

OLESS Minutes

(Old Lyle Elementary School Supporters)

September 3, 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: Sherri Starkin, Don Starkin, Julie Larson, Robert Allen, Emily Steele, Jonathan Blake, Kevin Oldfield, Char Oldfield

- **Introductions of guests**
 - Jonathan Blake of McCoy Holliston, CEKC's insurance agency & Emily Steele, new LAC Activity Manager – Welcome aboard! 😊
- **Jonathan Blake of McCoy Holliston present to help board understand insurance**
 - Update lease agreement with School District and CEKC. Lease should be with CEKC and not OLESS
 - CEKC should not be renting from OLESS because we are not separate entities
 - Trunk or Treat – Are we covered? Need to fill out a non-profit insurance program form and send to Jonathan and Linda
 - Should we require proof of insurance from renters and/or green space users?
 - Sponsored –vs- Non-Sponsored Events
 - We need to check with the school district and see what is allowed on green space
 - Kelly & Jonathan to update Annual Project Insurance Form
- **Review and approval August minutes - Approved**
- **Treasurer's Report - Don**
 - Don wrote check and bank was off by \$0.03. Robert may have been shorted \$0.03. Robert to check
- **PUD Charging Erratically Regarding Water Usage - Don**
 - Issues seemed to start when the new Smart Hub was installed. Installed in June 2019
 - There is no leak because we can see that the water meter is not running when the building and sprinkling system is not in use.
 - Don to check out old bills and see if he can figure out when the erratic usage began.
 - 09/03/19 Status: Don and Robert continuing to monitor
- **Activity Manager Position**
 - Update on interest in position and potential interviews – Kelly
 - Sherri and Kelly interviewed Colin on 06/05/19. Board agreed via email to offer position with a start date of July 1st.
 - 06/22/19 Status: Colin moved to Cook, WA and is no longer available for the position.
 - 07/02/19 Status: Meeting cancelled due to no quorum.

- 08/06/19 Status: Carri Coe never responded to outreach. Emily Steele is interested. Emily is going to try to make it to today's meeting. Kelly to phone interview and Sherri to reach out in person.
 - 09/03/19 Status: Emily Steele on board!
- **Events & Rentals**
 - Principal's office – Rented to Emily Steele
 - Nurse's office – Still available, Kelly to add to LAC website
 - Trail run is on November 9th Asking for soup, cookie donations and snacks
- **Community Service for LHS Students – Kevin & Julie**
 - Perhaps we can offer community service hours to LHS students – Kevin
 - Labor, small projects, wash windows
 - Maybe generate form for the kids parents – Char to give example of form to Kevin for OLESS to check out
 - May be able to do it through leadership so students can get credit
 - How about Trunk or Treat
- **Trunk or Treat – Kevin & Kelly**
 - Kevin to follow up with LHS regarding student participation, community service, set up and haunted house
 - Kelly to fill out insurance form
 - Trunk contest for adults, no cash prizes this time
- **State Grant Status – \$1,409.82 balance**
 - Paint baseboards
 - New grant paperwork available in October, Kelly to work with Ann to generate compliant request. Anyone with ideas, please let Kelly know.
- **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
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly reached out in June. Ann said she would get back to us during the summer months.
 - 09/03/19 Status: Kelly spoke with Ann. Ann to send us impactful RCW's.
 - 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.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Waiting to hear back from LHS Board
 - 09/03/19 Status: Kelly spoke with Ann. LHS attorney is drafting new lease. Significant changes: LAC will be responsible for garbage service and lawn mowing (gift of public funds items). LAC allowed to use LHS lawn mower.
- **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
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly to notify stake holders about notifying county
 - 09/03/19 Status: Kelly spoke with Ann. Ann to see is she can find any information before we approach the county.
 - 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
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: TBD after review of RCW's.
 - 09/03/19 Status: TBD after review of RCW's.
- **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
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly reached out to Linda Williams. Linda is working with Barbara to figure out how to proceed regarding Pioneer Days money. Linda will get back to us.
 - 09/03/19 Status: Kelly spoke with Linda Williams. Linda reaching out to Mindy to determine how to proceed. Linda will get back to us.

- **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.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Jonathan Blake will be at our September meeting to answer questions.
 - 09/03/19 Status: OLESS/CEKC affiliation needs to be defined clearly. Kelly to work with Linda Williams to document affiliation.
- **Review of consistency between bylaws 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
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: All to read by – laws
 - 09/03/19 Status: We may not need our own by-laws. We should follow CEKC's by-laws since we are the same organization. Kelly has requested the CEKC bylaws from Linda Williams
- **Should we put all our forms and processes (treasurer reports, audit results etc.) on the bylaws and documents page?**
 - Cloud space might be best place – Update from Stefanie
- **Meeting Requirements**
 - Defined by CEKC
 - Kelly to contact Linda Williams to see if a Fiscal Sponsorship Agreement already exists
- **Wine Dinner – Kelly, wait to hear about alcohol on school property**
- **Open Forum**
 - Flier with information regarding website, calendar of events for OLESS events. Goal is to inform the community regarding OLESS offerings.

