

# OLESS Minutes

(Old Lyle Elementary School Supporters)

**September 12, 2022 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:** Don Starkin, Kristen Lane Walker, Andy Walker, Mark Harvey, Mike Cangiamilla, Jackie Johnson, Stefanie Boen, Kelly Johnson (Note Taker), Mindy Robinson, Kevin Oldfield

**Attendees Virtually:** Robert Allen

**Board Members Not Present:** Julie Larsen, Rocky Schultz

**1. Introductions of guests:** All introduced themselves

## **2. New Grants are Available – Kelly & Rocky**

- Kelly and Rocky will meet with Adrian Bradford
- Daycare funding and restoration grant may be available
- Board decides restoration grant is 1<sup>st</sup> priority
- 03/14/22 Status: 2022 Legislative Session Requested Local Community Projection Information Form has been submitted for the *Continued Restoration of the Lyle Activity Center* in the amount of \$866,436 - This request was not funded.
- 09/12/22 Status: Adrian Bradford has offered contact information with Gina Mosbruckers team to have grant reviewed prior to submission. This should help to make it more attractive for funding. Kelly agreed to work with team to revise grant. Adrian will work to get confirmation from Gina's team that OLESS is not in competition with LSD No 406 for funding. Don – I am not confident that OLESS has the volunteer resources to execute a grant if it is received. I do not think OLESS should apply for another grant until more members are willing to participate.

## **3. LSD No 406 Schoolboard Meeting**

- 03/30/22 at 5PM via Zoom – CEKC/OLESS has been invited to present prior to the March LSD No 406 school board meeting. LAC and CEKC/OLESS is on their agenda. We will be scheduled to present. Kelly will give main overview. Don will give annual OLESS update. Additional members are welcome to speak if they would like.
- 06/13/22 Status: Kelly Johnson, Traci Waddington and Mark Harvey (School Board Members) will meet to discuss
- What does CEKC/OLESS want if we get the grant?
  - 10-year lease extension on current lease – Yes, extended to 2040 – Ten years past current lease agreement. This would help ensure the 10-year requirement in the potential grant.

- 08/08/22 Status: Regarding an updated lease agreement, CEKC/OLESS does not want to take on any additional requirements. The board does not have enough volunteer hours as it is currently. OLESS board decides to hold off on decision until discussion with LSD 406 is complete.
- What does CEKC/OLESS want if we do not get the grant?
  - Do we want a lease extension?
  - Do we want to turn the building back over to LSD 406 at the end of the current lease?
  - Do we want to apply for more grants?
  - 03/14/22 Status: Vern – Horizons was the first grant for the LAC. Through the Horizon project a community survey was sent out and the #1 request was for the site to be a community center. ESD attorney drafted current lease agreement. Can't remember name (perhaps Leanne Brenner) but should be in 2009-2010 OLESS notes. During meeting with LSD 406, please stress that CEKC and the community would like the site to remain a community center. Kelly to try to locate Horizons survey and ESD attorney name in LAC records. Rosemary – Lease agreement states that there are to be two reports annually from CEKC/OLESS to LSD 406. Kelly - CEKC/OLESS has been working on establishing order and documenting requirements. Kelly to confirm details of requirement and get it/them in the appropriate work instruction(s) and reporting schedule(s). Julie - I have been a part of this group for a long time. Observing changes in school board members and LSD leadership, involvement has been spotty and limited. At times school board was not interested in the site as long as there were no catastrophic events. Rocky – More grants are available through MCDD. Rocky to follow up on options. Group chooses to wait to decide anything until LSD 406 informs CEKC/OLESS of how they would like to proceed.
  - 09/12/22 Status: Adrian Bradford has offered contact information with Gina Mosbruckers team to have grant reviewed prior to submission. This should help to make it more attractive for funding. Kelly agreed to work with team to revise grant (as stated above). Adrian Gina said that energy saving projects make application more attractive for funding (perhaps covert lighting to LED, solar panels). Also, child care grants are available if board wants to move in that direction.

