested that we put flyers on the physical bulletin board at the elementary school, as many parents get their information there.

Rick suggests that we have SJC parks and possibly OIPRD and/or Friends of Moran might there be future partnership opportunities to help ameliorate all of the funding challenges in these organizations. Tom suggests involving the kids with park conservations and cleanup – possibly even paying them a small stipend instead of professional services – to encourage buy-in with younger people.

RJ added that his understanding is that youth volunteers, even with a stipend, would be covered by park liability insurance. He can be contacted at rjmyers1@gmail.com.

The question was raised as to what, as merely a straw poll, the public participants thought about going after a levy lift next November. It was generally agreed that: 1) If we do, we will need to make the case clearly to the public; 2) The timing is probably terrible given the economy and the likelihood that the public may say 'we just gave you money and we don't see that much bang for

our buck' is high; and 3) That the real cause is the poor property values, not the County or the Board.

When asked if specific expenditures were attached to specific improvements in P & R programming or facilities everyone present thought the public would be receptive to that approach.

III. MONTHLY BUSINESS

1. **Previous Minutes** – Nov. 8, 2012 and Nov 23, 2012. Approved and signed. Martha moved to approve; Jim second and approved unanimously (Ian absent).

2. **Financials**

[CustomReportRunner.pdf](#)

There is a balance of \$158k currently. Rick Hughes said that his understanding is this is one of the higher default years and we may need to readjust our budget once again if defaults are substantial, as OIPRD doesn't get its levy dollars on property taxes not paid.

Marcia suggested doing a quarterly cash flow budget; Jim suggested monthly, which she agreed to do.

Martha was concerned about legal expenses mounting easily and suggested that we be extremely careful, as legal is the 'wild card' in our budget.

Jim made a **MOTION** that only the Chair and/or Director have authorization to engage our counsel to avoid duplication and encourage consolidation and research; 2nd by Martha. Bob suggests further that even with this restriction that the Chair and/or Director consult the Board if there's time to do so. Passed unanimously (Ian absent).

3. **Payment of Claims**

Vicki made a **MOTION** to accept the claims payment request; 2nd by Martha. Passed unanimously (Ian absent).

4. **Employee Pay Slip**

Signatures were made.

5. **Director's Report**

See addenda

Martha made a **MOTION** to authorize Marcia to get an OIPRD credit card, 2nd Vicki, passed unanimously (Ian absent).

All files are now in dropbox.

We have 1,200 people in our email mailing list.

The website is now up and running. Special thanks to Krista Bouchee for her good work.

Jim asked if Ian's information buckets are all accessible. Marcia said yes to all Minutes, Resolutions, By-Laws and Budgets. Contracts are not included, as they are not accessible to the public without request.

Marcia suggested to make sure we all start using OIPRD email addresses and to be cautious not making personal emails sent from OIPRD.

She has completed our Spring program itinerary and will send it out via MailChimp. Martha suggested that we consider putting in one-time print ads each quarter as part of a comprehensive communication strategy.

We went back and made a revised tax payment to include sales tax retroactively. Martha questioned if this was absolutely necessary and Marcia said that she made numerous calls and it is.

6. Committee Reports and discussions

- Programs Committee – Snow Bus Update
 - It was reported that only 6-7 people have signed up and it is being considered to cancel Snow Bus.. Marcia will find out the cost of a smaller bus and will try to contact potential attendees beforehand. Krista has volunteered to help with this. We may also consider a couple of ski weekends instead of 6 Saturday trips.
- Buck Park Committee –
 - Trees from roadway project, Can we locate them on park property?
 - Will discuss in Executive session.
 - Coordination with SJ Co Parks regarding village green maintenance contract
 - Marcia is in process to see if there were any efficiencies to be had coordinating with SJC.
 - Bob spoke w/Scott L. if OISD wants to bring fields 4 & 5 up to the level of field 6 (the football field) and he will speak with his Board and get back to us.

7. Athletic Solutions Committee

Vicki rec'd an email from OISD chair, Chris Sutton, to discuss potential roles each organization will fill in regards to financing high school and middle school athletics. More discussion necessary.

IV. UNFINISHED BUSINESS

2013 Budget – allocation of funds and activity support.

After a brief discussion of staff needs for activities support and support of the Funhouse Commons After School and Teen Night activities it was recommended by Jim that the programming committee meet and review the issues and funding. The committee will report back with a final recommendation at the January 10th meeting.

The program committee meeting was set for Jan. 3rd at Noon at the OIPRD office.

V. NEW BUSINESS

Review of District By Laws – Postponed until January Meeting

Review of Director Liaison Role

Jim requested clarification of his role as director's liaison. After discussion it was agreed that the communications were going smoothly between the Director and the Commissioners and to date the Director has not received conflicting guidance. If conflicting instructions or questions come up Marcia will go to the Liaison for clarification. Jim, as liaison, will communicate with his fellow commissioners and provide definitive guidance to the Director.

(Jim left the meeting, Ian returned and was briefly updated)

Public Meeting
December 13, 2012

It has been decided during budget preparations that as part of the budget reduction the Director's salary voluntarily will be reduced to accommodate hiring activities assistance.

