

OLESS Minutes

(Old Lyle Elementary School Supporters)

May 7, 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, Rocky Shultz, Marsha Pope, Robert Allen, Kelly Johnson (Note Taker) Julie Larson, Stefanie Boen, Kevin Oldfield, Mary, Kiara Kashuba, Adrian Bradford, April Snyder

- **Introductions of guests**
- **Gorge Grown Mobile Market – Kiara**
 - Begins this Friday from 4-6pm
 - Every Friday until October or November
 - Wants a place that is less of a safety issue
 - Do we need copy of insurance – Kelly to find out
 - Mary from L77 Ranch would like to join – All agreed and are happy to have her join
 - Ask Robert to mark sprinkler heads for Gorge Grown Mobile Market to enter
 - April to fill out the building use form
 - Mary to fill out building use form – L77 Ranch beef
 - Marsha to post on website
- **Review and approval April minutes - Approved**
- **Treasurer's Report**
 - Stefanie to attached updated reports to minutes
 - Jake from Vicious Cycle sent \$100
 - PUD was taking money given by town when we had a credit. Issue should be resolved by Don.
- **Debbie McDonald email**
 - Email came from Marcia Buser
 - Robert found that one breaker was blown
 - Kelly to research how Marcia Buser got notice so we know all OLESS accounts have been transferred over properly
- **Humanities of Washington – Affiliate of National Endowment for the Humanities**
 - Do we want them to speak at the LAC?
 - Move to parking lot
- **CEKC would like to know (Reply before 5/13):**
 1. How can we best serve your community?
 2. What are the needs for your community?
 3. What training workshops you would like to see in the future?

4. If you are an organization how can we partner to make a stronger impact on our community?

▪ **Activity Manager Position – How to proceed?**

- Marsha to Post on website and Facebook and what's happening in Lyle
- Kelly remove commission portion
- Sherri, Julie & Kelly to interview
- Board members to determine June schedule for opening building

▪ **Update on Pioneer Days Account Balance – Kelly**

- Should Pioneer Days exist under CEKC instead of OLESS according to Brian Wanless or Linda Williams
 - 05/07/19 Status: Kelly sent all appropriate information to CEKC regarding activities and rentals. TBD until we hear back from CEKC.

▪ **Events & Rentals**

- Marsha
- New Renters in Nurses' office – Don
 - Juliette Pouillon & Sara

▪ **State Grant Status – Money must be spent by June 30th**

- Update on hallway painting project from Sherri
- \$900 Left – Spend it on baseboards before the carpet is changed
- Don to request quote for baseboard painting
- Robert had to turn off breaker to get heater in entry way to turn off

▪ **New State Grant Update – Kelly**

- 05/07/19 Status: Not considered. The application was submitted on time by us but was not submitted on time by our representative. We can try again next year. – Added to Kelly's list of action items

▪ **Overview of Kelly's meeting with LHS Superintendent Ann Varkados Cell (360) 921-6260 and school board speaker Barb Mills**

- We are governed by educational RCW's (Revised Code of WA). Ann to send Kelly link to relevant portions.
 - Potential Impacts: Naming policy, BBQ (all food handling on school property requires a food handlers permit), sink – looking like a no go, removal of memorial stone due to naming policy requirements and religious symbolism on public school property
- Gift of Public funds – School board to generate list for OLESS board to review
 - Known items to be addressed: Dumpster pickup, Roberts work from March – October (approx. 2 HRS/week). Additional items may be included.

▪ **Building Issues (non-state grant projects)**

- Relocation of BBQ
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD

- 05/07/19 Status: Kelly met with LHS Super Intendent and speaker for the school board, Barbara Mills. TBD after review of RCW's.
 - Installing sink in pavilion
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD
 - 05/07/19 Status: TBD after review of RCW's
- **Closet clean up**
 - 05/07/19 Status: Complete
- **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.
 - 05/07/19 Status: All three need to go together
- **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
 - 05/07/19 Status: Don delivered papers to Stef
- **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.
 - 05/07/19 Status: Kelly - CEKC is currently in review of all activities and will send us copies of the policy once a new one has been issued
- **Review of consistency between by laws and practices**
 - 3/12/19 Status: All to review WA non-profit handbook and bylaws
 - 05/07/19 Status: Public School RCW's must be reviewed and integrated into bylaws
- **Open Forum**
 - Art in the park coming at the end of the week and want to use one classroom and the hallway
 - Mosbrucker 5/22 @ 3PM would like to hold a town hall. Adrian to fill out the building use form.
 - Sherri – Pioneer Days building use form

