

OLESS Minutes

(Old Lyle Elementary School Supporters)

February 10, 2021 at 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.

Attendees: Kate Willsen, Stefanie Boen, Don Starkin, Rocky Schultz, Julie Larson, Kelly Johnson (Note Taker)

1. Introductions of guests – Kate Willsen

2. Kate Willsen Presentation

- Wants to create a community garden.
- 6 – 4X8 foot plots – ~600 square feet
- Wants AmeriCorps to be part of the process – Usually a 3 – 4 year commitment
- WAGAP would sponsor AmeriCorps
- Spring 2022 is approximate launch date
- Lyle is considered a “food desert”
- Garden would need to be fenced
- Garden would be completely organic
- Rules would be established
- Application deadline is May
- Kelly to send emails to Linda Williams and Ann Varkados and copy Kate Willsen so they can begin a dialogue before any decisions are made
- OLESS group would like to see some sort of “exit strategy” in the event that the garden is abandoned

3. Review and approval of December minutes – Approved

4. Treasurer’s Report – Stefanie & Don

- Update on Steffanie’s training on treasurer duties – Steffanie not present
- 2021 Budget - Approved
 - Rocky would like to see more money put toward the water
 - Rocky to explore options for managing grass and trying to keep it green during the summer
- What items will Stefanie be taking over from Don this month? – None at this time.
- Kelly to reach out to Stefaine

5. Events & Rentals – Emily

- Should we continue to let medical activities occur?
 - Stefanie Boen and Emily to talk and see what should happen
 - 02/08/21 Status: Stefanie to reach out to Emily to discuss
- Current COVID phase 2 <https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf>
- No longer applicable

- New COVID phasing. Our region (Southwest) is currently in phase 1 - <https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf>

6. State Grant Status – \$1,409.82 balance

- Paint baseboards – Don is working on project himself
- Chuck Hunter emailed on 01/23/20 asking if we will be using the funds. We need to decide how to spend this money relatively soon.
- Maybe work party?
- 03/03/20 Status: Rocky and Don to lead planning of event. Others to help once plan is in place.
- 05/12/20 Status: COVID hiatus.
- 06/08/20 Status: Consider purchasing items for baseboard project in order to complete grant
- 07/13/20 Status: No actions at this time due to COVID.
- 08/10/20 Status: Meeting cancelled due to COVID phase 2 revisions
- 09/14/20 Status: No actions at this time due to COVID restrictions.
- 10/12/20 Status: Stef and Don to look for old reader board quote so we can purchase and get this grant closed out.
- 12/14/20 Status: Kelly to look for coded entry.
- 02/08/21 Status: Back up heater is necessary at LAC. Money to be used for heater and spare parts. Don to take pictures and send with receipts to Kelly for grant reimbursement package.

7. Inside Lock Box

- How many keys are inside?
- What do they do?
- 09/14/20: Robert not present
- 10/12/20 Status: Robert not present
- 12/14/20 Status: Robert not present
- 02/08/21 Status: Robert not present

8. Sign for Roof Issue – Kids on roof

- Kelly to email Ann Varkados to see about verbiage/options
- 08/10/20 Status: Meeting cancelled due to COVID phase 2 revisions
- 09/14/20 Status: No actions at this time
- 10/12/20 Status: No actions at this time
- 12/14/20 Status: No actions at this time
- 02/08/21 Status: Part of incident report and corrective action procedure. Tracking moved to Incident and Corrective Action tracking – Kids on roof

9. Incident and Corrective Action Tracking

- Do we want to generate a formal tracking procedure for incidents and how we correct them?

- Trip and fall on steps
- Graffiti
- Kids on roof
- 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.

10. New Projects – Assignment of teams

- Project tracking documents have been created for:
 1. OLESS Bylaws Review
 2. OLESS Insurance
 3. OLESS Fiscal Sponsorship Agreement Draft
- These documents are located at lyleactivitycenter.com → Documents and Work Instructions → Project Tracking
- Stefanie Boen to set up time for meeting.

