

OLESS Minutes

(Old Lyle Elementary School Supporters)

August, 14 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: Stefanie Boen, Don Starkin, Andy Walker, Kristen Lane Walker, Julie Larson, Kelly Johnson (Note Taker)

Attendees Virtually: None

Board Members Not Present: Mindy Robison, Rocky Shultz

1. Introductions of guests: None Present

2. Approval of April minutes – Approved

3. Treasurer's Report – Don & Andy

- Audit of treasurer reports – What years need to be audited? – 2020 & 2021. See #5 for details.
- Don is working with the PUD to figure out bill. The recent bill is missing the community credit.

4. Events & Rentals – Kristen

- Don and Andy will generate invoice for December 2022 and June 2023 rentals
- Kristen updated LAC website to quantify half day and full day – half day = 4 hours, full day = 8 hours
- Kristen is posting fliers in the public forum (physical and virtual) for renting rooms at the LAC
- Kristen is posting laminated signs around the building for emergency exits and other relevant information.
- Kristen – Is it OK to require wedding parties to rent both large classrooms since it is difficult to rent another room when a wedding party is on site? The board decides yes. Kristen to update rental information on LAC website.

5. Reporting and Compliance Schedule Upcoming Requirements

- Insurance Compliant with Lease Agreement
 - Kelly emailed Mccoy Holliston via Bri Varney - notifications@origamirisk.com, and Nicole – nicolea@mccoyholliston.com on 07/17/23 requesting proof of coverage.
- Schedule Annual Board Meeting – 4PM 11/13/23
- Schedule Annual Members Meeting – TBD
- Audit of 2022 Treasurer Reports –

- 04/23/23 Status: Stefanie agreed to complete the audits. Mindy agreed to train on the auditing process.
- 08/14/23 Status: Stefanie has 2020 and 2021 reports. She will reach out to Mindy and schedule a time to train Mindy on auditing.
- OLESS Spring Report to LSD No 406 Schoolboard – Completed by Don Starkin on 06/28/23
 - 08/14/23 Status: Overview of meeting – Don had the meeting on his calendar for one day after the actual meeting so he will attend the 8/23/23 meeting. Initial outreach to the schoolboard showed that they do not want individual signs posted around the LAC site. They would like the park rules sign only.

6. 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.
- 08/14/23 Status: Board decides to proceed with 02/13/23 decision based on feedback from LSD No. 406 schoolboard. Schoolboard does not want individual signs posted. They prefer rules on one sign. Don will present draft of rules at 08/23/23 meeting. See #13 for park rules draft.

➤ 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
- 08/14/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted

7. Green Space Management – Rocky

- Rocky not present. Don – Robert is doing well managing consistent water usage. Bills are less erratic.

8. 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
- 08/14/23 Status: Robert not present

9. 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 3rd 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.
- 08/14/23 Status: Robert not present. No pump has been purchased thus far.

10. 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.
- 08/14/23 Status: Don and Rocky will continue to research options.

11. 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

- 05/01/23 Status: Kristen worked with Vern, Claire and Linda to gain access to the internet. CEKC requested the internet be turned off from 11pm-6am.
- Kelly called Linda and left a message 04/13/23
- Kelly emailed Linda on 07/17/23 to confirm CEKC wants OLESS to take-over paying for and managing the LAC internet.
- 08/14/23 Status: Would OLESS like to take over managing and paying for internet service? – Board decides they would be willing to pay for and manage internet service. Kelly – No response from Linda about the July email. Kelly will reach out to Linda again for confirmation.

12. 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 then Don reviews.
- 08/14/23 Status: Don and Andy - The transition is going well and are confident about a transfer of full duties on the next election cycle.

13. 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
 - 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

08/14/23 Status: Rules were sent out. Board agreed upon above listed initial draft of rules. Don will present the initial draft of park rules to LSD No 406 schoolboard on 08/23/23. Don will also ask LSD No 406 about naming rules for the park as well as mention OLESS interest in sponsoring the Wildman Run.

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.
- 08/14/23 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.
- Kelly forwarded Jonathan's email to the board on 04/14/23:

There are a few things that would be good to know right off the bat. I also looked over the part of your lease that you sent.

First off , is this something the CEKC board is receptive to since they will need to agree.

Secondly, since the coverage doesn't cover the building unless there is some type of negligence on your part, who will be prepared to pay for repairs in the event of property damage/vandalism?

It might be wise to get the school district in the water and see if they would be willing to back this since I assume they still insure the building and if something were to happen they would be the most likely to have to pay for repairs.

Is the vision to open up one room and have it open 24/7 or only certain hours and certain times of the year?

If only for certain hours, will there be a volunteer on site?

And lastly, what do you envision who the users will be.....students, homeless, senior citizens?

Thanks!

