

# OLESS Minutes

(Old Lyle Elementary School Supporters)

**April 2, 2019 at 4:00 PM**

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**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.

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**Attendees:** Don Starkin, Sherri Starkin, Marsha Pope, Rocky Shultz, Robert Allen, Kelly Johnson  
(Note Taker) Not Present: Julie Larson, Stefanie Boen, Kevin Oldfield

**1. Introductions of guests**

**2. Bookmobile – Naomi Fisher, Klickitat County Outreach Librarian**

- Bookmobile would like to use LAC as stop for a couple hours every two weeks
- Would like to use WiFi
- Sherri to reach out to Rene Weiler to see what days are game days with kids so bookmobile may plan overlap
- List on CEKC event insurance application form
- Short term rental form will be filled out and filed for documentation
- All agree that bookmobile may use the green space
- District may request and MOU – TBD until we hear from Naomi Fisher
- Would start 2<sup>nd</sup> Wednesday in June and ends in August
- Story times and computer classes to communities – Something to consider in the future

**3. Review and approval March minutes - approved**

**4. January & March minutes – Corrections completed**

**5. Treasurer’s report**

**6. Update on Pioneer Days Account Balance – Kelly**

- Pioneer Days should exist under CEKC instead of OLESS according to Brian Wanless or Linda Williams
- Kelly to follow up with CEKC and Mindy to determine appropriate course of action

**7. Events & Rentals**

- Marsha – Update on cell phone found in microwave
  - i. It was nonfunctional and had a broken screen. Will be discarded
- Translation Love dropped out of renting
- Gorge Grown Mobile Market
  - i. Should we charge
  - ii. Would like to begin in April
  - iii. TBD when she contacts us
  - iv. For profit perhaps we determine scale with cap – Moved to parking lot

**8. State Grant Status – Money must be spent by June 30<sup>th</sup>**

- Update on hallway painting project from Sherri

- Update on blinds project from Don &/or Robert
- 3/20/19 – Don ordered 2 heat pumps and 1 repair unit
  - Repair unit was sent back by PO due to physical address
  - Don and Robert to follow up
- Before and after pics for blinds, painting, heat pumps – Don gave some to Kelly. Will follow up with heater pics
- How much money do we have left to spend by 6/30/19, What do we spend it on?
  - \$1,200 after carpeting purchase - TBD
- Sherri – Present bid to carpet two classrooms \$5,535.11
  - Kelly move to proceed, Rocky seconds all approve
  - Sherri & Don to choose color of carpet

#### **9. Building Issues (non-state grant projects)**

- 3/21/19 Sherri found the lockbox open with the key missing. Marcia Buser placed another key in the box.
  - i. How do we proceed? Tenant lost key
  - ii. Don to get new key and give Marcia hers back
- Relocation of BBQ
  - i. Compliance considerations
  - ii. Needs to be investigated regarding county compliance - TBD
- Installing sink in pavilion
  - i. Compliance considerations
  - ii. Needs to be investigated regarding county compliance - TBD

#### **10. Cabinet project with Vern Harpole update from Don**

- 3/12/19 Status: Don to check with Vern for update
- 04/02/19 Status: TBD

#### **11. Reschedule closet clean up – Two hours before next meeting**

#### **12. Update from Sherri & Don on 3/27 School Board Meeting & Report**

- Lease report requirements – Board was pleased with presentation and felt requirement was fulfilled
- School board discussion about OLESS fielding more expenses – non-issue at this time
- Overall went really well

#### **13. Volunteer Hours – Currently only tracked on OLESS Meeting sign-in sheets**

- Moving forward – Should we track on spreadsheet?
- Yes, secretary to generate report reflecting total hours
- Kelly to generate form and give to Stefanie Boen (Secretary)

#### **14. OLESS Meeting sign-in sheets – Suggested Changes**

- Move contact information to spreadsheet to create “List of Contacts for LAC.”
- Remove “Check” box and add signature line for traceability

- Kelly to complete each of the above

#### **15. Receipt generation for donations**

- 3/12/19 Status: Linda Williams stated Yes, we can generate receipts but we need to check with the IRS for guidelines. Form has been received from CEKC.
- 3/15/19 Status: Brian Wanless stated that value is to be determine by the donor
- Conflicting opinions – How to follow up?
- 04/02/19 Status: IRS regulations prohibit chartable organizations from establishing or affirming the value of contributions
- Donor determines the value of the contribution