11. Elections – The following positions are to be voted upon

- Rocky Schultz for Vice President
 - Don motions
 - Stefanie Seconds
 - All approve

12. CEKC Meeting Attendance – Should we rotate attendance?

- All agree to rotate
- Kelly email Linda about copying Rocky

13. New cards and envelopes for OLESS – Don

- Card and envelopes for LAC donations have the wrong PO Box
- Don to correct PO Box manually for now
- Perhaps we print out labels in the future – Moved to parking lot

14. Should we create a formal process for tenant requests/work orders?

- All to consider and bring ideas to next meeting

15. Open Forum

ACTION ITEMS:

Don:

- Bring ideas for process for tenant maintenance requests to next meeting

- Send before and after pictures and receipts for heater to Kelly for grant reimbursement package
- Find LAC building measurements
- Find new inspector for fire extinguishers - **Complete**
- Send new inspector for fire extinguishers information to Kelly - **Complete**
- Locate old reader board quote
- Meet with Stefanie Boen to give her the 2018 Financial Audit paperwork
- Make appointment with Steffanie and Rocky to go over Excel spreadsheet for Treasurer related expenses
- Email about verbiage for sign regarding kids being on roof
- Begin training Steffanie on Treasurer related duties
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS Moved to OLESS Fiscal Sponsorship Agreement project tracking document - **Complete**
- Read 2016 lease agreement looking for details about educational RCW's
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf> - – Moved to OLESS Bylaws Review Tracking document - **Complete**
- Review bylaws for review at next meeting – Moved to OLESS Bylaws Review Tracking document - **Complete**
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace:

Emily:

- Reach out to Stefanie Boen and let her know what medical activities are occurring at the LAC
- Update Ruth with OLESS board responses to her questions
- Update Google business listing
- Update any Google and Facebook information listing Marsha Pope's contact information
- Update MOU Word Doc for Top Gear Driving School Rental
- Create flier for LAC to hand out at events
- Email Facebook about removing old LAC page
- Post pictures of last year's Halloween Trunk or Treat Event on social media outlets

Julie:

- Sign and scan incident reports about graffiti and send to Kelly
- Bring ideas for process for tenant maintenance requests to next meeting
- Ask the Lyle Museum about management of items in the glass case in LAC hallway
- Get dumpster key from Robert to give to WAGAP

- Update board with details about LAC request as COVID testing site
- Place heater in storage closet
- Review D&O quote sent out by Don - **Complete**
- Email about verbiage for sign regarding kids being on roof
- 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
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS - Moved to OLESS Fiscal Sponsorship Agreement project tracking document - **Complete**
- 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
- 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
- Work with Kevin regarding community service hours for LHS students
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf> — Moved to OLESS Bylaws Review Tracking document - **Complete**
- Review bylaws for review at next meeting – Moved to OLESS Bylaws Review Tracking document - **Complete**

Kelly:

- Reach out to Josh P about joining OLESS board
- Reach out to Stefanie Johnson to see if she has time to be Treasurer
- Bring ideas for process for tenant maintenance requests to next meeting
- Add cables for tables to corrective actions for Kids on roof incident report
- Add green space watering to the LAC building maintenance schedule
- Email Linda Williams and ask her to copy Rocky on CEKC meetings
- Put together grant reimbursement package for heater and replacement parts
- Send email to Linda Williams and copy Kate Willsen so they can begin a dialogue
- Send email to Ann Varkados and copy Kate Willsen so they can begin a dialogue
- Update new board member orientation document with Incident Reporting procedure - **Complete**
- Update OLESS Treasurer reports on website - **Complete**
- Update OLESS Minutes on website - **Complete**
- Generate OLESS board member tracking form and add it to LAC website - **Complete**
- Generate OLESS Bylaws Review Project Tracking document - **Complete**
- Add snow removal to LAC building maintenance schedule - **Complete**

- Look into coded entry for LAC
- Add board member recruitment to website - **Complete**
- Post LAC Building Maintenance Schedule on website - **Complete**
- Update OLESS New Board Member Orientation Document to remove CEKC's bylaws as a governing document - **Complete**
- Ask Katrina to start cleaning every other week at the LAC and to pick up garbage in green space - **Complete**
- Update building maintenance schedule with new fire extinguisher inspector information
- Request evidence of coverage from LSD No 406
- Request quote from Farmers as voted on by board - **Complete**
- Generate Incident and Corrective Action tracking process - **Complete**
- Generate Incident and Corrective Action Report for the trip on steps
- Generate Incident and Corrective Action Report for graffiti incident #1
- Generate Incident and Corrective Action Report for graffiti incident #2
- Generate Incident and Corrective Action Report for kids on roof
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- Quote for sign to deter kids from getting on roof
- Get proof of coverage from Jonathan for Treasure to present to LSD No. 406
- Go over WA State Non-Profit Handbook and Fiscal Sponsorship Agreement and compare to OLESS Bylaws to confirm compliance. Moved to OLESS Fiscal Sponsorship Agreement project tracking document - **Complete**
- Read 2016 lease agreement looking for details about educational RCW's
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf> - Moved to OLESS Bylaws Review Tracking document - **Complete**
- Review bylaws for review at next meeting – Moved to OLESS Bylaws Review Tracking document - **Complete**
- Look into window rebates from PUD
- 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
- Write grant request for 2022 – Consider daycare requirements

