

# OLESS Minutes

(Old Lyle Elementary School Supporters)

**April 10, 2023 at 5:00 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 On-Site:** Rocky Schultz, Don Starkin, Mindy Robison, Kristen Lane-Walker, Andy Walker, Kelly Johnson (Note Taker)

**Attendees Virtually:** Julie Larsen

**Board Members Not Present:** Stefanie Boen

**1. Introductions of guests:** No guests present

**2. Approval of February minutes -** Approved

**3. Treasurer's Report – Don**

**4. Events & Rentals – Kristen**

- Activity Manager Reports are being logged at [www.lyleactivitycenter.com](http://www.lyleactivitycenter.com) → Information Management → Activity Manager Reports
- OLESS board member request to rent room at LAC
  - Chapters 11 - 13 and page 26 section d of the Washington State Nonprofit Handbook
  - Inquiring board member wanted to rent a room for a business. However due to conflict-of-interest concerns, chooses to stay on the board.

**5. Incident and Corrective Action Tracking**

- Do we want to generate a formal tracking procedure for incidents and how we correct them?
  - Kids on roof of LAC
    - Do we still want to post a sign or are the secured tables enough? – Yes, want to post signs
    - LAC Building Sign – No climbing on the building. Don to order sign.
  - Kelly to generate format
  - 10/12/20 Status: No actions at this time
  - 12/14/20 Status: No actions at this time
  - 02/08/21 Status: Julie to sign and scan reports back to Kelly. Don to confirm description of incident about kids on the roof of the LAC to Kelly for Incident Report. Add cables for tables to corrective actions for Kids on roof incident report.

- 03/08/21 Status: All to email Kelly verbiage for sign for keeping kids off the roof. Robert – Need incident report for kids on the roof of the pavilion. We also need a sign for keeping motorized vehicles off the green space.
- 04/19/21 Status: LAC Building Sign – No climbing on the building. Don to order sign. Kelly to complete incident report.
- 05/10/21 Status: Still in progress: implement park rules. Place small simple sign in the Pavilion.

➤ Kids on roof of Pavilion – No climbing on the Pavilion Sign

- Don to order sign
- Kelly to generate Incident report
- 05/10/21 Status: in progress
- 06/14/21 Status: Report is prepared. Waiting for signs to be posted to finalize.
- 07/12/21 Status: Waiting for signs to be posted to finalize.
- 08/16/21 Status: Waiting for signs to be posted to finalize.
- 12/13/21 Status: Waiting for signs to be posted to finalize.
- 03/14/22 Status: Waiting for signs to be posted to finalize.
- 09/12/22 Status: Waiting for signs to be posted to finalize.
- 11/14/22 Status: Waiting for signs to be posted to finalize.
- 02/13/23 Status: Board agrees to include this in the park rules. No need to post individual signs. Kelly to update incident report.
- 04/10/23 Status: Board decides to post individual signs (contrary to 02/13/23 decision) in addition to including it in the park rules signs. Board decides sign should use language that includes the entire structure and not just the roof. Don will order four signs that state “No Climbing on Structure.” Two signs for the Norm White Pavilion and two signs for the LAC.

➤ Keeping motorized vehicles off the green space –

- Two signs – one near backstop, one near the skate ramp
- Don to order signs
- Kelly to generate Incident report
- 05/10/21 Status: in progress with park rules sign
- 06/14/21 Status: Report is prepared. Waiting for signs to be posted to finalize.
- 07/12/21 Status: Waiting for signs to be posted to finalize.

