

OLESS Minutes

(Old Lyle Elementary School Supporters)

February 4, 2020 at 4:00 PM

Mission: Working together to preserve and maintain the Old Lyle Elementary School building and park as an activity center and green space to improve the quality of life for the Lyle community.

Attendees: Stefanie Boen, Kevin Oldfield, Rocky Schultz, Don Starkin, Robert Allen, Debbie Pyle, Barbara Sexton, Johanna Roe, Vern Harpole, Tricia Barker, Linda Williams, Barbera Mills, Ann Varkados, Kelly Johnson (Note Taker)

1. Introductions of guests

2. New lease agreement from Lyle School District No. 406

- Summary of OLESS/CEKC position on new lease agreement
 - Kelly Johnson led OLESS/CEKC presentation to group. OLESS/CEKC determined the 2016 lease agreement should not be altered in any way without the expressed written consent of the WA Dept of Commerce. On April 18, 2016 OLESS/CEKC received a \$270,000 grant from the WA Dept of Commerce. This grant came with Special Terms and Conditions (STC). Section 14 of the STC states that the space must be used for a period of at least ten years from the date of the final payment is made for the stated use. The stated use was for the Lyle Activity Center Restoration – Renovation of Lyle’s Community Center and Park. If this provision is not followed, the entity responsible must pay back the full amount of the grant from the inception of the loan plus interest. OLESS/CEKC does not want to do anything that may jeopardize any party relative to this section. In addition, OLESS/CEKC does not have the volunteer resources, equipment, knowledge or training to fulfill the requirements in the suggested First Amendment to First Amended and Restart Agreement.
- Discussion with Ann Varkados, Superintendent, CEKC rep, & insurance rep
 - No insurance rep in attendance
 - Ann Varkados, LSD Superintendent and Barbera Mills, LSD Board Member attended to represent the LSD No. 406
 - Ann Varkados stated that a land use attorney looked over the 2016 lease agreement and proposed the changes. She also stated that the 2015 Memo of Understanding (MOU)’s validity is in question due to lack of knowledge of the LSD school board. The 2015 MOU is cited in the 2016 lease agreement.
 - Adrian Bradford (Former LSD No. 406 School Board Member) expressed his concern over why this new agreement is needed and that the 2016 agreement should not be altered.
 - Linda Williams (CEKC President) spoke about the history of OLESS/CEKC. She too agrees that the 2016 agreement should not be altered.
 - Stephanie Boen (OLESS Secretary) expressed her concern over volunteer resource requirements.
 - Vern Harpole (Former OLESS Board Member) spoke about the origins of OLESS. He also said that if this is about saving money, how much money is to be saved relative to the new agreement? Ann and Barbera were unsure.
 - Don Starkin (OLESS treasurer) expressed concerns over volunteer resources. He stated he is worried that the new requirements would chase volunteers away.

- Ann Varkados stated that she would speak with the attorney about the expressed concerns and get back to OLESS/CEKC.

3. Items to address according to Jonathan Blake of McCoy Holliston

- Insurance to cover OLESS building - \$1,117
 - OLESS is named as an insured under CEKC and has the same coverage
- Update lease agreement with School District and CEKC. Lease should be with CEKC and OLESS.
 - 10/01/19 Status: Lease received 10/01/19. Sent to Jonathan Blake for approval from an insurance prospective.
 - 11/05/19 Status: No word back from Jonathan Blake.
 - 02/04/20 Status: 2016 lease agreement is between “Old Lyle Elementary School Supporters (“OLESS”) A Washington State Non-Profit Corporation and a Federally Registered Non-Profit through the Community Enrichment for Klickitat County (CEKC).” Any new lease agreements will continue to list CEKC. This issue is considered resolved.
- CEKC should not be renting from OLESS because we are not separate entities
 - 09/23/19 Status: Jonathan Blake emailed Kelly Johnson and Linda Williams stating that in order to be compliant with insurance, CEKC should no longer pay OLESS rent
 - 10/01/19 Status: New lease sent to Jonathan Blake 10/01/19. Maybe move the money in another way?
 - 11/04/19 Status: No word back from Jonathan Blake.
 - 02/04/20 Status: Linda Williams stated that we will resolve the issue by moving the money in another way such as a donation.
- Should we require proof of insurance from renters and/or green space users? – Jonathan Blake said it is evaluated on a case by case basis.
 - 10/01/19 Status: Create work instruction (WI)
 - 01/22/20 Status: Kelly emailed Jonathan Blake for template for creation of WI
 - 02/04/20 Status: No word from Jonathan yet.
- Sponsored –vs- Non-Sponsored Events
 - We need to check with the school district and see what is allowed on green space
 - Kelly & Jonathan to update Annual Project Insurance Form
 - 09/24/19 Status: Form updated and sent to Jonathan Blake and Linda Williams
 - 10/01/19 Status: Waiting to hear back from Ann about National Night Out insurance.
 - 11/05/19 Status: Waiting to hear back from Ann about National Night Out insurance.
 - 01/22/20 Status: Kelly emailed Ann as a reminder
 - 02/04/20 Status: Barbera and Ann stated the KLASAC sponsors National Night Out. Kelly to notify Jonathan Blake.

