**­­­­­OLESS Meeting Agenda**

(**O**ld **L**yle **E**lementary **S**chool **S**upporters)

**July 11, 2016 6:00 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.**

1. **Introductions / Guests – sign in and record volunteer hours and donations**
2. **Make corrections & approve June meeting & special roof meeting minutes**
3. **School Update (Andrew)**
   * Lease update status
   * Greenspace maintenance – mowing and watering
4. **Treasurer’s report (Barbara)**
5. **Building and Grounds**

* Sign update
* Blinds for Principal’s office & Nurse’s room

1. **Events & Rentals – Organizers/participants, what’s needed, advertising?**
   * Horizons 10 Year Celebration September 10
   * Klickitat Half Trail Marathon November 5
   * Other events scheduled or proposed
2. **Board Positions**

* Review commitments, need for nominating committee and expectations – see page 2

|  |  |
| --- | --- |
| **Terms expire at end of 2016**   1. Cindy Bluemel 2. Sherri Starkin 3. Vern Harpole 4. Marcia Buser | **Terms expire end of 2017**   1. Laurece Bonham 2. Barbara Sexton 3. Norm White. 4. Julie Larson 5. Marc Harvey |

1. **Status of action items from last & previous meetings meeting if not updated above**

* Norm - install lock on the nurse’s room door.
* Vern - buy ladder for building use
* Barbara – order blinds for offices
* Norm - get a plumber bid to replace the gate valves near meter, execute bid if under $500.00
* ~~Norm – make a platform for the garbage can& get a new lock for the lid.~~
* ~~Marcia – draft RFP for the roof project.~~
* Sarah- speak to Mike about staining the picnic tables.
* Norm -get a bid on fixing the valves going out to the sprinkler system.
* Norm - initiate the tree felling and contact board members to collect the debris.
* Barbara – get router added to LAC for museum and pavilion wifi
* Norm - contact Brown Roofing for a preliminary quote & identify other roofing companies
* Vern & Sheri - take photos of the roof project before work has begun.

1. **Status of WA State Legislative budget allocation**

* Review status of open action items (see page 2)
* Determine next action items

1. **Anything not already covered above & open forum**

**Next General Meeting Scheduled**:

Monday August 8, 2016 at 6:00 PM at Lyle Activity Center

Proposed board member expectations:

* Willingness to read and uphold the by-laws
* Able to attend and participate in monthly meetings and other special meetings, fundraisers and OLESS events
* Complete tasks they volunteered for
* Able to communicate effectively in person and by email with other board members, members of the community and other stakeholders

**Open Action Items for State Grant Project**

|  | Task | **Due** | **Status** | **Owner** | Other involvement/resources/notes |
| --- | --- | --- | --- | --- | --- |
|  | **Phase 1: Preliminary Planning and Implementation** | | | | |
|  | Get lease updated for at least next 12 years | 5/? | In process | Marcia | Met 5/16 – AK is working with ESD |
|  | Consult with Klickitat project folks | 5/6 |  | Vern | Get contractor info |
|  | Get Request for Bid template | 6/13 |  | Cindy | Cindy to review samples |
|  | Secure project loan: |  |  |  |  |
|  | Get Oren building renditions (at hotel?) | 5/16 |  | Vern |  |
|  | Consult with childcare expert on facility requirements | 6/2 |  | Vern |  |
|  | Take “before” pictures of building and grounds | 5/28 |  | Sherri/Vern | Mildred backup |
|  | Communication plan | TBD |  | TBD | Ask Mildred to be project reporter? |
|  | Group projects for bid | TBD |  | TBD |  |
|  | Write RFB for roof | 7-15 | Draft sent | Marcia | Meeting 6-16 |
|  | Advertise for bid |  |  |  |  |
|  | Review bids received & select |  |  |  |  |