- 08/16/21 Status: Waiting for signs to be posted to finalize.
- 12/13/21 Status: Waiting for signs to be posted to finalize.
- 03/14/22 Status: Waiting for signs to be posted to finalize.
- 09/12/22 Status: Waiting for signs to be posted to finalize.
- 11/14/22 Status: Waiting for signs to be posted to finalize.
- 02/13/23 Status: Board agrees to include this in the park rules. No need to post individual signs. Kelly to update incident report.
- 04/10/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted

## **6. Green Space Management – Rocky**

- It is the season to spray but signage must be posted. No plans for spraying at this time
- Kristen noticed a water access site filled with dirt on the southeast portion of the green space. Rocky will investigate. Kristen - There is a stump in the same area. Robert will grind down stump.
- Kristen generated some signage for the community clean up
- May 31<sup>st</sup> school wants to use green space for Art in the Park event. Board agrees site may be used at no fee. Kristen will follow up with the school to book calendar

## **7. Investigate contacts to potentially restore chimney – Robert**

- No contractors have responded so far
- Can we get some quotes for potential restoration grant?
- Move to restoration grant tracking?
- 07/12/21 Status: Robert not present
- 08/16/21 Status: Robert not present
- 12/13/21 Status: Robert not present
- 03/14/22 Status: Robert – No contractors have responded so far but Ann V has a contact. Robert to follow up with Ann about contact information. Rocky – Found local person – Here is the link to their information - <https://classifieds.gorge.net/show/k4x4aerf>
- 09/12/22 Status: Robert – No luck so far getting quotes. Will check with Ann V about her contact
- 11/14/22 Status: Adriane to send contact information for contractor bids to Kelly. Robert not present for update.
- 02/13/22 Status: Robert not present
- 04/10/23 Status: Robert not present

## **8. Investigate roof leak in boiler room**

- Flashing has been replaced
- Robert - Leak appears to be subterranean
- 07/12/21 Status: It is possible that the culvert on 3<sup>rd</sup> and Klickitat Streets has collapsed and the water from the hillside is no longer being diverted out to Hwy 14. Don to call Klickitat County public works. Kelly to begin corrective action form
- 08/16/21 Status: Can we get a sump pump until the issue is resolved? Kelly to Robert to see if he can get the sump pump.
- 12/13/21 Status: Klickitat County cleared out nearby ditch and culvert. Robert will give OLESS board feedback on water issue in boiler room. If the issue has not been resolved more investigation will be needed.
- 03/14/22 Status: Robert - Cleared out ditch seems to have helped the problem but not resolved it completely. Multiple factors seem to be contributing. Redirecting water from roof is also necessary. Group decides to wait to hear about grant before moving forward on fixes.
- 09/12/22 Status: Approve set amount of funding to address this issue – Kelly. Robert – Dug down to the leaking area and there is a wrap around the piping. Might be asbestos. It is still unidentified as to exactly how the water is leaking in the boiler room. Robert will get quote(s) from contractor(s) to get the problem resolved.
- 11/14/22 Status: Adriane to send contact information for contractor bids to Kelly. Robert is not present for update.
- 02/13/23 Status: Robert not present
- 04/10/23 Status: Robert not present. Board decides to get sump pump as intermediate fix until long term fix can be determined. Don will work with Robert to procure sump pump and get it installed.

## **9. Perpetual loss of LAC key and alarm not set**

- Is it the WAGAP group?
- 08/16/21 Status: Kelly has requested a quote from Ernie's Lock and Key. Will send to board once received
- 12/13/21 Status: Rocky to visit Ernie and see the quote.
- 03/14/22 Status: Vern – Wi-Fi enabled keypads integrated with a burglar alarm might be the fix. Vern to send Kelly link to system. Group decides to wait to hear about grant before moving forward on fixes.
- 09/12/22 Status: Don to check with Ernie's Lock and Key
- 11/14/22 Status: Don and/or Rocky will check with Ernie's Lock and Key for options on coded entry

- 02/13/23 Status: Rocky stopped by Ernie's Lock and Key but they were overwhelmed with holiday business. Don and/or Rocky to follow up later.
- 04/10/23 Status: Don stopped by Ernie's Lock and Key. A coded entry system including crash bar is about \$5,000. Don and Rocky will continue to research options.

