**­­­­­OLESS Meeting Minutes**

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

**November 6, 2018 at 4:00 PM**

**Mission:        Working together to preserve and maintain the Old Lyle Elementary School building and park as an activity center and green space to improve the quality of life for the Lyle community.**

**Attendees:** Sherri Starkin, Don Starkin, Marsha Pope, Marcia Buser (Note taker), Julie Larson, Rocky Schultz, Kevin Oldfield, Karen Beck

1. **Introductions**
* Sherri introduced Marsha Pope who is our new Activity Manager.
* Karen Beck reported a very successful Holiday Bazaar and presented OLESS with $581 made from the vendor table charge, donation jar collection and quilt raffle. Karen Beck made the quilt for the raffle.
1. **Oct 2 minutes**
* Approved as sent out by Kelly
1. **Rescheduled dates for December January meetings**
* ***December Meeting is scheduled for Monday December 17***
* ***January meeting is scheduled for Tuesday January 8***
1. **Treasurer’s report**
* Year to date income is 114% above annual budget. Balance at October month end is $16,607.
* Don will talk to KPUD to find out what would be involved to increase community share of water for greenspace
* Don will also ask KPUD about the energy rebate on the windows to see what is needed. There is paperwork in the Supply Room on the rebate program and Chris saved all the window labels with R value info.
1. **2019-20 Board Members Election** (Marcia)
* Julie made a motion to accept the slate of candidates and Rocky seconded. All present voted in favor of the following for the new two year board term: Sherri Starkin, Don Starkin, Stephanie Boen, Kevin Oldfield.
* Board members serving their 2nd year in 2019 will be Kelly Johnson and Rocky Schultz.
* Two vacated positions for the 2017-2019 term remain open that may be filled by board appointment per the by-laws.
1. **Facilities Manager**
* Robert Allen has accepted the position of facilities manager effective November 1.
* Sherri and Don Starkin will be Robert’s board point of contact.
* Marcia will inform the building tenants (Lisa and Melissa) and will send announcement about position in WHIL.
* Robert’s contact info is: goldendale\_robert@yahoo.com Cell/text: 509-250-1634.
* Don will provide Robert with a building key.
* Need to make it clear that Robert’s work for the building is completely independent from his work for the Lyle School District.
* Marcia will scan the signed Statement of Work and email to the board
1. **Activity Manager**
* Marsha Pope has accepted the position of facilities manager effective November 1.
* Marsha’s contact info is: marshapope@gmail.com 509-365-2821, cell /text 509-310-3602
* Don will provide Marsha a building key
* Sherri, Don and Marcia will meet with Marsha to go through info she needs to know
* Marcia will send Marsha the Statement of Work and meet with her Thursday to finalize and go over information she needs for web site and email.
* Marcia will send out an announcement about Marsha’s position in WHIL.
* Marcia will edit web site rental request form to go to Marsha.
1. **Norm White Memorial**
* Marcia got a quote for $500 for a sign to put across beam that reads “Norm White Pavilion” which the board agreed to move forward on. Working with Sign Art in Hood River since Rage Graphics did not respond. Sign would be on raised lettering in font to match the Lyle Activity Center sign on Hwy 14.
* Board agreed to ask Vern if he wants to make a plaque to accompany it to be funded by private donations. Marcia will contact Vern to ask him if he wants to get a plaque made.
* The initial target was to have a Christmas tree lighting and dedicate pavilion on Saturday December 1 so that the Christmas lights will be done in time for Santa Night.
* Marcia will check with Mindy about Christmas tree at pavilion if we can still coordinate with dedication.
* Julie stated that the Community Council is responsible for Santa Night however there has been no date given for the event. Sherri and Rocky are on-board for making cookies for the event.
1. **Building Issues (non-state grant projects)**
* Puncture vine – may need to do the weevils again next summer to keep under control. Marcia has info if needed.
* Car parked in front of building – Mildred called Sheriff. Karen Beck reported that person who rents Principal’s office knows the owner. Don will contact Lisa to see if owner can be contacted to park it elsewhere.
* Statement of Work for Katrina – Marcia will follow up with Katrina to get SOW signed and remind her that building needs to be checked weekly. Does not appear that Katina has been cleaning weekly recently, and she had not been logging weekly time.
* Work parties – may schedule for special projects such as deep cleaning, window washing, storage room. Sherri suggested that if board meetings are less frequent we could do a work party instead on those dates.
* Tri-fold paper towels are needed for the new dispensers. Marcia will pick up stock at Cash n Carry. Sherri will make sure that stock is maintained.
* Dimmers on lights – information only that the light switches in the middle room have dimmer controls.
* Entry table – information only that table was loaned by Norm and that his family may want the table back at some point. If that happens, board can purchase a replacement.
* Repair of door bar closest to skate park – spring needs repair. Rocky has 2 doors that may work to replace current doors. If note, ask Robert to see if he can replace spring. If not, Ernie’s Lock and Key will need to do a service call.
1. **State Grant Status** (Marcia)
* Chris is expecting to complete the bathroom and middle classroom work this week and invoice next week. Marcia approved up to an additional 7 hours of work to paint the walls where wood was removed when windows were replaced.
* Dog waste station - Kevin installed one at far end of park but realized he needs to re-locate it. He will install the other at the other end.
* Reviewed chimney quote from Rick Olmstead – could be $23,200 to $32,000. Options were not clear from quote but includes restoring it to current height or taking it down to where the masonry is structurally sound. Sherri and Don will check with Stan Homola who is a well-regarded mason in Battle Ground. Since we only have about $16K left, if we cannot do the chimney, consider window shades and reader board. Marsha will investigate reader board options and present at next meeting. Marcia will send Marsha the reader board options that Brielle researched.
1. **Facebook & State Nonprofit turnover**
* Marsha will request Facebook info from Cindy so she can maintain it.
* Don will ask Cindy about State Nonprofit status so it can be kept up to date.
1. **Events & Rentals**
* Trunk or Treat – Kevin reported that there were 20-25 cars handing out candy and kids kept coming until 7:30 when shut down. Kevin also presented $88 from a raffle for a load of gravel that his father donated. There are some great photos of the event on Facebook. It was a great success, especially given the late prep. Kevin said that they already have ideas how to make it better next year! Julie commented that it was one of the best community events she had seen.
* Klickitat Trail Run – Sherri and Don reported that it was an unbelievable success. 247 people participated in this 5th year of the event. There were three $500 scholarships given out and lots of other great donated swag, including wine from Tetrahedron. Not yet known what $$ will be donated to the LAC.
* Holiday Bazaar – Sherri reported that it was better than ever and the quality of vendors was very high. She thought that there could be better communication to folks doing the Klickitat Trail Run that the Lyle Lion’s pancake breakfast and Holiday Bazaar were going on that day and advertising the wine tasting opportunities at Tetrahedron.
* Santa Night – see discussion above under item 8. Norm White Pavilion.
1. **Business Plan Proposed Changes**
* Board will plan a strategic planning session after the first of the year and consider the items in the proposal.