Robert:

- Look over LAC building maintenance and email Kelly with additions
- Purchase copy of dumpster key for WAGAP and give to Julie Larson
- Give receipt for dumpster key and painting supplies to Steffanie for reimbursement

- Determine appropriate watering for green space
- Install rack in Supply Room
- Investigate entry way heater issue
- Investigate rugs for hallway
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace boards near skate park as soon as the weather allows – 8 total
- Investigate roof leak in boiler room – Flashing has been replaced.
- Replace timer for outside faucet
- Change four fixtures in cat rescue room
- Replace hose with PVC pipe
- Replace electrical box by the BBQ with outlet with USB port
- Investigate repair of door bar closest to skate park

Rocky:

- Bring ideas for process for tenant maintenance requests to next meeting
- Explore ways to manage grass so the green space stays green during the summer
- Ongoing: Address LAC snow removal issues – Kelly moved to building maintenance schedule - **Complete**
- Meet with Don and Steffanie for backup training on Treasurer duties
- Email about verbiage for sign regarding kids being on roof
- Go over Washington Department of Commerce Grant and compare to OLESS Bylaws to confirm compliance. - Moved to OLESS Bylaws Review project tracking document - **Complete**
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS- Moved to OLESS Fiscal Sponsorship Agreement project tracking document - **Complete**
- Work with Vern the generate plan for staining NWP - Vern decided not to move forward with plan - **Complete**
- Read 2016 lease agreement looking for details about educational RCW's
- Plan baseboard painting project
- Research options for counter top in pavilion
- Check out Mt Adams Chamber and Dallesport News Letter for advertising space for room rentals
- Look into covers for hallway ceiling lights
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf> - – Moved to OLESS Bylaws Review Tracking document - **Complete**

- Review bylaws for review at next meeting – Moved to OLESS Bylaws Review Tracking document - **Complete**

Steffanie Johnson:

- Make appointment with Don to go over spreadsheet
- Look over New Board Member Orientation document
- Begin training with Don on Treasurer related duties

Stefanie Boen:

- Bring ideas for process for tenant maintenance requests to next meeting
- Schedule meeting time for bylaws review
- Update website with meeting sign in records
- Reach out to Emily to find out what medical activities are occurring on site
- Locate old reader board quote
- Audit 2019 Financial Reports
- Audit 2020 Financial Reports
- Sign off on 2018 Financial Audit report
- Meet with Don to get 2018 Financial Audit paperwork
- Email about verbiage for sign regarding kids being on roof
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Read 2016 lease agreement looking for details about educational RCW's
- Generate board member tracking form – Moved to Kelly's action items - **Complete**
- 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
- Manage documentation of audit findings
- 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.
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf> – Moved to OLESS Bylaws Review Tracking document - **Complete**
- Review bylaws for review at next meeting – Moved to OLESS Bylaws Review Tracking document - **Complete**
- Instagram – Follow up on Brielle's email (Forwarded from Marcia B)

Vern:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- 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
- Generate Routine Maintenance Schedule for the building
- Outdoor exercise park – Skyline Foundation interested in hearing about a project at the LAC for potential donation
- Resolve issue of people pulling picnic tables over to building and on crawling roof. Perhaps post a trespassing sign?
- Thatch green space
 - Generate process for requiring proof of insurance from renters and/or green space users - Insurance Requirements – Once figured out needs to be added to the form. Kari from McCoy Holliston may have a way to link them to the necessary insurance.
 - Liability Clause – Add question “Do you have liability insurance?”
 - Add section about alcohol
- 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
- Look over statement of work for Housekeeping and consider adding kitchen and popcorn maker
- 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
- 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 March 8, 2021 at 6:00 PM via Zoom Facilitated by Secretary, Stefanie Boen