- All OLESS contractual agreements must first be approved by CEKC – Perhaps this would be outlined in a Fiscal Sponsorship Agreement?
 - 10/01/19 Status: Waiting to hear from Linda Williams if the agreement already exists.
 - 11/05/19 Status: Waiting to hear from Linda Williams if the agreement already exists.
 - 11/25/19 Status: Linda Williams confirmed that OLESS is a fiscal sponsor of CEKC. Linda believes the Fiscal Sponsorship Agreement is in the form of an MOU. CEKC is locating the MOU.
 - 02/04/20 Status: Linda sent Kelly template to generate formal Fiscal Sponsorship Agreement.

4. Review and approval November minutes - Approved

5. Treasurer's Report

- Water usage is expensive. ½ inch of water every other day in order to maintain green grass, we need to reduce volume
- Thatching may help efficiency – Moved to parking lot

6. Set 2020 Budget and Review of 2019 Expenses

- Don went over 2019 budget
- Board approved 2020 budget of \$18,041

7. 1099MISC & 1096 for Contractors and Reports

- Marsha, Robert, Emily & Katrina
- Will be completed by Don and mailed in next week

8. PUD Charging Erratically Regarding Water Usage - Don

- Issues seemed to start when the new Smart Hub was installed. Installed in June 2019
- There is no leak because we can see that the water meter is not running when the building and sprinkling system is not in use.
- Don to check out old bills and see if he can figure out when the erratic usage began.
- 09/03/19 Status: Don and Robert continuing to monitor
- 10/01/19 Status: Don and Robert continuing to monitor
- 11/05/19 Status: Don and Robert continuing to monitor – issues continue
- 02/04/20 Status: PUD is going to change out the meter at no charge. Facility is using 250K-300K/month. Robert has confirmed this amount with manual readings.

9. Events & Rentals - Emily

- People are pulling picnic tables from pavilion to building and climbing on the roof. Maybe add some signs not to crawl on roof? Can it be considered trespassing on the roof? – Moved to parking lot
- How do we get the word out about renting the office? Maybe Mildred Lykens would help?
 - Mt Adams Chamber has a place to advertise, Dallesport News Letter – Rocky to check out
- Top Gear Driving School wants to rent 06/23/20-08/11/20

- Who has the Word Document of the MOU template?
 - Don to share Word Doc with Emily for updates

10. Rental Request Form Updates

- Rates – Children’s Programs Rentals \$5 for 1-3 Hours
 - Rate to be raised to \$5/Hours – Don motions, Stef Seconds all approve
 - Kelly to update
- Insurance Requirements – Once figured out needs to be added to the form. Kari may have a way to link them to the necessary insurance.
- Liability Clause – Add question “Do you have liability insurance?”
 - Add section about alcohol
 - Items highlighted in red moved to parking lot under generate insurance process

11. State Grant Status – \$1,409.82 balance

- Paint baseboards – Don is working on project himself
- Chuck Hunter emailed on 01/23/20 asking if we will be using the funds. We need to decide how to spend this money relatively soon.
- Maybe work party?