#### **16. Signer(s) on checking account**

- 3/12/19 Status: Requirements will be determined during audit findings.
- 3/13/19 Status: Linda Williams stated “We require two signatures, plus Brian and myself on all Umpqua Accounts. It is just good business to have two people on your account if something happened the one of the individuals, the other person could still conduct business. This is why we have Brian and myself as backups.”
- 3/15/19 Status: Brian Wanless stated One signature on checks is fine. If your board wants two, which can be a timing concern getting together, you certainly can have it that way. But yes on the signature card you should have two just in case you are not available.
- Who will be additional signer(s)? – Stefanie and Kelly to be backups.
  - i. Don to find out process and get back to Kelly and Stephanie

#### **17. Audit of checking – Internal/External etc**

- 3/12/19 Status: Don & Sherri to check with CEKC for requirements
- 3/15/19 Status: Brian Wanless stated that audits may be performed internally
- Who will perform internal audit? – Stefanie Boen to audit

#### **18. Insurance for OLESS board under CEKC**

- 3/13/19 Status: Don reached out to Linda Williams of CEKC. Linda stated that she is sending out forms for updated coverage but gave no details relative to current coverage.
- 3/15/19 Status: Brian Wanless stated that we should check with Jonathan Blake regarding coverage & that we should provide the names of our board members to confirm coverage.
- How to follow up? Jonathan Blake &/or private insurance entity
- Sherri generate a list of events occurring on site annually.
- Sherri generate list of renters & activities
- Marsha generate list of rental activities occurring on site
- Kelly to compile list
- What are requirements for insurance for general use? – Kelly to ask Linda Williams

#### **19. Review of consistency between by laws and practices**

- 3/12/19 Status: All to review WA non-profit handbook and bylaws

#### **20. Open Forum**

- Matthew Perry memorial stone will be installed near memorial tree next week

- Rocky – grading needs to be addressed on North side of building – Kevin to look into issue

## **ACTION ITEMS:**

### **Don:**

- Work with Stefanie to schedule audit of checking account
- Determine path for Kelly & Stefanie to become signers on checking account
- Arrive at 2PM on 5/7 to clean out closet
- Replace lost key in lockbox and give Marcia Buser her key back
- Work with Sherri to decide on color for classroom carpeting
- Take heater replacement pics and send to Kelly
- Follow up on “lost” heater repair kit sent back by PO
- Renew Weebly site for two years to receive deal – Don renewed website for two years (\$208.01). Don renewed LAC domain name for 2 years (\$72.65) - **Complete**.
- Work with Marsha to resolve Weebly payment processing issue - **Complete**
- Check with CEKC about requirements for additional signer on checking accounts – See updates on 4/2/19 agenda. - **Complete**
- Check with CEKC to determine what insurance they have for OLESS board members - See updates on 4/2/19 agenda. - **Complete**
- Order blinds for middle room - Don completed w/ Steve’s Blinds (\$1,151.89). Blinds onsite and being installed. - **Complete**
- Work with Kelly to clean out garbage in South classroom – **Complete**
- Help Robert install blinds in middle room - Don and Robert completed install on 03-29-2019. - **Complete**
- Order 2 heat pumps and 1 repair unit - Don ordered from H-Mac Systems (\$2,295.49). Delivery expected 03-29-2019 – **Complete**
- 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 - On 3-27-2019 Don and Sherri gave Lyle School Board update on building. Also gave copies of Dec 2018 and Jan 2019 financial reports. - **Complete**
- Get an update from Vern on kitchen project bid - TBD
- Pay \$425.40 to Mindy Robinson/Lyle Pioneer Days balance - Corrected Amount: **\$264.40**. Sent check and letter. Will present letter at 04-02-2019 OLESS Board meeting - **Complete**
- 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 - **Complete**
- Talk to CEKC about what insurance is provided for board members - **Complete**
- Send Kelly receipts for reimbursement
- Email Cindy to get State Nonprofit status so it can be kept up to date - Completed by Don in Dec 2019. (\$10.00) – **Complete**
- Provide Marsha a building key - Completed by Don 11-08-2018. Key #: 13 – **Complete**
- Provide Robert with a building key - Completed by Don 11-08-2019. Key #: 12 – **Complete**
- Prepare 1099-MISC forms for Marsha, Robert & Katrina - Completed by Don 01-29-2019 – **Complete**
- Email 1099-MISC to Secretary for filing - Completed and mailed by Don 01-29-2019 – **Complete**
- Generate projected budget for 2019 - Completed by Don and presented to OLESS Board at 03-12-2019 meeting. - **Complete**