#### **10. People “camping” on site – How do we resolve?**

- This is a safety hazard for the community of Lyle
- Trash is being left behind
- Rosemary Hoyt (Schoolboard member) call to report to Kelly
- Tell community to call the police – All agree to tell anyone notifying them about suspicious activity to call the police.
- OLESS Board - Do not take the law into your hands. This can be dangerous. Police are trained for this type of situation
- Let the OLESS board know when notified of a problem – All agree
- Post signage – Green spaces is closed at dusk?
  - Group decides yes to signs
  - Don to order three signs “Park Closed at Dusk” - Otherwise, trespassing
  - 11/14/22 Status: There is already a sign on the backstop on the southeast end of the field. Don to bring this up at the December schoolboard meeting to see if the school will provide additional signs for posting around the LAC property. If not, OLESS with purchase signs.
  - 02/13/22 Status: Board decides to include this in “Park Rules.” This item is considered complete.
- Add lighting?
  - Group decides yes to add lighting in common camping areas, near HVAC and at Norm White Pavilion
  - Robert to look into options for additional lighting
  - Perhaps request PUD add more streetlights? Group to look and see where light could be added
  - 11/14/22 Status: Group looked at streetlights after meeting and there are quite a few around the green space. It's around the LAC that needs the additional lighting. Lighting around entire building has been added to 2024 grant request. Rocky to pick up three or four solar lights to mount on Norm White Pavilion and around build. Board approves \$300 for the project.

- 02/13/22 Status: Rocky – I purchased the lights. Robert and I installed them. Two lights on the East side of the LAC. One light on the Norm White Pavilion. This item is considered complete.
- Remove password to WiFi posted around LAC? If we want kids to be able to use the WiFi we can give the code to the school and they can hand it out as necessary?
  - Group decides to leave passwords posted since it is a community service
  - Group decides to request that the WiFi be turned off from 9:00PM – 6:00AM. Kelly to reach out to Linda to see if this is possible
- 11/14/22 Status: Kelly to follow up with Linda Williams
- 02/13/23 Status: Kelly – I have contacted Linda Williams. She is working with the CEKC group and will get back to OLESS with the CEKC board decision and/or options. Kelly to generate incident report.
- 04/10/23 Status: No feedback from Linda yet. Kelly to follow up with Linda

#### **11. Transition plan for Don/Treasurer hand off. Don's term completes December 2023.**

- Don will begin to hand off duties to Andy immediately. This will allow Andy to perform treasurer activities with Don's support and oversight. The goal is to facilitate a smooth transition.
- 02/13/23 Status: Don and Andy have completed one day's training. Training went well. Are currently working on Andy's access to the OLESS bank account. Don will reach out to Umpqua bank and Linda Williams for help gaining access. OLESS Treasurer Work Instruction will need some additions. Updates will be made once transition is complete
- 04/10/23 Status: Going well. Andy is generating monthly treasurer reports in parallel to Don. Reports are then compared. Next step is for Andy to generate reports and the Don reviews.

#### **12. Park Rules Sign**

- 1) No climbing on the roof of the Lyle Activity Center or the Norm White Pavillion
- 2) No motorized vehicle on the green space
- 3) Park closed at dusk
- 4) Pick up all dog/pet droppings
- 5) It is in violation of Lyle School District No. 406 policy for any person to knowingly carry a firearm or dangerous weapon on district premises
- 6) Donate to help support this site. Visit: [www.lyleactivitycenter.com/donate-now.html](http://www.lyleactivitycenter.com/donate-now.html)
  - Maybe a QR Code instead?
- 7) See suspicious activity – report it to the police. Non-Emergency (509) 493-1811, Emergency 911
  - Board decides above rules are applicable.
  - Include a QR code on the sign.