**4. Approval of March minutes - Approved**

**5. Treasurer's Report – Don**

**6. Events & Rentals – Emily quit. OLESS needs a new Activity Manager**

- Don to ask LAC housekeeper
- Kelly added to LAC website
- 09/12/22 Status:

- Kristen Lane-Walker is new Activity Manager – Welcome! 😊
- Kristen was able to get FB login! However, Emily set up an Administration account. Don to reach out to Emily to get it figured out.
- Keymaster/Don – Please get Kristen a key to the building - Done
- Do we want to give Kristen a novel code to the alarm system? – Kristen was given a code

## 7. How is the Google calendar linked to the LAC website populated?

- Kristen – Need to get code from Kelly to allow her access to calendar.

## 8. 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.

➤ 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.

➤ Break in at LAC -

- 12/13/21 Status: Waiting on estimate for window. It should be replaced by January 2022
- 03/14/22 Status: Waiting for window to be replaced for final pictures.
- 09/12/22 Status: Incident report is complete and posted on website under incident reports. Don – No bill has been received for window replacement. Once received, it will be submitted to Jonathan Blake of McCoy Holliston to see how to go about having insurance reimburse the cost of replacing the window.

**9. Green Space Management – Rocky**

**10. 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. 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.

#### **12. 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 – WiFi 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

#### **13. Overview of OLESS governing documents – Kelly**

- <https://www.lyleactivitycenter.com/information-management.html>

- CEKC bylaws have been removed. It does not make sense to be bound by multiply bylaws because they may be contrary to one another, and they govern separate WA Non-profits. OLESS is bound to CEKC via the Fiscal Sponsorship Agreement, not their bylaws.
- Educational RCW's will be referenced and implemented where possible, but OLESS is not bound by all education RCW's because it is not an active school. It is functionally a community center.
  - Vern – The site should not be governed by the Educational RCW's as it is not a functioning school
  - This topic will be discussed during OLESS meeting with LSD 406
  - 09/12/22 Status: Topic was discussed at meeting with LSD 406. All agreed that educational RCW's will be referenced and implemented where possible, but OLESS is not bound by all education RCW's because it is not an active school. It is functionally a community center. A link to Title 28A educational RCWs has been added to the Information Management section of the LAC website. This issue is considered resolved.

#### **14. Gorge Net**

- Barbara Sexton sent OLESS a message on 03/09/22 stating that Gorge Net will no longer service the LAC. What should we do?
- Group decides to try Spectrum and if that isn't available try Century Link. Maybe Don will investigate?
- 09/12/22 Status: See #15 below

#### **15. New WiFi Situation**

- CEKC has set up new WiFi and is paying for it
- If anyone has questions email Linda Williams of CEKC, [llwilliams2003@gmail.com](mailto:llwilliams2003@gmail.com)
- What do we do about open network/posted password? This may encourage homeless to congregate? How do we resolve this situation? See #16 below

#### **16. 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
- 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 street lights? Group to look and see where light could be added
- 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
- Lock outlet people use to charge phones?
  - Group decides no because people would probably break into the outlet anyway
- Don – Suzie (LAC Housekeeper) is working at night sometimes. Don to ask her to work during the day because night work may be unsafe

**17. Open Forum Suggestion from 03/14/22 Meeting:**

- CEKC/OLESS should consider some sort of public “thank you” to LSD 406 for allowing the site to be a community center. Perhaps a naming opportunity?
- Do we want to do this?
  - Group decides to wait to see if a new grant is received before deciding on any naming

**18. Vern Harpole of CEKC informed OLESS that all forms that say “rental” must be changed to “donation.” Rent is a taxable event. A donation is not.**

- Kelly to update LAC website - Completed
- Kelly to update MOU template
- Overview of Kelly’s discussion with Linda Williams, President of CEKC
  - DOR audit findings are not complete.
  - Rents are taxable. OLESS needs to ask for donations instead of rent in order to avoid excise tax.

- CEKC is currently looking for an accountant to reign in all processes
- CEKC is having difficulty with volunteer hours

## 19. Novel IDs on Maintenance Request forms

- There is not a novel ID but there is a date and time stamp with an IP address. This could serve as the novel ID.

The screenshot shows a web browser window titled "Weebly - View Form Data - Google Chrome". The address bar contains the URL: `weebly.com/editor/viewFormData.php?ucfid=988449547160291935&site_id=119480037980289332&user_id=123728936`. Below the address bar is a table with the following columns: "Date submitted", "Ip address", "Opted in", "Name first", and "Name last". The table contains several rows of data, with the first row highlighted in blue. Below the table is a detailed view of the first row's data.

