

OLESS Minutes

(Old Lyle Elementary School Supporters)

March 12, 2019 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: Don Starkin, Sherri Starkin, Robert Allan, Marsha Pope, Stefanie Sauter, Julie Larson Kelly Johnson (Note Taker) Kevin Oldfield – Not Present, Rocky Schutz – Not Present

1. Introductions

2. Review and approval of December minutes

- Approved

3. Review and approval of January minutes

- Approved with corrections
 - i. Add attendance
 - ii. Change agenda to minutes

4. February meeting – Not enough attendance for a quorum

5. Treasurer's report

- Don overview
- Klickitat Trail run donation to OLESS is growing each year. Community can support by donating food items.

6. Pioneer Days Cash Balance – Return to Mindy

- Pay Mindy Pioneer Days Balance - \$264.40
- Don motion to pay back money, Sherri second, all approve

7. Events & Rentals

- Marsha – Busy month
- There was a slip and fall in the hallway. There was nothing in the immediate area to cause fall
 - i. Robert to look into rugs at Home Depot in an effort to avoid future falls

8. Building Issues (non-state grant projects)

- No change on brick bark status

9. State Grant Status – Chuck Hunter contacted us and money must be spent by June 30th

- We will spend the money and Chuck has been notified by Don Starkin
- Robert to look into wireless thermostats and heater for two rooms
- HVAC unit need cage
 - i. Sherri move to have Robert put a cage over the HVAC unit Julie second, all approve
- Sherri bid to update hallway from Bennett Painting LLC - \$4,605
 - i. Stefanie move to have hallway updated as bid states, Don seconds, all approve

10. New State Grant Status

11. Approve purchase of cabinets for Vern to order (Jan minutes stated approval in December but no official approval on record.)

- Don to check with Vern for update
- No cabinets will be ordered at this time

12. Schedule clean up day in March – Changed to April 2nd

- Two hours prior to next meeting show up for clean up

13. Report generation for school board – Due March & September

- Sherri & Don to go to board meeting on 27th

14. Review of consistency between by laws and practices

- Kelly & Sherri to investigate accounting audit
- All to read by laws an WA non profit handbook
- What insurance do we have through CEKC – Don to ask CEKC

15. OLESS President – Who?

- Sherri move to have Kelly be president, Julie Second, all approve

16. Secretary

- Kelly motion Stephanie Secretary, Sherri second, all approve

17. Open forum

- All agree new blinds look good and more should be ordered for the middle room
 - i. Stefanie move, Robert second all approve for Don to order blinds for middle room
- Robert & Don to install blinds
- Liability regarding donated site time – Marsha to manage documentation
- People are not leaving the room as they found it – Moved to parking lot

18. Signer on checking account

- Will be determined during audit findings.

19. Internal audit of checking

- Don & Sherri check CEKC

20. Weebly payment processing

- Don & Marsha to resolve

ACTION ITEMS:

Don:

- Work with Marsha to resolve Weebly payment processing issue.
- Check with CEKC about requirements for additional signer on checking accounts
- Check with CEKC to determine what insurance they have for OLESS board members
- Order blinds for middle room
- Work with Kelly to clean out garbage in South classroom

- Help Robert install blinds in middle room
- Order 2 heat pumps and 1 repair unit
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Attend school board meeting on 3/27/19 to provide school board with OLESS update
- Get an update from Vern on kitchen project bid
- Pay \$425.40 to Mindy Robinson/Lyle Pioneer Days balance
- Ask Katrina if her schedule is flexible so she can clean around the booking schedule
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace
- Talk to CEKC about generating receipts
- Talk to CEKC about what insurance is provided for board members
- Send Kelly receipts for reimbursement
- Email Cindy to get State Nonprofit status so it can be kept up to date
- Provide Marsha a building key
- Provide Robert with a building key
- Prepare 1099-MISC forms for Marsha, Robert & Katrina
- Email 1099-MISC to Secretary for filing
- Generate projected budget for 2019
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project
- Order shades for room from stevesblinds.com - **Complete**