- Non-Emergency number needs to be updated to 509-773-4545
- Pack it in-pack it out needs to be added.
- Kelly to update rules and send to board

### **13. What message to communicate to the community about LAC and suspicious activity?**

- Board decides that message is to call the police. This information has been added to the Park Rules sign
- Julie will communicate this information to the Lyle Community Council so they can help spread the message

### **14. Lock on Storage Room – Marcia Buser needs access**

- Don addressed with Marcia. She will be notified when a lock is installed. Lock is in consideration
- 04/10/23 Status: No current updates.

### **15. Emergency Warming Location**

- Board decides insurance needs to be investigated. Kelly to follow up with Jonathan Blake of McCoy Holliston. Stefanie to look into guidelines and/or any other relevant information
- 04/10/23 Status: Stefanie not present. Kelly called Jonathan Blake. He said he will look into it and see if it can be covered by the current insurance. Mindy – Would this be similar to a Cooling Location in regards to insurance? Kelly to follow up with Jonathan and ask if cooling location is the same.

### **16. Use/availability of one of the large classrooms – Mindy**

- No longer relevant

### **17. Who maintains Donorbox.org account? Who has been updating the form?**

- Current board does not know who set up the account
- Kristen to investigate Donorbox.org account
- 04/10/23 Status: Kristen - Donorbox is attached to the Stripe account. Stripe, Square and Donorbox are all related to collecting payment. Kristen to research how and see if there is redundancy. Kristen will also investigate how/why CEKC is show up on the Square account.

### **18. Fundraising**

- Don – Maybe put out a box for donations so building users can offer donations. Kelly to send group options for donation collection box
- 04/10/23 Status: Don and Andy will work together to purchase wall mount box
  - Floor Stand Donation Box - <https://www.allendisplay.com/8.5-x-8.5-Floor-Donation-Ballot-Box-Clear-with-Lock->

[Header?gclid=Cj0KCQiAxbefBhDfARIsAL4XLRrldRCpkFwSEd7Oz8RMPqZoXo5AghpsjsON2O BJrLJ7Vay16B8o1WUaAIY7EALw\\_wcB](Header?gclid=Cj0KCQiAxbefBhDfARIsAL4XLRrldRCpkFwSEd7Oz8RMPqZoXo5AghpsjsON2O BJrLJ7Vay16B8o1WUaAIY7EALw_wcB)

- Wall Mount Donation Box- [https://www.staples.com/adiroffice-blue-square-wood-suggestion-box-with-lock-and-pen-adi632-01-blu/product\\_24324829?cid=PS:GS:SBD:PLA:Facilities&gclid=Cj0KCQiAxbefBhDfARIsAL4XLRq4O\\_1aMqSbNq3DRmD0Fxa1I9xW9kB6Zc3\\_IWBIEGAuV5Pfel4bO8gaAgd4EALw\\_wcB](https://www.staples.com/adiroffice-blue-square-wood-suggestion-box-with-lock-and-pen-adi632-01-blu/product_24324829?cid=PS:GS:SBD:PLA:Facilities&gclid=Cj0KCQiAxbefBhDfARIsAL4XLRq4O_1aMqSbNq3DRmD0Fxa1I9xW9kB6Zc3_IWBIEGAuV5Pfel4bO8gaAgd4EALw_wcB)
- Perhaps a “Digital Donation Box” - [https://mirrormaniastore.com/products/gr-code-tip-box-or-donation-jar-personalized-free-engraved-led-16-colors-changing-7w-x-8-5h-container-1?variant=42805285945585&currency=USD&utm\\_medium=product\\_sync&utm\\_source=google&utm\\_content=sag\\_organic&utm\\_campaign=sag\\_organic](https://mirrormaniastore.com/products/gr-code-tip-box-or-donation-jar-personalized-free-engraved-led-16-colors-changing-7w-x-8-5h-container-1?variant=42805285945585&currency=USD&utm_medium=product_sync&utm_source=google&utm_content=sag_organic&utm_campaign=sag_organic)
- Maybe post QR code around site in lieu of physical donation boxes? Physical donation boxes may invite theft?
- Bigfoot/Wildman Run 2024 on Pioneer Days/Saturday of Memorial Day Weekend, 05/26/24 – Kelly
  - Board decides to read over requirements and vote at next meeting
  - Kelly to send general plan including list of necessary approvals, licenses, board member training and record keeping requirements for the event
  - 04/10/23 Status: Board decides to go through required training with the Washington State Gambling Commission. June 12<sup>th</sup> at 5PM for training. TBD on location. Mindy to send out date and information.