12. Overview of Kelly’s meeting with LHS Superintendent Ann Varkados Cell (360) 921-6260 and school board speaker Barb Mills

- We are governed by educational RCW’s (Revised Code of WA). Ann to send Kelly link to relevant portions.
 - Potential Impacts: Naming policy, BBQ (all food handling on school property requires a food handlers permit), sink – looking like a no go, removal of memorial stone due to naming policy requirements and religious symbolism on public school property
 - 06/04/19 Status: No word from Ann Varkados at this time
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly reached out in June. Ann said she would get back to us during the summer months.
 - 09/03/19 Status: Kelly spoke with Ann. Ann to send us impactful RCW’s.
 - 10/01/19 Status: Kelly emailed Ann in September. Ann to send impactful RCW’s.
 - 11/05/19 Status: Waiting to hear from Ann.
 - 01/22/20 Status: Kelly emailed Ann as reminder
 - 02/04/20 Status: Kelly to email Ann again
- Gift of Public funds – School board to generate list for OLESS board to review
 - Known items to be addressed: Dumpster pickup, Roberts work from March – October (approx. 2 HRS/week). Additional items may be included.
 - 06/04/19 Status: No word back from school board at this time. Kelly to reach out to Ann.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Waiting to hear back from LHS Board

- 09/03/19 Status: Kelly spoke with Ann. LHS attorney is drafting new lease. Significant changes: LAC will be responsible for garbage service and lawn mowing (gift of public funds items). LAC allowed to use LHS lawn mower.
- 10/01/19 Status: Updated lease agreement received on 10/01/19.
- 02/04/20 Status: Was not directly addressed in discussion about updated lease agreement.

13. Building Issues

- Cleaning – Building is not being cleaned appropriately.
- Marcia Buser reported finding the West facing door unlocked and the alarm on. She also stated that the East facing door near the skate park is unlatched at times. What can we do to resolve these issues?
- Relocation of BBQ
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD
 - 05/07/19 Status: Kelly met with LHS Super Intendent and speaker for the school board, Barbara Mills. TBD after review of RCW's.
 - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly to notify stake holders about notifying county
 - 09/03/19 Status: Kelly spoke with Ann. Ann to see is she can find any information before we approach the county.
 - 10/01/19 Status: Ann confirmed that the school has no permit on file for the Pavilion.
 - 02/04/20 Status: All stakeholders have confirmed no permits on file. OLESS board needs to vote notify county. Yes, board believes we should notify the county for a permit.
- Installing sink in pavilion
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD
 - 05/07/19 Status: TBD after review of RCW's
 - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: TBD after review of RCW's.
 - 09/03/19 Status: TBD after review of RCW's.
 - 10/01/19 Status: TBD after review of RCW's.
 - 11/05/19 Status: TBD after review of RCW's.
 - 02/04/20 Status: TBD after review of RCW's.

14. Audit of checking – Internal/External etc

- 3/12/19 Status: Don & Sherri to check with CEKC for requirements
- 3/15/19 Status: Brian Wanless stated that audits may be performed internally

- 05/07/19 Status: Don delivered papers to Stefanie
- 06/04/19 Status: Stefanie – Complete with two items to address:
 - Katrina’s needs to fill out end time on time cards since she’s not salary – Don to follow up with Katrina
 - How are we legally holding money for Lyle Pioneer Days? – Kelly to follow up with CEKC
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: Kelly reached out to Linda Williams. Linda is working with Barbara to figure out how to proceed regarding Pioneer Days money. Linda will get back to us.
- 09/03/19 Status: Kelly spoke with Linda Williams. Linda reaching out to Mindy to determine how to proceed. Linda will get back to us.
- 10/01/19 Status: c/o Linda Williams: Barbara will transfer Pioneer Days funds to CEKC general account. \$264.40 to be transferred.
- 02/04/20 Status: Treasurer, can you confirm the money has been transferred? No, has not been transferred yet. Issue from Umpqua Bank.

