

OLESS Minutes

(Old Lyle Elementary School Supporters)

November, 13 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: Don Starkin, Andy Walker, Kristen Lane-Walker, Rocky Schultz, Stefanie Boen, Rosemary Hoyt, Glenda Lovejoy, Kelly Johnson (Note Taker)

Attendees Virtually: Julie Larson

Board Members Not Present: Mindy Robison

1. Introductions of guests: Rosemary Hoyt, Glenda Lovejoy

2. Approval of August Minutes – Approved

3. Rosemary Hoyt – Parking in front of fire hydrants at LAC – Some of the cat rescue people are parking in front

- Glenda Lovejoy – Can bush be removed?
 - Rocky is willing to remove bush
- No sign in front of fire hydrant or entrance area (people are parking directly in front of the walkway even though it is painted yellow).
 - Load and unload zone – 15minute parking
 - Long-term renter onboarding document
- Bollard near hydrant that could be painted
 - Rocky will paint red
- Add to lease agreement/MOU
 - Kelly will add
- Short term rental form
 - Kristen will add
- Email renters
- Reach out to county about illegal parking and how it's enforced - WAC132N-156-550
- Glenda - Yellow area was blocked on the emergency response to trip and fall at the LAC

4. Treasurer's Report – Don & Andy

5. Events & Rentals – Kristen

6. Reporting and Compliance Schedule Upcoming Requirements

- Schedule Annual Members Meeting –
- Audit of ~~2022~~ 2020-2021 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.
 - 11/13/23 Status: Stefanie – In process
- 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.
 - 11/13/23 Status: Signs will be ordered once Andy presents new sign to LSD No 406 schoolboard
- OLESS D&O Insurance due in October - Paid
- January Requirements – Annual budget to CEKC, Annual projects to CEKC, LSD No 406 Winter report to schoolboard, OLESS Contractor Tax Reports, WA Secretary of State Annual Report – Will be addressed at Annual Board Meeting
- March Requirements – Pay LSD No 406 lease

7. 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.
- 11/13/23 Status: Andy will attend schoolboard meeting to present updated sign

➤ 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
- 11/13/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted
- Julie Larson – Kids on roof 10/21/23 Incident Report
- Kristen Lane-Walker – Christmas Bazaar 11/04/23 Incident Report

8. Green Space Management – Rocky

9. 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
- 11/13/23 Status: Robert not present

10. 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.
- 11/23/23 Status: Robert not present. Board approves \$400 to get job done. Don will work with Robert to get sump pump purchased and installed. Don – I will find a way to create a dam in front of the West facing doors near skate park so water can not seep under the doors and into the LAC hallway.

11. 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.
- 11/13/23 Status: Group decides to close the issue because OLESS does not have the funds to get a proper crash bar with coded entry. Barbara Sexton – Can Claire West and I have a key to the building? OLESS board approves keys to Barbara and Claire. Don will get keys to each of them.

12. 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.
 - 08/22/23 Status: Kelly followed up with Linda regarding 07/17/23 email

- 11/12/23 Status: Kelly followed up with Linda regarding 07/17/23 email
- 11/13/23 Status: Barbara Sexton – WiFi is to be available to community. To be addressed at OLESS Annual Board Meeting

13. 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.
- 11/13/23 Status: Will be voted upon at OLESS Annual Board Meeting

14. 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.

11/13/23 Status: Andy will add not fires or fireworks and present sign to LSD No 406 schoolboard

15. Lock on Storage Supply 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.
- 11/13/23 Status: Lock has been installed. Marcia has access. Strong Women also have code. This item is considered complete.

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.
- 11/13/23 Status: Kristen – It is linked to Square.

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/gr-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](https://www.oless.org/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.
 - 11/13/23 Status: Board decides not to move forward with fundraising until details can be sorted out regarding organization between CEKC and OLESS.

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.
- 11/13/23 Status: Board agrees to leave meetings at six annually. This item is considered complete.

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
- 11/13/23 Status: In process

20. 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.
- 11/13/23 Status: Alarm system is still going off and a reason can not be identified. Kristen – Could be dirty sensors. Kristen will add to LAC Cleaning Work Instruction

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

- 08/23/23 Status: Don and Kristen changed the lockbox code. Kelly will update the New Board Member Orientation document with the new code.
- 11/13/23 Status: New code added to the New Board Member Orientation document. This item is considered complete.

22. 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.

- 11/13/23 Status: Kelly met with CEKC (Linda Williams, Vern Harpole, Barbara Sexton, Claire West) and asked if CEKC wants to be point of contact for police. No one volunteered.

23. 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.

- 11/13/23 Status: – How did it go?
 - Went well but attendance was down about 20%
 - One participant created a trunk called “The Box.” It included visual, audio, water spray and air “blasts.” Very high level of effort display.

24. Outlet by Heat Pump Compressor Vandalized

- Marcia Buser reported via email on 10/06/23
- The outlet is required to be available for HVAC code compliance. Outlet is turned off. HVAC has access to turn it on when necessary.
- Robert fixed the outlet.

25. Electronic Lock from Vern

- Board decides not to use the lock. It is not compliant with crash bar requirements.
- Board agrees that CEKC may use one on their door.
- This item is considered complete.

26. CEKC Project Agreement Forms

- New forms and guidance will be discussed at the OLESS annual board meeting

27. Open Forum

- CEKC requested six items at meeting earlier today. Kelly will add them to the next agenda

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
- Look over OLESS New Board Member Orientation document
- Read OLESS Treasurer work instruction and train with Don to transition all tasks

Don:

- Get LAC key to Barbara Sexton
- Get LAC key to Claire West
- Generate invoice for Mindy's 2022 and June 2023 rentals
- 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 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
- Follow up on Klickitat Trail Run details
- Look into new federal number requirement for WA state Non-Profit status
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible

Julie:

- Generate Incident Report for kids on roof of LAC 10/21/23 - **Complete**
- 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
- 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:

- Update MOU to include statement about not parking in front of entryway or in front of fire hydrant
- 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 – No longer necessary - **Complete**
- Update lockbox code(s) on New Board Member Orientation Document - **Complete**
- Generate document/Gantt chart for Wildman run and send to board - **Complete**
- 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
- Work with Mindy to determine details for 6/12/23 training
- Attend training on 6/12/23 at 5PM
- Generate OLESS member sign up log - **Complete**
- 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 Linda about blocking internet service from 9PM – 6AM
- 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
- Update MOU template to replace rent with donation
- 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:

- Add “clean alarm sensors” to LAC Cleaning Work Instruction
- Update short term rental agreement to include statement about not parking in front of entryway or in front of fire hydrant
- Generate incident report for Christmas Bazaar incident 11/04/23 - **Complete**
- 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.
- 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

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:

- Fix outlet near HVAC unit – **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:

- Remove or cut back bush in front of fire hydrant
- Paint bollard in front of fire hydrant red
- Attend annual board meeting 4PM 11/13/23 - **Complete**
- Attend training on 6/12/23 at 5PM
- Send ideas for “Park Rules” sign to Kelly before next meeting
- Reach out to MCDD about potential grants
- Get quote for reseeding greenspace
- Get print out of LAC Cleaning Work Instruction Checklist from Kelly
- 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
- 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.

Vern Harpole:

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

PARKING LOT

- Walmart give \$50 gift cards to non-profits once a month – Are there other programs like this?
- 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
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Next General Meeting Scheduled:

Monday February 26, 2024, at 5:00 PM via hybrid meeting set up by Secretary Mindy Robison and at the Lyle Activity Center