ACTION ITEMS:

Don:

- Request quote for baseboard painting
- Work with Stefanie to schedule audit of checking account
- Resolve PUD billing issue - **Complete**
- Determine path for Kelly & Stefanie to become signers on checking account - **Complete**
- Check with CEKC for auditing requirements for checking account - **Complete**
- Arrive at 2PM on 5/7 to clean out closet - **Complete**
- Replace lost key in lockbox and give Marcia Buser her key back - **Complete**
- Work with Sherri to decide on color for classroom carpeting - **Complete**
- Take heater replacement pics and send to Kelly - **Complete**
- Follow up on “lost” heater repair kit sent back by PO – Part received and given to Robert - **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
- Get an update from Vern on kitchen project bid - TBD
- 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
- Send Kelly receipts for reimbursement - **Complete**

Julie:

- Interview replacements for Activity Manager
- 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 - **Complete**
- Look into grading issue on North side of building - **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
- Determine what is a good sound system for LAC - **Complete**

- 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

Kelly:

- Apply for State Grant in January 2020
- Research if we need copies of proof of insurance from people using the building or greenspace
- Remove commission portion from Activity Manager position description
- Interview replacements for Activity Manager
- Research how Marcia Buser got Debbie McDonald's email
- Contact Mindy about Pioneer Days form - **Complete**
- Review relevant public school RCW's
- Move Humanities of Washington to parking lot - **Complete**
- Meet with LHS Superintendent Ann Varkados and school board rep Barb Mills on 04/29/19 - **Complete**
- Compile list from Marsha and Sherri and send to Linda Williams of CEKC - **Complete**
- Follow up with Linda Williams of CEKC and get a copy of the policy covering our board - TBD
- 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 – **Complete**
- Send updated attendance log to secretary
- Generate form to track volunteer hours
- Arrive at 2PM on 5/7 to clean out closet - **Complete**
- Follow up with CEKC and Mindy to determine appropriate course of action for Pioneer Days funds - **Complete**
- Send in grant reimbursement package that was returned due to inaccurate address - **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
- Investigate accounting audit requirements – **Completed by Don**
- Submit receipts for blinds & heater units - **Complete**
- Talk to Adrian about moving furniture - **Complete**
- Look into window rebates from PUD
- Add Gorgeswap to LAC website
- Generate donation receipt for Adrian - **Complete**
- 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

- Write grant request for 2020

Marsha:

- Post Gorge Grown Mobile Market schedule on Lyle Activity Center website
- Post Activity Manager position on website and Facebook and what's happening in Lyle
- Generate list of rental activities occurring on site regarding insurance coverage and send to Kelly - **Complete**
- Work with Julie to update Facebook to allow visitors to post messages
- Investigate reader board options and present at next meeting - **Complete**

Robert:

- Mark sprinkler heads to facilitate Gorge Grown mobile market to drive on green space - **Complete**
- Investigate entry way heater issue
- Follow up on "lost" heater repair kit sent back by PO - **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 - **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
- Check if the doors she has would fit to replace current doors by skate park. - **Complete**
- Paint outside of all OLESS doors
- Submit receipts for paint reimbursement

Sherri:

- Interview replacements for Activity Manager
- Generate a list of events occurring on site annually and send to Kelly - **Complete**
- Generate list of renters & activities and send to Kelly - **Complete**
- Arrive at 2PM on 5/7 to clean out closet – **Complete**
- Check with CEKC for auditing requirements for checking account - **Complete**
- Work with Don to decide on color for classroom carpeting - **Complete**
- Accept bid to carpet south and middle classrooms and manage project - **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
- Accept Bennett Painting bid and manage hallway painting project -
- Meet with Marsha to go through info she needs to know - **Complete**
- Generate forms to facilitate audit of 2018 financial statements - **Complete**
 - 3/12/19 Status: Checking on audit requirements with CEKC

Stefanie:

- Attach updated Treasurer reports to minutes
- 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 - **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
- Instagram – Follow up on Brielle's email (Forwarded from Marcia B)

Vern:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- 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
- 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.

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