**Julie:**

- Arrive at 2PM on 5/7 to clean out closet
- 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
- As Facebook administrator, work with Marsha to update FB to allow visitors to post messages

**Kevin:**

- Arrive at 2PM on 5/7 to clean out closet
- Look into grading issue on North side of building – Kelly to help explain
- 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 – Requested in new grant application - **Complete**

**Kelly:**

- Compile list from Marsha and Sherri and send to Linda Williams of CEKC
- Follow up with Linda Williams of CEKC and get a copy of the policy covering our board
- Become back up signer on checking account

- Send secretary donation form
- Move contact information from sign in sheet to spreadsheet to create “List of Contacts for LAC.”
- Remove “Check” box and add signature line for traceability to sign in sheet
- Generate form to track volunteer hours
- Arrive at 2PM on 5/7 to clean out closet
- Follow up with CEKC and Mindy to determine appropriate course of action for Pioneer Days funds
- Send in grant reimbursement package that was returned due to inaccurate address
- 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 - **Complete**
- Work with Don to clean out garbage in South classroom - **Complete**
- Submit receipts for blinds & heater units
- Talk to Adrian about moving furniture
- Update Marsha name spelling and email List - **Complete**
- Look into window rebates from PUD
- Add Gorgeswap to LAC website
- Generate donation receipt for Adrian
- Fix stairs at entryway on west side of building – When weather allows

**Marsha:**

- Generate list of rental activities occurring on site regarding insurance coverage and send to Kelly
- Arrive at 2PM on 5/7 to clean out closet
- Work with Julie to update Facebook to allow visitors to post messages
- Work with Don to resolve Weebly payment processing issue
  - i. 3/13/19 Status: Donate button added - **Complete**
- Investigate way to manage documentation of liability regarding donated site time - **Complete**
- Update cleaning list for renters - **Complete**
- Investigate reader board options and present at next meeting - TBD

**Robert:**

- Arrive at 2PM on 5/7 to clean out closet
- Follow up on “lost” heater repair kit sent back by PO

- Help Don install blinds in middle room - Don and Robert completed install on 03-29-2019. - **Complete**
- 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
- Place lock on the boiler room
- Investigate repair of door bar closest to skate park

**Rocky:**

- Arrive at 2PM on 5/7 to clean out closet
- Review WA Non-Profit Handbook for review at next meeting:  
[https://www.sos.wa.gov/ assets/corps/washington-nonprofit-handbook-2018-edition.pdf](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

**Sherri:**

- Generate a list of events occurring on site annually and send to Kelly
- Generate list of renters & activities and send to Kelly
- Arrive at 2PM on 5/7 to clean out closet
- Work with Don to decide on color for classroom carpeting
- Accept bid to carpet south and middle classrooms and manage project
- Check with CEKC about requirements for additional signer on checking accounts - See updates on 4/2/19 agenda. - **Complete**
- Review WA Non-Profit Handbook for review at next meeting:  
[https://www.sos.wa.gov/ assets/corps/washington-nonprofit-handbook-2018-edition.pdf](https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf)
- Review bylaws for review at next meeting

- Investigate accounting audit requirements - See updates on 4/2/19 agenda. - **Complete**
- Attend school board meeting on 3/27/19 to provide school board with OLESS update - See updates on 4/2/19 agenda. - **Complete**
- Accept Bennett Painting bid and manage hallway painting project
- Meet with Marsha to go through info she needs to know
- Generate forms to facilitate audit of 2018 financial statements
  - 3/12/19 Status: Checking on audit requirements with CEKC
  - See updates on 4/2/19 agenda. - **Complete**
- Contact Brian from CEKC about insurance regarding Pioneer Days - See updates on 4/2/19 agenda. - **Complete**

**Stefanie:**

- Work with Don to schedule audit for checking account
- Become back up signer on checking account
- 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.
- Arrive at 2PM on 5/7 to clean out closet
- 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)

**Vern:**

- Manage flags appropriately/legally - Ongoing

**PARKING LOT**

- 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](mailto: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.
- Lost and found procedure
- Generate scale for charging for profit entities that want to use space.

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**Next General Meeting Scheduled:**  
Tuesday, May 7, 2019 at 4:00 PM at Lyle Activity Center

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