## **19. Glass/Windows – Rocky & Don**

- 98 - 2X4 panels
- Rocky posted on social media for \$10/panel or \$500 for all
- This sale triggers the sales report requirement from CEKC
- \$400 donation was accepted so this is not considered a sale. No sales report required
- This item is considered complete

## **20. CEKC Sales Report requirement**

- This report is triggered if OLESS sells a “widget.” OLESS is not currently selling any widgets.

## **21. Alcohol for renters**

- Maybe add fee?
- Has been added to parking lot

## **22. Bylaws state that OLESS have six meetings annually. This needs to be updated since the board voted to meet quarterly.**



- Board decides to update bylaws to quarterly meetings
- Kelly and Mindy to make updates

**23. OLESS is currently out of compliance with two sections in the OLESS Bylaws. Do we want to follow these processes or vote to update the bylaws?**

**Section 4:** An Auditing Committee will be formed every fiscal year selected by the Board. The Auditing Committee will consist of not less than three nor more than five members, all of whom must be OLESS members.

**Section 1:** These Bylaws may be amended or repealed by a vote of the majority of the Board. Written notice of any proposed changes must be publically posted at least 2 weeks prior to the Board vote. Prior to the actual vote, there will be open discussion re: proposed changes. Once any changes or amendments are voted upon and approved, the Bylaws will be updated by the Secretary, with the revision date noted.

- Board decides to update Section 4 bylaws to require one or more board members to audit treasury reports. Kelly and Mindy to update.
- Board decides to keep Section 1 and bring organization into compliance. This requirement will be added to the Secretary WI. Kelly to update WI.

**24. Annual meeting requirement for board and members – page 36 & 37 of Washington State Non-Profit Handbook**

- Nonprofit corporations with members must hold at least one annual meeting for members and one annual meeting for directors. Although corporations without members are not required to hold an annual board meeting, it is recommended that one be held. The annual member meeting is typically held for the purpose of electing directors for the next year and for discussion of general business matters. The annual board meeting is typically held for the purpose of electing directors (unless directors are elected by members), electing or appointing officers for the coming year, adopting the corporation’s budget, approving programs/activities, and forming plans and strategies. Holding an annual meeting ensures that elections necessary to elect directors and officers take place. The corporation must give notice of the annual meeting to members using one of the methods approved in the bylaws no less than 10 or more than 50 days prior to the meeting. The corporation’s bylaws establish the date of the annual meeting of members and directors for membership corporations and of directors for nonmembership corporations. Failure to hold an annual meeting at the designated time required under the corporation’s bylaws will not bring about a dissolution of the corporation, but it does put the corporation out of compliance with its bylaws and, as such, should be remedied as soon as possible by the board.

- Board member and member annual meeting requirements have been added to the OLESS Secretary WI
- Should this requirement be added to the next revision of the bylaws?
  - Board decides yes. Kelly to update bylaws
- Definition of Members according to the WA State Non-Profit Handbook (Page 12, Section A Membership & Page 22 Section (ii) Members) - [https://www.sos.wa.gov/\\_assets/corps/washington-nonprofit-handbook-2018-edition.pdf](https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf)
- Who are the OLESS members - Bylaws state:

**Section 3: Membership— There are two ways to become an OLESS member:**

- 1) Attend a regular business meeting and sign-in with one's name, phone number and email if available.
  - 2) Email a request to the Secretary to be added to the email membership list if one is unable to attend meetings.
- Do we want to continue to define members as the bylaws state?
    - Board decides no. Members should know they are signing up to be a member. Attendance sheet has been used as a member sign up in the past. However, there is no indication on the attendance log that states people are signing up for membership. Member sign up log will be generated and available at meetings. Kelly to generate log.
  - Do people know they are considered members when they sign the log? There is nothing on the log that states that they are consenting to membership.
    - New log to be generated to resolve this issue
  - This may be significant because there may be some liability issues for members should the non-profit ever get into any "trouble?"
    - New log to be generated to resolve this issue

**25. OLESS Reporting and Compliance Schedule**

- Should responsibility to oversee schedule be added to the OLESS President WI?
- Board decides yes. Kelly to update OLESS President WI

**26. Requests from Guests – Would the board prefer to address requests in private before responding?**

- Board decides yes. This will be added to the New Board Member Orientation Document. Kelly to update

**27. Community Clean up Request**

- Board decides to allow Lyle Community Council to use the building to store recycle items at no cost. Kristen to reach out and let them know.

## 28. LAC Alarm

- Don – It seems like the problem started when the internet service changed. Group will keep this in mind when dealing with the issue to see if they are related.
- Robert called alarm company. They will be on site sometime next week

## 29. Open Forum

### ACTION ITEMS:

#### Andy:

- Attend training on 6/12/23 at 5PM
- Work with Don to purchase wall mount donation box
- Track updates to OLESS Treasurer Work Instruction
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Work with Don to get access to OLESS bank account - **Complete**
- Look over OLESS New Board Member Orientation document
- Read OLESS Treasurer work instruction and train with Don to transition all tasks

#### Don:

- Attend training on 6/12/23 at 5PM
- Work with Andy to purchase wall mount donation box
- Work with Robert to procure sump pump
- Work with Robert to get sump pump installed in boiler room
- Order four sign stating “No Climbing on Structure”
- Work with Rocky to determine best way to sell glass - **Complete**
- Meet with Rocky to count and measure glass - **Complete**
- Email board with window information
- Follow up on Klickitat Trail Run details
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Reach out to Umpqua bank and/or Linda Williams to get Andy access to OLESS bank account - **Complete**
- Look into new federal number requirement for WA state Non-Profit status
- Begin training and handing off Treasurer duties to Andy - **Complete**
- Reimburse Rocky for solar lights
- Check with Ernie’s Lock and Key for options to resolve perpetual loss of building key issue - **Complete**
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible

**Julie:**

- Attend training on 6/12/23 at 5PM
- Communicate to the Lyle Community Council that anyone witnessing suspicious activity at the LAC should call the police and if possible, notify an OLESS board member
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Generate task list for community service requests
- Email Marty Dennis of What’s Happening in Lyle about OLESS looking for board members
- Ask the Lyle Museum about management of items in the glass case in LAC hallway
- Place heater in storage closet
- Work with LSD to determine what educational RCW’s are applicable to the LAC
- Check out details on listing the LAC as a WiFi hot spot on the OSPI
- Read 2016 lease agreement looking for details about educational RCW’s
- Work with LHS to see if students can earn leadership credits for helping at the LAC
- Work with local community groups to generate community calendar
- Follow up with Ann about receiving donation of basketball hoop

**Kelly:**

- Work with Mindy to determine details for 6/12/23 training
- Attend training on 6/12/23 at 5PM
- Add “Guest requests will be reviewed by the board in private before issuing a response” to the New Board Member Orientation Document
- Add oversight of reporting and compliance schedule to OLESS president WI
- Generate OLESS member sign up log
- Add annual meeting requirement to bylaws
- Add public posting requirement for updating bylaws to Secretary WI
- Work with Mindy to update bylaws
- Follow up with Jonathan about warming/cooling shelters
- Update Park Rules and send to OLESS board
- Follow up with Linda about blocking internet service from 9PM – 6AM
- Add annual meeting requirement for OLESS members to secretary WI – **Complete**
- Add annual meeting requirement for OLESS board members to secretary WI - **Complete**
- Update Checklist for Closing up LAC and post on LAC website - **Complete**
- Send initial list of Park Rules to board - **Complete**
- Send options for box to collect donations to board - **Complete**
- Update OLESS Roster of Board Members - **Complete**