Date submitted	Ip address	Opted in	Name first	Name last
07/13/2022 12:45am	63.225.87.225	0	Kelly	Johnson
03/08/2022 07:06pm	67.42.221.193	0	Kelly	Johnson
02/25/2022 02:52pm	67.42.221.193	0	Kelly	Johnson
02/25/2022 06:37am	64.62.192.2	0	Donald	Starkin
02/24/2022 12:06am	67.42.221.193	0	Kelly	Johnson
02/24/2022 12:02am	67.42.221.193	0	Kelly	Johnson
02/24/2022 12:01am	67.42.221.193	0	Kelly	Johnson

  

Name.first	Kelly
Name.last	Johnson
Email	kelly@bigriverlaboratories.com
Phone Number	5097748323
Where is the maintenance issue located?	Hi Robert, There is graffiti on the East facing side of the building. I will send you a picture tomorrow.
Enter desired work here. Include a detailed description of the maintenance requested:	Please paint over the graffiti.
Is this maintenance issue time sensitive? If so, when does it need to be completed?	Please complete as soon as reasonably possible. Thank you!
Detailed description of the maintenance requested	
Where is the issue located?	
IP Address	<a href="#">63.225.87.225</a>

## 20. Graffiti on East side of LAC

- Kelly submitted Maintenance Request form on 07/13/22
- 09/12/22 Status: Robert is going to paint the entire east facing wall

## 21. Basketball Court Donation

- Mindy spoke with Summit Excavation regarding donating a basketball court
- Rocky spoke with Mindy and said to hold off until a full plan for the site can be determined so there are no reworks



- 09/12/22 Status: Mindy – Multiple entities have agreed to donate time and/or resources. Will wait to see if grant comes through before moving forward. Group needs to determine larger plan before moving forward on any projects.

## **22. New Volunteer/Board Member Updates**

- OLESS has been having issues with volunteer hours. Too much to do with not enough people
- Andy Walker is willing to run for a board position in November elections
- Kelly – Anyone else present or knows anyone who wants to help, email [lyleactivitycenter@gmail.com](mailto:lyleactivitycenter@gmail.com) and they will be added to the November election slate

## **23. Issues with renters going through spaces/rooms and creating chaos**

- How do we resolve?
  - Coded entry? – Yes, add to supply room, office and middle room. Robert will make the changes
  - Damage deposit on rentals? – No, for now
  - Heater in women’s restroom? – No way to resolve for now other than Activity Manager inspection after use.
  - Ask Activity Manager to inspect building after events? Yes. Kelly to add to work instruction

## **24. Halloween Trunk or Treat**

- Kelly has requested insurance from Jonathan Blake on 07/13/22
- Followed up on 09/07/22
- 09/09/22 – Jonathan sent document of events covered by CEKC insurance
- 09/12/22 Status: Group decides event should start at 5:00PM, to include raffle and prizes for best decorated trunks. Mindy – Perhaps interview with Y102 at Cousin’s restaurant in The Dalles for promotion. Lyle Community Council has a new website. Ask them to add Trunk or Treat information. Kevin Oldfield and Kelly to meet to discuss details. Stefaine – Will pick up candy reimbursement forms from grocery store(s)

## **25. Holiday Christmas Bazar Insurance - Don**

- Does OLESS want to sponsor for insurance purposes
  - Group decides yes
  - Don to send dates of bazaar to Kelly
- Bazar is covered by CEKC insurance if sponsored by OLESS
  - Kelly to email Jonathan Blake of McCoy Holliston to confirm coverage

## 26. November Elections - Stefanie

- Positions up for Reelection – Secretary Stefanie Boen, Board Member Julie Larsen

27. Ping Pong Table – Mindy’s table. She is going to move it to her house. This issue is considered complete

## 28. Open Forum

- Robert – It looks like people are getting into the boiler room. Robert to rekey boiler room