ACTION ITEMS:

Don:

- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Send Kelly room rental information - **Complete**
- Update bank account information with state for reimbursements – **Complete**
- Locate job description for short term rental manager – **Complete**
- Remove commission portion from Activity Manager position description - **Complete**
- Work with Stefanie and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account - **Complete**
- Manage short term rental activities until Activity Manager is replaced - **Complete**
- Check to see if we have an MOU with Katrina. Ask her to be sure to complete time cards fully. - **Complete**
- 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>
- Review bylaws for review at next meeting
- Get an update from Vern on kitchen project bid – TBD, Kitchen project has been removed due to infrastructure requirements and lack of budget. - **Complete**
- Ask Katrina if her schedule is flexible so she can clean around the booking schedule, no longer an issue - **Complete**
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace

Emily:

- Post pictures of last year's Halloween Trunk or Treat Event on website and social media outlets

Julie:

- Work with LHS to see if students can earn leadership credits for helping at the LAC
- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- 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>
- Review bylaws for review at next meeting

- As Facebook administrator, work with Marsha to update FB to allow visitors to post messages

Kelly:

- Forward CEKC bylaws to board
- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Work with Jonathan to update Annual Project Insurance Form appropriately
- Check with Ann Varkados to see what is allowed on school property regarding events. Is the entire property considered school property (i.e. Lease agreement – who is responsible for what?)
- Notify Ann Varkados that according to Jonathan Blake the updated lease agreement with the school District should be with CEKC and not OLESS.
- Determine how to resolve issue: CEKC should not be renting from OLESS because we are not separate entities
- Update website to advertise office space for rent
- Work with Linda Williams to determine if OLESS association with CEKC is a “Fiscal Sponsorship, Joint Venture and Other Collaboration” relative to the Washington State Non-Profit Handbook. Is there already a “Fiscal Sponsorship Agreement” in place?
- Prepare Trunk or Treat Handouts for Kevin by 9/14
- Send pictures of last years’ Halloween Trunk or Treat event to Emily
- Send Jonathan Blake building square footage
- Send Jonathan Blake Non Profit Insurance Program Special Event and/or Liquor Liability Supplement form for Trunk or Treat event
- Determine why OLESS has its own non-profit ID with the state
- Permanent tenant list to Jonathan
- Move light fixtures to Rocky’s action items from Sherri’s – **Complete**
- Send OLESS lease agreement to Jonathan Blake - **Complete**
- Notify all stake holders of our unpermitted structure – Ann Varkados notified on 9/3.
- Locate job description for short term rental manager – Don located - **Complete**
- Add information about room rentals to Weebly
- 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
- Research if we need copies of proof of insurance from people using the building or greenspace
- Remove commission portion from Activity Manager position description – Don completed - **Complete**
- Interview replacements for Activity Manager - **Complete**
- Research how Marcia Buser got Debbie McDonald’s email - **Complete**
- Review relevant public school RCW’s

- Move contact information from sign in sheet to spreadsheet - **Complete**
- Create “List of Contacts for LAC.”
- 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 – Consider daycare requirements

Kevin:

- Work with Julie & LHS to see if students can earn leadership credits for helping at the LAC
- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Reach out to Ann Varkados (360) 921-626 about Trunk or Treat Event (May we give away alcohol as a prize to adults for best trunk decoration? How does LHS want to be associated with the event? May the students help decorate (Haunted House etc)?)
- Get Trunk or Treat handouts from Kelly by 9/14
- Reach out the LHS about community service hours for students
- 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

Robert:

- 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:

- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- 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>
- Review bylaws for review at next meeting
- Paint outside of all OLESS doors
- Submit receipts for paint reimbursement

Sherri:

- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Look into covers for hallway ceiling lights if there is money left from the baseboard painting – Moved to Rocky - **Complete**
- Manage short term rental activities until Activity Manager is replaced - **Complete**
- Interview replacements for Activity Manager - **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

Stefanie:

- Consider cookie, snack etc donation for the Klickitat Trail Run on 11/9
- Work with Don and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Research cloud space/best form to store OLESS documents
- Manage documentation of audit findings
- Attach updated Treasurer reports to minutes
- 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

- Generate process for requiring proof of insurance from renters and/or green space users
- 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
- 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, October 8, 2019 at 4:00 PM at Lyle Activity Center