Jonathan

- 08/14/23 Status: Board decides to move this item to a project tracking document due to high level of effort. Kelly to create document and place on website.

16. 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.
- 08/14/23 Status: Kristen understanding more but still investigating options for bring it all under a single entity. CEKC shows up on square account because they are listed on the bank account.

17. 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 – Board decides No
 - 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 – Board decides Yes
 - Perhaps a “Digital Donation Box” - https://mirrormaniastore.com/products/qr-code-tip-box-or-donation-jar-personalized-free-engraved-led-16-colors-changing-7w-x-8-5h-container-1?variant=42805285945585¤cy=USD&utm_medium=product_sync&utm_source=google&utm_content=sag_organic&utm_campaign=sag_organic – Board decides No
 - Maybe post QR code around site in lieu of physical donation boxes? Physical donation boxes may invite theft?
- 08/14/23 Status: Board decides to place a physical donation box in/near the entryway and to generate QR codes to be posted at multiple places that are TBD. Kristen to generate QR code and investigate how to capture payments. Kristen and Andy will work together to install physical donation box in the entryway once it is received.
- 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 12th at 5PM for training. TBD on location. Mindy to send out date and information.
- 08/14/23 Status: Board did not do training in June. Still considering the event. Kelly to generate document/Gantt of tasks so board can decide if they really want to move forward.

18. Bylaws state that OLESS has 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
- 08/14/23 Status: This might not need to be updated since two additional meetings are required – Annual board meeting and annual members meeting. Board decides to keep the bylaws at six meetings – four quarterly meeting and two annual meetings.

19. 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.
- 08/14/23 Status: In process

20. 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
- 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.
- 07/17/23 Status: OLESS Member sign-up sheet sent to OLESS board for review
- 08/14/23 Status: Review of Roster of OLESS Members – Only current members are the board members. Board approves new OLESS membership application form. Kelly to place PDF on website. Kristen to locate on donation box once it is installed. This issue is considered resolved.

21. 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
- 08/14/23 Status: Robert not present. Don – Robert met with the alarm company. The company could not find any issues. However, the problem persists so building users are not setting the alarm because it keeps going off when they set it. The problem seemed to start when the internet was changed and router was installed near one of the alarm sensors. The router shelf will be moved down to try to resolve the issue.

22. Internet access for Twin Bridges Museum – Kristen

- Vern emailed Kristen and Andy and told them not to deal with the internet without his permission. This action item has been deemed for CEKC. This item is considered resolved.

23. Changing the lock box code – Board decides yes. Kristen to change lockbox code and send new code to OLESS board.

24. What board positions should be LAC point of contact for the Klickitat County Police Department?

Do we want to also get numbers to the state police? – On Sunday 04/30/23 Lori Smith (LSD No 406 Principle) received a call from the police. A door at the LAC had been left open. Police checked the building to confirm that no one was in there and secured the doors. The police said to call the non-emergency line and let them know who the point of contact is. The board decides to reach out to CEKC to see if they want to be the contact. Kelly to email Linda.

25. Semiannual meeting with CEKC – Don – No known requirement

26. Elections – WA State Nonprofit Handbook states that elections are usually held at the annual board meeting or the annual membership meeting. It is determined by the bylaws – Who gets to vote? This

needs to be addressed and codified in the bylaws. The board decides to allow only board members to elect new board members. Board members will be elected at the annual board members meeting. These items will be added to the bylaws. Kelly and Mindy to update.

- Current Roster

A	B	C	D	E	F
Date Voted Upon	Name	Position Title	Term	Relection (Nov) Year	Additional Comments
2/13/2023	Rocky Schultz	Vice President	9 months	2023	Extended to 11/2023
12/13/2021	Kelly Johnson	President	2 years	2023	
11/14/2022	Stefanie Boen	Boardmember	2 years	2024	
12/13/2021	Don Starkin	Treasurer	2 years	2023	
11/14/2022	Julie Larson	Boardmember	2 years	2024	
11/14/2022	Mindy Robison	Secretary	2 years	2024	
11/14/2022	Andy Walker	Boardmember	2 years	2024	

27. Halloween Trunk or Treat 2023 – The board decides yes. Kelly and Stefanie will start outreach at the end of September. Planning meeting will be 10/02/23 at 6pm at the LAC. Andy will reach out to school and see if any of the kids and/or programs want to participate.

28. Email Requests from CEKC – When responding to email requests from CEKC representative copy OLESS board and Linda Williams so we are all fully informed and on the same page.

29. Open Forum

- Kristen – I noticed an ant problem. Walks over and opens a cabinet in the south classroom. There is clay stuck on the underside/bottom of the cabinet. It looks like a child’s art project. The board agrees that it should be removed. Kristen to remove.