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| ***Summary of action items from this meeting:*****DON:*** Don will talk to KPUD to find out what would be involved to increase community share of water for greenspace
* Don will ask KPUD about the energy rebate on the windows
* Don will contact Lisa to see if owner of car in front can be contacted to park it elsewhere.
* Don will email Cindy to get State Nonprofit status so it can be kept up to date.
* Don will provide Marsha a building key
* Don will provide Robert with a building key

**KEVIN:*** Kevin will re-locate one dog waste station and install the other at the other end.

**JULIE:*** Julie will let us know as soon as she learns when Santa Night is
* Julie will send Marcia Robert’s phone number

**MARCIA:*** Marcia will check with Mindy about Christmas tree at pavilion if we can still coordinate with dedication.
* Marcia will email Vern after checking with Mindy to see if he wants to make a plaque to accompany pavilion sign to be funded by private donations.
* Marcia will follow up with Katrina to get SOW signed and remind her that building needs to be checked weekly.
* Marcia will inform the building tenants (Lisa and Melissa) about our Facilities Manager and how to contact and will send announcement about Robert & Marsha’s position to WHIL
* Marcia will pick up tri-fold paper towel stock at Cash n Carry.
* Marcia will scan the signed Statement of Work and email to the board
* Marcia will send Marsha the reader board options that Brielle researched.
* Marcia will send Marsha the Statement of Work
* Marcia will meet with Marsha to sign SOW, go through Web site, email and other needed info
* Marcia will edit web site rental request form to go to Marsha

**MARSHA:*** Marsha will investigate reader board options and present at next meeting.
* Marsha will request Facebook info from Cindy so she can maintain it.

**ROCKY:*** Rocky will check if the doors she has would fit to replace current doors by skate park.

**SHERRI:*** Sherri and Don will check with Stan Homola who is a well-regarded mason in Battle Ground to see if we can get a better chimney repair quote
* Sherri will make sure that tri-fold paper towel stock is maintained going forward
* Sherri will meet with Marsha to go through info she needs to know
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**Next General Meeting Scheduled**:

Monday December 17, 2018 at 4:00 PM at Lyle Activity Center