Martha made the **MOTION** that for the 2013 fiscal year the Director's annual salary be reduced by 12.5% and the work hours be reduced by a proportional amount from 40 hours to 35 hours per week. Vicki 2nd the motion, passed unanimously (Jim absent)

Martha made a **MOTION** to adjourn, 2nd Vicki, passed unanimously.

VII. ADJOURNMENT

The meeting was adjourned at 2:25pm.

Addenda:

CustomReportRunner.pdf
Director's Report, Dec. 13, 2013

Public Meeting minutes for December 13, 2012

Approved by motion on this 10th day of January, 2013

Signed and attested this 10th day of January, 2013



Ian Lister, Commissioner #5,
Secretary



Bob Eagan, Commissioner #2,
Chair

MONTHLY FINANCIAL STATEMENT BY FUND
SAN JUAN COUNTY
START DATE: 11/1/2012 END DATE: 11/30/2012

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			148,416.13	
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
310	TAXES	25,054.99			
340	CHARGES FOR GOODS AND SERVICES	68.42			
360	MISCELLANEOUS REVENUES	160.00			
	TOTAL RECEIPTS		29,801.96		
570	CULTURE AND RECREATION				
212	SALARY PAYABLE	3,344.37			
231	OTHER ACCRUED LIABILITIES	1,174.18			
570	CULTURE AND RECREATION	15,280.54	19,799.09		
	TOTAL DISBURSEMENTS				
101	ENDING CASH BALANCE				158,419.00
					158,419.00
					0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		0.00
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

Orcas Island Park & Recreation District

P.O. Box 575, Eastsound, WA, 98245

DIRECTOR'S REPORT

Dec. 13, 2012

Activity Attendance and Signup:

Adult Volleyball – averaging 8 players each Wed. evening

Math Club – 6 – 7 on each team. Using the school library

Ski Bus – 2 ActiveNet without help

4 Walk Ins

1 Reservation

7 signed up – need 40

Should we try and get a smaller bus and gamble we can fill it with weekly signups?

2012 Funds for Subcontracted Programs

As of Dec: \$25,175.14 total for funhouse support

\$13,240 for 4 months of after school and teen night programming (Sept – Dec)

Attendance for Nov:

Afterschool – 24 children, averaging 8 in homework club for some of the afternoon.

Teen Night – Friday night 10, Saturday night 4 see attached spreadsheet.

Funhouse started “Friday Night Magic” game. The tournament was a big success and good feedback from players. Planning on weekly events.

Open Gym – avg. 25 players.

Big thanks to Ian Lister, we now have signed assumption of risk, waiver, and release forms for all regular attendees and have a sign in roster for nightly use.

ActiveNet Summary:

Enrolled in user base: 121

Number of transactions in 2012: 126

Paid in fees for 2012 as of Dec:

Activity Fees Paid - \$7625.00

Amount of Fees in credit card payments - \$4,708.51

Amount Paid in Transaction Fees – \$175.62

Planning on uploading the Winter / Spring Program activities to ActiveNet so they are live when the program flyer is sent out.

Winter Program flyer has been drafted for review.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
YOUTH							
Badminton			3:30 - 5:00				
Basketball - Ducks		3:30 - 4:30					
Basketball - Youth		4:15 - 5:30					
Baseball - Youth League	3:30 - 5:30	3:30 - 5:30	3:30 - 5:30	3:30 - 5:30	See Game Schedule		
Softball - Girls Youth League	5:00 - 6:30	5:00 - 6:30	5:00 - 6:30	5:00 - 6:30	See Game Schedule		
Boys Choir	3:30 - 4:30						
Chess Club		3:30 - 5:00		3:30 - 5:30			
Destination Imagination							
Indoor Soccer	3:30 - 5:00						
Math Club 4 -5th grade	3:30 - 5:00						
Math Club 6th grade			3:30 - 5:00		9:00 - 11:00	8:00 - 10:00	
Open Gym							
Running Club	3:30 - 5:00		3:30 - 5:00				
Indoor Volleyball			3:30 - 5:00				
Wrestling		5:00 - 7:00		5:00 - 7:00			
Adults & Seniors							
Chess Club		3:30 - 5:00					
Futsal Soccer				7:30 - 9:30			
Pickup Basketball		7:30 - 9:30					
Night Runner Club	5:30 - 7:00		5:30 - 7:00				
Lunch Games - Billiards, Table Tennis, Shuffleboard, Video	11:30 - 1:00	11:30 - 1:00	11:30 - 1:00	11:30 - 1:00	11:30 - 1:00		
Indoor Volleyball			7:15 - 9:00				
Family							
Community Open Gym							2:00 - 5:00
Frisbee Fun						MAR 10 & APR 14	
Special Events							
Snow Play weekend						Jan 26 / 27	
Kiwanis Airplane Contest						MAR 2	
Skatepark Spring Fix						MAR 23	
Bicycle Tune UP & Warm Up						APR 2	

Activities happening Jan 14 - Apr 19

Activities happening Jan 7 - Feb 22

ACTIVITIES HAPPENING FEB 25 - APR 19