

# OLESS Minutes

(Old Lyle Elementary School Supporters)

**June 4, 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:** Stefanie Boen, Rocky Shultz, Sherri Starkin, Don Starkin, Robert Allen, Kevin Oldfield, Julie Larson, Kelly Johnson (Note Taker)

- **Introductions of guests – No guests present**
- **Review and approval May minutes - Approved**
- **Treasurer’s Report - Don**
  - Top Gear starts 06/18/19 for 8 weeks, Tuesday’s and Thursday’s
  - Unknown check was cashed against OLESS/CEKC account for \$2,461.18. It appears to be fraudulent with Barbera Sexton’s signature forged. Barbera and Don will fill out all needed reports with the bank to document the fraud. Money was transferred to a Wells Fargo account.
- **Activity Manager Position**
  - Update on interest in position and potential interviews – Sherri
    - Colin to be interviewed on Thursday at 9:30am at the LAC
  - Review of pay. All agree to move pay from \$300/month to \$200/month and remove commission.
  - Determine June schedule for opening building for short term renters. Don and Sherri to cover until we get someone.
- **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.
    - 06/04/19 Status: Moved to be included in insurance under CEKC project
- **Events & Rentals**
  - Trout Unlimited is moving because of money constraints.
  - All board members approve Don to ask if they would be able to stay if rent was reduced to \$225/month.
  - Pipe broke near pavilion because it wasn’t drained for winter – Repaired by Don with aid of a guest
  - Door knob to boiler room wouldn’t open. Randal and Don worked on it. Randal found a piece of broken plastic fork in the door knob key hole. The door knob now works.
- **State Grant Status – Money must be spent by June 30<sup>th</sup>**
  - Update on hallway painting project from Sherri - Project complete
  - \$900 Left – Update on quote request for painting baseboards – Don
  - Board approves quote presented by Don

- Don to scheduled job
- If any money is left, Sherri to look into light covers for hallway ceiling lights
- **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
    - 06/04/19 Status: No word from Ann Varkados at this time
  - 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.
    - 06/04/19 Status: No word back from school board at this time. Kelly to reach out to Ann.
- **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.
    - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
  - Installing sink in pavilion
    - Compliance considerations
    - Needs to be investigated regarding county compliance – TBD
    - 05/07/19 Status: TBD after review of RCW's
    - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
- **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
  - 06/04/19 Status: All board members agree that Kelly Johnson and Stefanie Boen are to become signers on the checking account. Kelly has paperwork but hasn't made it to the

bank yet. Stefanie has paperwork but hasn't made it to the bank yet. Marsha Buser is to be removed since she is no longer part of the OLESS board.

- **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 Stefanie
  - 06/04/19 Status: Stefanie – Complete with two items to address:
    - Katrina's needs to fill out end time on time cards since she's not salary – Don to follow up with Katrina
    - How are we legally holding money for Lyle Pioneer Days? – Kelly to follow up with CEKC
- **Should we generate a procedure and documentation process for internal auditing of checking account?**
  - Stefanie, Don & Kelly to create procedure
- **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
  - 06/04/19 Status: Kelly emailed Linda Williams about Pioneer Days on 05/16/19. She forwarded to Jonathan Blake on 05/20/19. No response from either of them. Kelly emailed Linda Williams and Jonathan Blake on 06/03/19. Johnathan Blake responded with a coverage confirmation on 06/04/19. Kelly to follow up with Jonathan Blake about coverage details and potential in person meeting.
- **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
  - 06/04/19 Status: Holding pattern until we receive and read all needed information – RCW's, Insurance, WA Non-Profit Handbook
- **Should we put all our forms and processes (treasurer reports, audit results etc.) on the bylaws and documents page?**
  - Resolves issue of local copies
  - May aid in transparency since we are a non-profit, Cloud space might be better place. Stefanie to research.
  - Secretary to manage
- **Do we want to rent and/or loan out LAC items?**
  - Tables, chairs, pressure washer
  - No to loaning or renting mechanical equipment

- Tables and chairs for rent in green space only – Moved to parking lot for process generation
- **Should we schedule a time to clean out the Supply Room?**
  - No, looks good for now
- **Do we want to reschedule July meeting due to holiday?**
  - Leave it as scheduled – July 2 @ 4PM
- **Open Forum**
  - Julie – Arts in the park was great. Some damage was done to paint in the hallway. Marlowe from Arts in the Park is going to paint the damaged areas
  - Don & Sherri will be leaving the board at the end of the year
  - Robert – Boiler room door would not close. Robert replaced hinge so it closes. Went through all the bark dust with a metal detector and found about 40 nails. Thinks it was from the roof work.
  - Julie - Keys found during Arts in the Park. Julie to hold on to them until she hears back.
  - Don – Had to stop kids from riding bikes in the hallway
  - Julie – May the community council meet at LAC w/o a fee? Board agrees to allow in order to support community activities.

#### **ACTION ITEMS:**

##### **Don:**

- Work with Stefanie and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Ask Trout Unlimited if they would stay if rent were reduced to \$225/month
- Manage short term rental activities until Activity Manager is replaced
- Fill out all appropriate reports with Umpqua Bank for fraudulent check
- Check to see if we have an MOU with Katrina. Ask her to be sure to complete time cards fully.
- Schedule and manage baseboard painting project
- Request quote for baseboard painting - **Complete**
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Send before and after pics of hallway painting project to Kelly
- Send before and after pics of carpeting project to Kelly
- Give carpeting labor receipts and copy of checks to Kelly for reimbursement
- Give Bennett Painting LLC receipts and copy of checks to Kelly for reimbursement – **Complete**
- Give Contract Furnishings Mart receipts and copy of checks to Kelly for reimbursement – **Complete**
- Work with Stefanie to schedule audit of checking account
- 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

**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:**

- 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
- 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:**

- Work with Don and Stefanie to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Follow up with CEKC about audit finding regarding Lyle Pioneer Days
- Reach out to Ann about relevant RCW's
- Reach out to Christy Curl about rental position
- Send in final reimbursement package, Bennett Painting LLC, Contract Furnishings,
- 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
- Review relevant public school RCW's
- 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 - **Complete**
- Move contact information from sign in sheet to spreadsheet to create "List of Contacts for LAC."

- Send updated attendance log to secretary - Complete
- Generate form to track volunteer hours
- 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
- 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
- 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
- Work with Julie to update Facebook to allow visitors to post messages

**Robert:**

- Go through bark dust in play ground with metal detector - Complete
- Fix hinge on door - Complete
- Washed windows as gift to LAC before Lyle Pioneer Days - Complete
- 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
- 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
- Paint outside of all OLESS doors
- Submit receipts for paint reimbursement

**Sherri:**

- Look into covers for hallway ceiling lights if there is money left from the baseboard painting
- Manage short term rental activities until Activity Manager is replaced
- Interview replacements for Activity Manager
- Manage carpeting project
- 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 - **Complete**
- Manage hallway painting project

**Stefanie:**

- 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
- Attach updated Treasurer reports to minutes
- Work with Don to schedule audit for checking account - **Complete**
- 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.
- 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**

- 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](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 - **Complete**
- 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, July 2, 2019 at 4:00 PM at Lyle Activity Center

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