- Create place for Activity Manager monthly reports on LAC website - **Complete**
- Add uploading of Activity Manager monthly reports to LAC Activity Manager Work Instruction - **Complete**
- Send list of necessary approvals, licensing, board member training and record keeping required for Bigfoot 2024 event - **Complete**
- Email Jonathan Blake of McCoy Holliston about Warming Shelter considerations - **Complete**
- Annual report in person or virtual by January 31<sup>st</sup> – Add to OLESS Treasurer Work Instruction - **Complete**
- Send meeting minutes to the CEKC president – Add to OLESS Secretary Work Instruction - **Complete**
- List of events for upcoming year for insurance purposes – Add to OLESS President Work Instruction - **Complete**
- Sales Reports are due by 15<sup>th</sup> of January, April, July and October – Add to OLESS Treasurer Work Instruction - **Complete**
- Submit annual budget at the end of each fiscal year to president of CEKC – Add to OLESS Treasurer Work Instruction - **Complete**
- Add Zoom account information to OLESS Secretary Work Instruction
- Generate incident report for “People Camping on Site”
- Update OLESS Roster of Board Members document - **Complete**
- Look into new federal number requirement for WA state Non-Profit status
- Create Grant Project Tracking Document and save to LAC website - **Complete**
- Connect with Mindy to go over OLESS Secretary WI
- Add to Activity Manager work instruction – Track which short term renters receive codes to the LAC - **Complete**
- Add insurance confirmation to LAC website
- Update appropriate work instructions with LSD 406 reporting requirements from the lease agreement
- Generate OLESS Reporting and Compliance Schedule (non-profit registration, LSD 406 lease reporting requirements, insurance, fiscal sponsorship agreement, CEKC Policies)
- Generate work instruction for Activity Manager position - **Complete**
- Update MOU template to replace rent with donation
- Look up lease agreement requirements regarding reporting to LSD 406
- Locate name of ESD attorney that drafted current lease agreement
- Locate Horizons survey
- Add above listed to maintenance request form access
- Send Maintenance Request form users instructions on access
- Read Washington Nonprofit Handbook and look for any requirements not addressed in the OLESS bylaws
- Post LAC cleaning schedule to the website
- Post LAC cleaning checklist to the website
- Generate Incident report for kids on roof of Norm White pavilion

- Generate Incident report for motorized vehicles on football field
- Look into coded entry for LAC – Moved to Don & Rocky’s action items - **Complete**
- Request evidence of coverage from LSD No 406
- Generate Incident and Corrective Action Report for kids on roof
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- 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 – Kevin Oldfield to help

**Kristen:**

- Attend training on 6/12/23 at 5PM
- Reach out to LCC and let them know they may use the building to store recycle items overnight for Lyle Community Clean up day
- Research how Square, Stripe and Donorbox are interacting/related
- Determine if there is any redundancy in Square, Stripe and Donorbox.
- Investigate how/why CEKC is show up on Square
- Follow up with LSD No 406 about Art in the Park event
- Begin saving Activity Manager reports to LAC website - **Complete**
- Add LAC Closing Checklist to email sent to short term renters
- Add “It is in violation of district policy for any person to knowingly carry a firearm or dangerous weapon on district premises” to short term renter information
- Investigate how to update Donorbox.org account
- Add 2023 OLESS meeting dates to LAC google calendar

