

OLESS Minutes

(Old Lyle Elementary School Supporters)

August 6, 2019 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, Sherri Starkin, Don Starkin, Kevin Oldfield, Robert Allen, Kelly Johnson (Note Taker)

- **Introductions of guests – None present**
- **Review and approval June minutes – Approved**
 - Update light fixtures to Rocky instead of Sherri
- **Treasurer’s Report - Don**
 - 06/04/19 - Unknown check was cashed against OLESS/CEKC account for \$2,461.18. It appears to be fraudulent with Barbera Sexton’s signature forged. Barbera and Don will fill out all needed reports with the bank to document the fraud. Money was transferred to a Wells Fargo account.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Money has been returned.
- **PUD Charging Erratically Regarding Water Usage**
 - 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.
- **Activity Manager Position**
 - Update on interest in position and potential interviews – Kelly
 - Sherri and Kelly interviewed Colin on 06/05/19. Board agreed via email to offer position with a start date of July 1st.
 - 06/22/19 Status: Colin moved to Cook, WA and is no longer available for the position.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Carri Coe never responded to outreach. Emily Steele is interested. Emily is going to try to make it to today’s meeting. Kelly to phone to phone interview and Sherri to reach out in person.
- **Events & Rentals**
 - Trout Unlimited update - Don
 - 08/06/19 Status: They said no.
 - CEKC interested in renting – Don
 - 08/06/19 Status: They said no.
 - Possible Day Care by Megan Nelson – Kelly
 - 08/06/19 Status: Kelly reached out a few times and invited Megan to regular monthly meetings but no response.

- 2 Rooms available for rent. Don to send Kelly information
- **Community Service for LHS Students – Kevin & Julie**
 - Perhaps we can offer community service hours to LHS students – Kevin
 - Labor, small projects, wash windows
 - How about Trunk or Treat
- **Trunk or Treat – Kevin & Kelly**
 - Ask students to participate in trunk or treat for community service hours
 - Haunted house
 - Kevin to follow up with LHS regarding student participation in set up
 - Kelly, Stefanie, Kevin to get together to plan
- **State Grant Status – Money must have been spent by June 30th**
 - Update on painting baseboards – Don
 - If any money was left, Sherri to look into light covers for hallway ceiling lights
 - Balance of \$1,409.82 as of 06/24/19. Extension has been requested in order to spend balance. TBD if accepted.
 - 08/06/19 Status: Extension has been approved. We have 2 years to spend the money. Don – Updating bank account information with state.
- **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.
 - 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
- **Building Issues (non-state grant projects)**
 - 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
- 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.
- **Signer(s) on checking account**
 - 3/12/19 Status: Requirements will be determined during audit findings.
 - 3/13/19 Status: Linda Williams stated “We require two signatures, plus Brian and myself on all Umpqua Accounts. It is just good business to have two people on your account if something happened the one of the individuals, the other person could still conduct business. This is why we have Brian and myself as backups.”
 - 3/15/19 Status: Brian Wanless stated One signature on checks is fine. If your board wants two, which can be a timing concern getting together, you certainly can have it that way. But yes on the signature card you should have two just in case you are not available.
 - 05/07/19 Status: All three need to go together
 - 06/04/19 Status: All board members agree that Kelly Johnson and Stefanie Boen are to become signers on the checking account. Kelly has paperwork but hasn't made it to the bank yet. Stefanie has paperwork but hasn't made it to the bank yet. Marsha Buser is to be removed since she is no longer part of the OLESS board.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: New account is open. Don, Linda, Kelly and Stephanie have been added as signers. Linda must approve all activity on account and everything the Treasurer can see via the website. Don has been to bank 9 times. Don still does not have access to the statements. New deposit slips were done incorrectly and must be replaced.
- **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.
- **Should we generate a procedure and documentation process for internal auditing of checking account?**
 - Stefanie, Don & Kelly to create procedure
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Stefanie and Don to put together email. Kelly to put in in work instruction format.
- **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.
- **Review of consistency between by laws 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:
- **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
- **Basketball Hoop –**
 - Documentation process for donations and usage
 - We have a possible donor for the portable basketball hoop
 - Julie to follow up with donor on FB and with Ann about receiving donation.
- **Open Forum**
 - Julie – Network meeting with local community members. Maybe generate a community calendar.
 - Sherri – Trying to find board member replacements but no luck so far.

ACTION ITEMS:

Don:

- Work with state to update bank account information - **Complete**
- Register with Smart Hub (PUD) - **Complete**
- Work with Stefanie and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Ask Trout Unlimited if they would stay if rent were reduced to \$225/month - **Complete**
- Manage short term rental activities until Activity Manager is replaced
- Fill out all appropriate reports with Umpqua Bank for fraudulent check - **Complete**
- Check to see if we have an MOU with Katrina. Ask her to be sure to complete time cards fully.
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Work with Stefanie to schedule audit of checking account - **Complete**
- 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
- Get an update from Vern on kitchen project bid - TBD
- Ask Katrina if her schedule is flexible so she can clean around the booking schedule
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace

Julie:

- Interview replacements for Activity Manager
- 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
- As Facebook administrator, work with Marsha to update FB to allow visitors to post messages

Kelly:

- Notify all stake holders of our unpermitted structure
- Locate job description for short term rental manager
- Add information about room rentals to Weebly
- 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
- Remove commission portion from Activity Manager position description
- Interview replacements for Activity Manager
- Research how Marcia Buser got Debbie McDonald's email
- Review relevant public school RCW's
- Become back up signer on checking account - **Complete**
- Move contact information from sign in sheet to spreadsheet to create "List of Contacts for LAC."
- Generate form to track volunteer hours
- 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:

- 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
- Replace lock on the boiler room - **Complete**
- Investigate repair of door bar closest to skate park

Rocky:

- 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
- Paint outside of all OLESS doors
- Submit receipts for paint reimbursement

Sherri:

- Look into covers for hallway ceiling lights if there is money left from the baseboard painting
- Manage short term rental activities until Activity Manager is replaced
- Interview replacements for Activity Manager
- 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:

- 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
- Become back up signer on checking account - **Complete**
- 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.
- 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

- 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, September 3, 2019 at 4:00 PM at Lyle Activity Center
