**OLESS Meeting Minutes**

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

**December 20, 2016**

**Attendees:** Barbara Sexton, Vern Harpole, Sherri Starkin, Dan Smith, Kelly Johnson, Marcia Buser (facilitator/note taker)

**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**

Kelly was welcomed to her first meeting.

1. **Review and approve November minutes**

Approved minutes of 11-14-16 and 11-21-16 meetings.

1. **Treasurer’s report**

Took in 1151.75, $340 from bazaar. Received $5390.82 from grant reimbursements. Took 1st loan from CECK for $18,000 for 1st roof payment. Paid $500 on water bill. Water bill is paid up now so should start accruing credit at $125/month. Paid $267.29 PUD power bill. It is over $600 this month.

* PO Box for OLESS – action item ⌦ Barbara will get a wait list for a small PO Box so OLESS has its own box.
* Renewal of KLASAC office rental – Agreed to do an amendment to current MOU to extend it through June as Rita knows she is funded until then. Action item ⌦ Marcia will draft the amendment.
* Rental increase for Columbia Gorge Cat Rescue – currently $400/month, increase $50 every 6 months, up to $600 effective Feb 1, action item ⌦ Marcia will notify CGCR and draft a new MOU.

1. **Update on Board officer positions for 2017 Board Elections:**

* President- Marcia Buser
* Vice-President – Dan Smith
* Secretary – Kelly Johnson
* Treasurer – Barbara Sexton

Other committee chair positions:

* Building manager – Vern is the contact if there are any building issues, wifi, etc. Vern will also facilitate the restoration bid process.
* Web site – Marcia will continue to do it and add Kelly – action item ⌦ Marcia and Kelly will meet separately
* Facebook - action item ⌦ Sherri to ask Cindy if she wants to do the FB page and get a hold Kate Maples. Agreed that it needs to be active or closed.
* State reimbursement submittals – Marcia is the main person, Barbara is back-up and is familiar with the process.

1. **Plan for Board Team Building:**

* Date, time, location

Jan 22, 2017 4:00-5:00 PM at Corner Pocket

* Objectives, content

Keep this meeting brief and do several instead of one long team building session. First meeting to include:

* Brief bio from each of us, 5 min life story – share personality profile – action item ⌦ Marcia will send link
* What we have achieved of last 5 years
* Submit ideas what we want to tackle at next team building meeting – what we want to achieve

1. **State Grant Status:**

* Responsibility for before and after photos: Vern proposes – that get contractor to do before and after.
* Vern had a draft of a form that each bidder needs to fill out. Input was given and action item ⌦ Vern will update bid template. We can make it available on our web site. Action item ⌦ Barbara will have unlicensed contractors fill out a W-9 form. Action item ⌦ Marcia will make it available on web site.
* Review status of roof project – need ice dams or gutter – action item ⌦ Marcia will contact Mike Mahar about installing a gutter over the entry way.
* Bathroom renovation – bid still in work.
* Window replacement – Dan met with one contractor from White Salmon on Friday who had some questions about window openings and casings. Agreed that no windows on eastside to be opening. Classroom windows should open every 3rd window. In hallway, flange in concrete versus encased in wood? Get bid both ways. Look at option to just add storm windows to clerestory windows. The contractor will come back to get measurements and then give us a bid.

Action item ⌦ Dan has another contractor to contact for a bid.

Action item ⌦ Vern will ask Norm to do a bid for the same entire window project.

1. **Discuss if OLESS should be working on programs (Cindy)**

Tabled until Cindy is present to discuss.

1. **Events & Rentals – any coming up?**

Nothing scheduled although a Yakama Nation person has rented a room for a couple times.

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

All action items completed. Vern will install blinds in principles office when he gets a chance.

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

Discussion on regular meeting time. All present agreed that the first Tuesday of the month at 4:00 PM would work and is better for some. Action item ⌦ Marcia will check with the board members who were not present to see if that works.

**Next General Meeting Scheduled**:

Tuesday January 3 2016 at 4:00 PM at Lyle Activity Center

***New date and time!!!***