Julie:

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled for April

Kevin:

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Determine what is a good sound system for LAC
- Fix stairs at entryway on west side of building – When weather allows

- Look into skate park drainage and options to fix
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project

Kelly:

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Investigate accounting audit requirements
- Update January minutes
- Work with Don to clean out garbage in South classroom
- Submit receipts for blinds
- Talk to Adrian about moving furniture
- Update Marsha name spelling and email List
- Look into window rebates from PUD
- Add Gorgeswap to LAC website
- Receive emails from LAC gmail account - **Complete**
- Become point of contact for WA state dept of commerce and reimbursement packages - **Complete**
- New grant request - **Complete**
- Remove furniture in hallway - **Complete**
- Generate donation receipt for Adrian
- Fix stairs at entryway on west side of building – When weather allows
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project

Marsha:

- Work with Don to resolve Weebly payment processing issue
- Investigate way to manage documentation of liability regarding donated site time
- Update cleaning list for renters
- Get account info from Don to set up payment option online - **Complete**
- Investigate reader board options and present at next meeting - TBD
- Request Facebook info from Cindy – **Complete**
- Post pics of rooms and dimensions - **Complete**
- Capture non-profit sign up forms – Amazon, Fred Meyer, etc - **Complete**
- Post meeting dates to Facebook – **Complete**
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project

Robert:

- Request quote for two heaters and one repair kit
- Help Don install blinds in middle room
- Investigate rugs for hallway
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Robert to move heater to South room before Thursday - **Complete**
- Hang rental information banner on fence facing Hwy 14 - **Complete**
- 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
- Meet at 2PM on 2/12 to clean storage closet - Rescheduled due to painting project
- Place lock on the boiler room
- Investigate repair of door bar closest to skate park

Rocky:

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Check if the doors she has would fit to replace current doors by skate park.
- Paint outside of all OLESS doors
- Submit receipts for paint reimbursement
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project

Sherri:

- Check with CEKC about requirements for additional signer on checking accounts
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting

- Investigate accounting audit requirements
- Attend school board meeting on 3/27/19 to provide school board with OLESS update
- Accept Bennett Painting bid and manage hallway painting project
- Post rental information on property - Located old banner and Robert hung on the fence - **Complete**
- Check with Stan Homola who is a well-regarded mason in Battle Ground to see if we can get a better chimney repair quote – He Retired - **Complete**
- Make sure that tri-fold paper towel stock is maintained going forward – Katrina has accepted this duty as part of her job as housekeeping. - **Complete**
- Meet with Marsha to go through info she needs to know
- Look into wording and timing for Goldendale Sentinel and White Salmon Enterprise rental posting – Room rented - **Complete**
- Generate forms to facilitate audit of 2018 financial statements
 - 3/12/19 Status: Checking on audit requirements with CEKC
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project
- Contact Brian from CEKC about insurance regarding Pioneer Days

Stefanie:

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Instagram – Follow up on Brielle’s email (Forwarded from Marcia B)
- Meet at 2PM on 2/12 to clean storage closet – Rescheduled due to painting project

Vern:

- Order cabinets approved at December meeting – **We have no official approval in Dec minutes**
 - 3/12 Status: Don to follow up. No cabinet will be ordered at this time. Moved to Don’s action items.
- Manage flags appropriately/legally - Ongoing

PARKING LOT

- Post rental information on property – Promoted to Sherri’s Action Items
- 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
- Flag management – Who will manage appropriately/legally – Promoted to Vern Harpole’s action items
- 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
- Capture quote to paint hallway with paint that has already been purchased
- Identify way to remedy issue with heat being left on in the rooms
- Develop program for orientation for new board members
- 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.

Next General Meeting Scheduled:
Tuesday, April 2, 2019 at 4:00 PM at Lyle Activity Center