15. Signed Copy of Audit Completed by Stefanie & Don - Completed

16. Insurance for OLESS board under CEKC

- 3/13/19 Status: Don reached out to Linda Williams of CEKC. Linda stated that she is sending out forms for updated coverage but gave no details relative to current coverage.
- 3/15/19 Status: Brian Wanless stated that we should check with Jonathan Blake regarding coverage & that we should provide the names of our board members to confirm coverage.
- 05/07/19 Status: Kelly - CEKC is currently in review of all activities and will send us copies of the policy once a new one has been issued
- 06/04/19 Status: Kelly emailed Linda Williams about Pioneer Days on 05/16/19. She forwarded to Jonathan Blake on 05/20/19. No response from either of them. Kelly emailed Linda Williams and Jonathan Blake on 06/03/19. Johnathan Blake responded with a coverage confirmation on 06/04/19. Kelly to follow up with Jonathan Blake about coverage details and potential in person meeting.
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: Jonathan Blake will be at our September meeting to answer questions.
- 09/03/19 Status: OLESS/CEKC affiliation needs to be defined clearly. Kelly to work with Linda Williams to document affiliation.
- 10/01/19 Status: Kelly emailed Linda. Linda is looking to see if a Fiscal Sponsorship agreement exists. Jonathan Blake has updated the CEKC policy to include the building and Halloween Trunk or Treat.
- 11/05/19 Status: Waiting to hear back from Linda.
- 01/27/20 Status: New policy received and sent to board
- 02/04/20 Status: Linda at meeting and said they’re working on it.

17. Review of consistency between bylaws and practices

- 3/12/19 Status: All to review WA non-profit handbook and bylaws
- 05/07/19 Status: Public School RCW’s must be reviewed and integrated into bylaws

- 06/04/19 Status: Holding pattern until we receive and read all needed information – RCW’s, Insurance, WA Non-Profit Handbook
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: All to read by – laws
- 09/03/19 Status: We may not need our own by-laws. We should follow CEKC’s by-laws since we are the same organization. Kelly has requested the CEKC bylaws from Linda Williams
- 10/01/19 Status: Kelly emailed Linda. Linda is looking to see if a Fiscal Sponsorship agreement exists.
- 11/05/19 Status: Waiting to hear back from Linda.
- 02/04/20 Status: Linda Williams sent format for Fiscal Sponsorship Agreement to Kelly Johnson

18. Should we put all our forms and processes (treasurer reports, audit results etc.) on the bylaws and documents page?

- Cloud space might be best place – Update from Stefanie
- Google Documents Rocky moves to use Google Documents Emily seconds, All approve
- 02/04/20 Status: \$6/user on Google Documents so we should use Weebly. Kelly to send Stefanie the password to Weebly. Stefanie to research

19. Meeting Requirements

- Defined by CEKC
- Kelly to contact Linda Williams to see if a Fiscal Sponsorship Agreement already exists
- 11/04/19 Status: Waiting to hear back from Linda Williams
- 02/04/20 Status: Linda Williams sent format for Fiscal Sponsorship Agreement to Kelly Johnson

20. Perpetual loss of key in lock box

- Is there a way to avoid this?
- Perhaps coded entry? – Robert
- 02/04/20 Status: Fire code to consider

21. Dog Search Group – Email forwarded to group from Nancy Moon

- Does the board want this activity on site (insurance considerations etc.)?
- 11/05/19 Status: Board agreed to allow the activity but wanted further discussion about a reasonable fee.
- 02/04/20 Status: Current fee is sufficient. Consider cleaning fee.

22. Current Board Members’ Status (Bylaws state that board members serve for 2 years)

- **Currently up for re-election:** Rocky Schultz, Kelly Johnson
 - **Rocky** – Don moved to elect Rocky Schultz for the OLESS board Stefanie seconds, all approve
 - **Kelly** – Kevin moved to elect Kelly Johnson as OLESS President for another term. Don seconds, all approve

- No record of a vote for Vice President since Danny Smith left the spot vacant in 2017. December 2017 Minutes state that no one is willing to be VP. This is the last reference to VP located. Who will be the new VP?
 - **Kevin Oldfield** nominated for Vice President by Rocky, Don seconds, all approve – Kevin is VP!
- Don – Voted in as Treasurer November 2018 for 2018-2019 Board, November 2019 notes state that Don is willing to continue in Treasure role until March 2019. 01/27/20 – Don has agreed to stay on board until June 2020
- Rocky – Voted on November 2017 for 2018-2019 Board
- Julie – Voted on TBD
- Kelly – Voted on board in November 2017 for 2018-2019 Secretary, Voted to be switched to President March 2019
- Kevin – Voted on board November 2018 for 2019-2020
- Stefanie – Voted on board November 2018 for 2019-2020, Voted to be switched to Secretary March 2019
- Below is a screenshot of the Minutes from November 2018:

WINDOW LABELS WITH THE VALUE INFO.