ACTION ITEMS:

Andy:

- Work with Kristen to install physical donation box in entryway
- Reach out the LSD No 406 to see if kids and/or programs want to participate in Halloween Trunk or Treat
- Attend annual board meeting 4PM 11/13/23
- 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 - **Complete**
- Look over OLESS New Board Member Orientation document
- Read OLESS Treasurer work instruction and train with Don to transition all tasks

Don:

- Attend annual board meeting 4PM 11/13/23
- Attend school board meeting 08/23/23
- Present draft of Park Rules sign to schoolboard at 08/23/23 meeting
- Ask LSD No 406 schoolboard about rules for naming the park/greenspace
- Let LSD No 406 schoolboard know that OLESS is considering sponsoring the Wildman Run
- Send 2020 & 2021 financial information to Stefanie for audit - **Complete**
- Send mailing address for LSD No 406 lease check to Kelly
- Attend training on 6/12/23 at 5PM
- Work with Andy to purchase wall mount donation box
- Work with Robert to procure sump pump for boiler room
- Work with Robert to get sump pump installed in boiler room
- Order four sign stating “No Climbing on Structure” - No longer necessary. See #6 - **Complete**
- Email board with window information - **Complete**
- Follow up on Klickitat Trail Run details
- Send ideas for “Park Rules” sign to Kelly before next meeting - **Complete**
- Look into new federal number requirement for WA state Non-Profit status
- Reimburse Rocky for solar lights - **Complete**
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible

Julie:

- Attend annual board meeting 4PM 11/13/23
- 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 - **Complete**
- 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:

- Email Linda Williams to see if CEKC wants to be the point of contact for the Klickitat County Police
- Update bylaws to include only board members elect new board members. Board members will be elected at the annual board members meeting.
- Update bylaws to include new meeting requirements
- Update lockbox code(s) on New Board Member Orientation Document
- Generate document/Gantt chart for Wildman run and send to board
- Post application for membership of OLESS PDF on LAC website
- Create project tracking document for Emergency Warming and/or Cooling Location and place on LAC website
- Reach out to Linda about CEKC offering for OLESS to take over managing and paying for internet service
- Attend annual board meeting 4PM 11/13/23
- Generate roster of current OLESS members and upload to website - **Complete**
- Open free Zoom account for OLESS - **Complete**
- Add LSD No 406 reporting requirement to OLESS Vice President WI - **Complete**
- 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 - **Complete**
- Add oversight of reporting and compliance schedule to OLESS president WI - **Complete**
- 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 – Jonathan’s response in #15 - **Complete**
- Update Park Rules and send to OLESS board - **Complete**
- Follow up with Linda about blocking internet service from 9PM – 6AM
- Add Zoom account information to OLESS Secretary Work Instruction - **Complete**
- Generate incident report for “People Camping on Site”
- Look into new federal number requirement for WA state Non-Profit status
- Connect with Mindy to go over OLESS Secretary WI
- 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) - **Complete**
- Update MOU template to replace rent with donation

- Look up lease agreement requirements regarding reporting to LSD 406 - **Complete**
- 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
- 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:

- Work with Andy to install physical donation box in entryway
- Remove clay from cabinet in south classroom
- Update LAC website with wedding rental information/requirement
- Change lockbox code and send new code(s) to OLESS board
- Generate QR code to capture LAC donations
- Investigate options for which payment processing entity to connect to QR code
- Post application for membership of OLESS at donation box once installed
- 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 showing up on Square - **Complete**
- Follow up with LSD No 406 about Art in the Park event - **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 - **Complete**

Mindy:

- Attend annual board meeting 4PM 11/13/23
- Begin tracking volunteer hours
- Train with Stefaine on auditing financial reports
- Work with Kelly 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
- Look over OLESS New Board Member Orientation document
- Connect with Kelly to review OLESS Secretary work instruction

Robert:

- 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 annual board meeting 4PM 11/13/23
- Change batteries in clocks in classrooms - **Complete**

- Clean spots on carpet in south classroom - **Complete**
- Attend training on 6/12/23 at 5PM
- Investigate water access site filled with dirt on the southeast portion of the green space - **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 - **Complete**
- 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 - **Complete**
- 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 annual board meeting 4PM 11/13/23
- Audit 2020 & 2021 financial reports
- Train Mindy on auditing financial reports
- Attend training on 6/12/23 at 5PM
- Look into guidelines and/or any other relevant information for Emergency Warming Shelter activities
- Post updated bylaws on LAC website
- Send ideas for “Park Rules” sign to Kelly before next meeting - **Complete**
- 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. – Moved to Mindy’s action items - **Complete**

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 building and/or greenspace. Include fee ~\$1000
- Generate compliant pathway for weddings and/or receptions. Include fee ~\$3000
- 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 (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 November 13, 2023, at 5:00 PM via hybrid meeting set up by Secretary Mindy Robison and at the Lyle Activity Center