**Mindy:**

- Work with Mindy to determine details for 6/12/23 training
- Attend training on 6/12/23 at 5PM
- Send board information on 6/12/23 @ 5PM Washington State Gambling Commission training
- Work with Kelly to update bylaws
- Send ideas for “Park Rules” sign to Kelly before next meeting - **Complete**
- Look over OLESS New Board Member Orientation document
- Connect with Kelly to review OLESS Secretary work instruction

**Robert:**

- Call alarm company and schedule appoint to fix alarm - **Complete**
- Work with Don to procure sump pump

- Work with Don to get sump pump installed in boiler room
- Grind down stump in southeast portion of the green space
- Rekey boiler room
- Add lock to office
- Look into options for lighting in common camping areas
- Look into options for lighting near HVAC
- Look into options for lighting in Norm White Pavilion
- Get quote(s) from contractor(s) to resolve boiler room leaking issue
- Follow up with Ann Varkados about contact information regarding chimney restoration
- Look over LAC building maintenance schedule and email Kelly with additions
- Determine appropriate watering for green space
- Investigate entry way heater issue
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace timer for outside faucet

**Rocky:**

- Attend training on 6/12/23 at 5PM
- Investigate water access site filled with dirt on the southeast portion of the green space
- Work with Don to determine best way to sell glass - **Complete**
- Meet with Don at LAC to count and measure glass - **Complete**
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Reach out to MCDD about potential grants
- Visit Ernie at Ernie’s Lock and Key in The Dalles to look over quote for coded door entry
- Get quote for reseeding greenspace
- Get print out of LAC Cleaning Work Instruction Checklist from Kelly
- Train Suzie on cleaning the LAC using the LAC Cleaning Work Instruction and Checklist
- Explore ways to manage grass so the green space stays green during the summer
- Plan baseboard painting project
- Research options for countertop in pavilion
- Check out Mt Adams Chamber and Dallesport Newsletter for advertising space for room rentals
- Look into covers for hallway ceiling lights

**Stefanie Boen:**

- Attend training on 6/12/23 at 5PM
- Look into guidelines and/or any other relevant information for Emergency Warming Shelter activities
- Send Zoom account information to Kelly and Mindy - **Complete**
- Post updated bylaws on LAC website
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Reach out to Klickitat County and find out if the LAC can provide an emergency response platform. Consider Lions Club and what they already provide
- Make Thank You’s from the Lyle Activity Center
- Send Thank You to Janette Petty
- Work with Don and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Begin tracking donation forms – Kelly will send you the form. No need to retroactively track.
- Begin tracking volunteer hours – Kelly will send you form. No need to retroactively track.

**Vern Harpole:**

- Send Kelly link to Wi-Fi enabled keypad system
- Manage flags appropriately/legally - Ongoing

**PARKING LOT**

- Charge membership fees
- Looking into fiverr.com for potential grant opportunities
- Casino Night Fundraising
- Generate compliant pathway for events involving alcohol in the greenspace. Include fee ~\$1000
- Generate emergency response plan for LAC – Fire, Cooling Shelter etc.
- Wrap LAC clean up into Community Clean up Days
- Additional cameras for security system
- Formal employee application process
- Address labels to correct PO Box on donation cards and envelopes
- Generate more formal lease agreement other than MOU that is currently in use
- Relocate BBQ – Moved to OLESS Insurance Project Tracking document
- Determine how many alarm codes exist in the alarm system
- Cycle Oregon – Research possibility of becoming a stop for Cycle Oregon as a Fundraiser
- Car Club Ride Fundraiser
- Resolve issue of perpetual loss of the key in key box outside
- Replace West facing doors on North end of building
- Seal the tops of the bricks around the pavilion and maybe make it a counter top



- Outdoor exercise park – Skyline Foundation interested in hearing about a project at the LAC for potential donation
- Thatch green space
- 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
- 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](mailto: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
- Identify way to remedy issue with heat being left on in the rooms
- 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:**

Monday August 14, 2023, at 5:00 PM via hybrid meeting set up by Secretary Mindy Robison and at the Lyle Activity Center

---