5. 2019-20 Board Members Election (Marcia)

- Julie made a motion to accept the slate of candidates and Rocky seconded. All present voted in favor of the following for the new two year board term: Sherri Starkin, Don Starkin, Stephanie Boen, Kevin Oldfield.
- Board members serving their 2nd year in 2019 will be Kelly Johnson and Rocky Schultz.
- Two vacated positions for the 2017-2019 term remain open that may be filled by board appointment per the by-laws.

23.

24. New Potential Board Members (Bylaws state board consists of 5-9 members)

- Stephanie Walker
- Steffanie Johnson

25. Don Leaving – Who will take over his activities that are not related to treasurer activities?

- Don is making a list of his activities – Don to bring list to next meeting.

26. Update Stripe Registration and Facebook to remove Marsha Popes information

- Are there any other sites still containing Marsha Popes contact information?
- Should we have a “generic” email for the Lyle Activity Manager position in order to avoid this issue in the future? - In parking lot
- Weebly (Kelly), Google (Emily) needs to be updated

27. Thank You’s for Donors – Jenette Petty should receive a Thank You.

- LAC Thank You – Stefanie
- Don to send Thank you to Klickitat Trail Run
- Stefanie to make Thank You’s and bring to next meeting

28. Board Meeting Schedule

- Do we want to change how often we meet, the way we meet etc.? – Not at this time.

29. Open Forum

ACTION ITEMS:

Don:

- Send Thank You to Klickitat Trail Run
- Create a list of your activities for OLESS board member to take over when you leave
- Share Word Doc of MOU Template with Emily
- Create 2019 1099MISC's and 1096's for contractors
- Get bank info to Kelly to update Stipe – Kelly - **Completed**
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Review WA Non-Profit Handbook for review at next meeting:
https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf
- Review bylaws for review at next meeting
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace

Emily:

- Update any Google and Facebook information listing Marsha Pope's contact information
- Update MOU Word Doc for Top Gear Driving School Rental
- Update children's rate to \$5 on LAC website
- Create flier for LAC to hand out at events
- Email Facebook about removing old LAC page
- Post pictures of last year's Halloween Trunk or Treat Event on social media outlets

Julie:

- As Facebook administrator, work with Emily to transfer authority to the LAC Activity Manager
- Work with LHS to see if students can earn leadership credits for helping at the LAC
- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Work with local community groups to generate community calendar
- Follow up with Ann about receiving donation of basketball hoop
- Work with Kevin regarding community service hours for LHS students
- Review WA Non-Profit Handbook for review at next meeting:
https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf
- Review bylaws for review at next meeting

Kelly:

- Notify Jonathan Blake that KLASAC sponsors National Night Out
- Update any Weebly and Stripe information still listing Marsha Pope
- Send Weebly password to Stefanie
- Get bank info from Don for update to Stripe, check to see if we have another transaction entity on Weebly - **Complete**
- Check with Ann Varkados to see what is allowed on school property regarding events. Is the entire property considered school property (i.e. Lease agreement – who is responsible for what?)
- Notify Ann Varkados that according to Jonathan Blake the updated lease agreement with the school District should be with CEKC and not OLESS. - **Complete**
- Determine how to resolve issue: CEKC should not be renting from OLESS because we are not separate entities
- Work with Linda Williams to determine if OLESS association with CEKC is a “Fiscal Sponsorship, Joint Venture and Other Collaboration” relative to the Washington State Non-Profit Handbook. Is there already a “Fiscal Sponsorship Agreement” in place?
- Determine why OLESS has its own non-profit ID with the state
- Permanent/long term tenant list to Jonathan
- Notify all stake holders of our unpermitted structure – Ann Varkados notified on 9/3. - **Complete**
- Work with Don and Stefanie to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Follow up with CEKC about audit finding regarding Lyle Pioneer Days
- Reach out to Ann about relevant RCW’s
- Research if we need copies of proof of insurance from people using the building or greenspace
- Review relevant public school RCW’s
- Create “List of Contacts for LAC.”
- Review WA Non-Profit Handbook for review at next meeting:
https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf
- Review bylaws for review at next meeting
- Look into window rebates from PUD
- Add Gorgeswap to LAC website
- Fix stairs at entryway on west side of building – When weather allows, Interface with Klickitat County about entry way/ADA accessibility on North/West portion of building
- Write grant request for 2020 – Consider daycare requirements