### ACTION ITEMS:

#### Don:

- Send Christmas Bazaar dates to Kelly – **Complete**
- Reach out to Suzie (LAC Housekeeper) and request that she only work during the day for safety reasons
- Share new code to middle room with Strong Women - **Complete**
- Order three signs “Park Closed at Dusk”
- Check with Ernie’s Lock and Key for options to resolve perpetual loss of building key issue
- Reach out to Emily to get FB and Google calendar issues resolved
- Get Kristen a copy of the building key - **Complete**
- Send Kelly bill for window replacement
- Clean up garbage from homeless situation near plug in - **Complete**
- Clean dumpster area from renter that moved out across the street and used the LAC as a personal dumping area - **Complete**
- Meet with LSD 406 - **Complete**
- Check into new internet service – Spectrum & Century Link – No longer necessary. CEKC is paying for internet service. - **Complete**
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible
- Order “No Climbing on Building” sign for Lyle Activity Center
- Order “No Climbing on Pavilion” Sign for Norm White Pavilion
- Order two “No Motorized Vehicles on Green Space” signs

#### Julie:

- Follow up the Mindy Robinson about potential beer garden during Pioneer Days - **Complete**
- Send MOU and lease agreement to Klickitat County Health Department for potential vaccine clinic - **Complete**
- Reach out to Ann Varkados to see if she wants to talk about the LAC green space – **Discussed at school board meeting by Don Starkin and Kelly Johnson - 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
- As Facebook administrator, work with Emily to transfer authority to the LAC Activity Manager – **Completed by Kristen Lane Walker**
- 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 Jonathan Blake about OLESS sponsoring Christmas Bazaar
- Add insurance confirmation to LAC website
- Add new code for middle room to New Board Member Orientation document
- Reach out to Linda Williams to see if internet service can be turned off from 9:00PM to 6:00AM
- Get code for Kristen so she has access to Google calendar - **Complete**
- Add bill to replace window to 09/03/21 LAC Break In Incident Report
- 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)
- Generate work instruction for Activity Manager position
- Request insurance for Halloween Trunk or Treat from Jonathan Blake - **Complete**
- Submit maintenance request form to paint graffiti on East side of LAC - **Complete**
- Add information to LAC website about open Activity Manager position - **Complete**
- Update LAC website to replace rent with donation – **Complete**
- Update MOU template to replace rent with donation
- Meet with LSD 406 - **Complete**
- Look up lease agreement requirements regarding reporting to LSD 406
- Reach out to Josh Padgett to see if he will attend LSD 406 meeting to talk about potential Little League chapter - **Complete**
- Locate name of ESD attorney that drafted current lease agreement
- Locate Horizons survey
- Determine if Maintenance Request forms have novel ID's - **Complete**
- Add above listed to maintenance request form access
- Send Maintenance Request form users instructions on access
- Post Masks Optional signs and remove "Masks Required" signs - **Complete**

- Send email to LAC users about new mask optional status - **Complete**
- Generate incident report for break in at the LAC
- Print out LAC Cleaning Work Instruction Checklist for Rocky - **Complete**
- Reach out to Linda for clarification on lease agreements relative to Department of Revenue audit finding - **Complete**
- Reach out to Linda for clarification on taxing of lease agreements relative to Department of Revenue audit finding - **Complete**
- 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
- Generate maintenance request form for renters and OLESS board members in Weebly
- Look into coded entry for LAC
- 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
- Get proof of coverage from Jonathan for Treasurer to present to LSD No. 406
- 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 Lane-Walker**

- Work with Kelly to get code to gain access to Google calendar - **Complete**
- Work with Don and Emily to get FB and Google calendar figured out
- Instagram – Work with Stefanie Boen to follow up on Brielle’s email (Forwarded from Marcia B)

### **Robert:**

- Rekey boiler room
- Add lock to supply room
- Add lock to office
- Change code to middle room - **Complete**
- 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 S
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace timer for outside faucet

### **Rocky:**

- Replace toilet seat - **Complete**
- 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:**

- Pick up candy reimbursement forms for Halloween Trunk or Treat event
- Get candy reimbursement forms to Kelly or Kevin ASAP so they can be sent with trunk sponsor requests
- Update board member roster with 12/13/21 election results and post to LAC website - **Complete**
- Post updated bylaws on LAC website
- 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.

- Instagram – Follow up on Brielle’s email (Forwarded from Marcia B)

**Vern Harpole:**

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

**PARKING LOT**

- Casino Night Fundraising
- Generate compliant pathway for events involving alcohol in the greenspace
- 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
- Advertise glass on website
- 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 14, 2022, at 5:00 PM via hybrid meeting set up by Secretary Stefanie Boen and at the Lyle Activity Center

---