Kevin:

- Get copy of form from Char. Informational form from non-profit to parents
- Work with Julie & LHS to see if students can earn leadership credits for helping at the LAC

- Reach out to Ann Varkados (360) 921-626 about Trunk or Treat Event (May we give away alcohol as a prize to adults for best trunk decoration? How does LHS want to be associated with the event? May the students help decorate (Haunted House etc)? - **Complete**
- Reach out the LHS about community service hours for students
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Fix stairs at entryway on west side of building – When weather allows, Interface with Klickitat County about entry way/ADA accessibility on North/West portion of building

Robert:

- Install rack in Supply Room
- Investigate entry way heater issue
- Investigate rugs for hallway
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace boards near skate park as soon as the weather allows – 8 total
- Investigate roof leak in boiler room – Flashing has been replaced.
- Replace timer for outside faucet
- Change four fixtures in cat rescue room
- Replace hose with PVC pipe
- Replace electrical box by the BBQ with outlet with USB port
- Investigate repair of door bar closest to skate park

Rocky:

- Check out Mt Adams Chamber and Dallesport News Letter for advertising space for room rentals
- Look into covers for hallway ceiling lights
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting

Stefanie:

- Make Thank You's from the Lyle Activity Center
- Send Thank You to Janette Petty

- Research storing documents on Weebly site
- Become signer on OLESS bank account - **Complete**
- Start up Google Documents
- Work with Don and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Research cloud space/best form to store OLESS documents
- Manage documentation of audit findings
- Attach updated Treasurer reports to minutes
- Begin tracking donation forms – Kelly will sent you the form. No need to retroactively track.
- Begin tracking volunteer hours – Kelly will sent you form. No need to retroactively track.
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Instagram – Follow up on Brielle’s email (Forwarded from Marcia B)

Vern:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- Resolve issue of people pulling picnic tables over to building and crawling roof. Perhaps post a trespassing sign?
- Thatch green space
- Generate process for requiring proof of insurance from renters and/or green space users
 - Insurance Requirements – Once figured out needs to be added to the form. Kari from McCoy Holliston may have a way to link them to the necessary insurance.
 - Liability Clause – Add question “Do you have liability insurance?”
 - Add section about alcohol
- Create LAC Activity Manager email address so impact of personnel changes are minimized
- Create process for renting tables and chairs to green space users
- Work Instruction for draining pipes in the winter
- Sound system
- Humanities of Washington - Affiliate of National Endowment for the Humanities, Do we want them to give presentations at LAC?
- Cleaning work parties
- Should tree lighting ceremony be an annual event

- Open house for completion of restoration grant – Maybe Gina Mosbruckers performs ribbon cutting ceremony
- Look over statement of work for Housekeeping and consider adding kitchen and popcorn maker
- Area above boiler room needs fascia to keep the birds and bats out
- Projector for rental
- Mixing valve in janitors closet needs to be replaced
- Fire inspections – requirements?
- Greenspace – How to reduce water bill
 - Low flow sprinkler heads
 - Community contribution
 - Sharing expenses with LHS
- Reader board
- Sell fence space on Hwy 14 for advertising
- Relocation of HVAC
- Where do we go from here?
 - Planning session for reimagining LAC
 - Reach out to community
- Gorge Grown – kiara@gorgegrown.com (503) 490-6553
- OLESS business plan
- Future funding for OLESS/Fundraising
- Solar panels to replace outlets
- Relocate bench to south-east portion of building
- Advertise glass on website
- Identify way to remedy issue with heat being left on in the rooms
- Develop program for orientation for new board members
- Should we generate a common place to document everyone’s contact information
- Puncture vine – How to control
- People/renters are not leaving the rooms as the found them, even with a checklist – New ways to manage.
- Lost and found procedure
- Generate scale for charging for-profit entities that want to use space

Next General Meeting Scheduled:
Tuesday March 3, 2019 at 4:00 PM at Lyle Activity Center
