

OLESS Minutes

(Old Lyle Elementary School Supporters)

March 18, 2024 at 5:00 PM at the Lyle Activity Center

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 On-Site: Don Starkin, Stefanie Boen, Andy Walker, Barbara Sexton, Debra Pyle, Jan Stewart, Vern Harpole, Kelly Johnson (Note Taker)

Attendees Virtually: None

1. Introductions

2. Goal of Meeting - Clearly define the interaction(s) between CEKC and OLESS on an organizational level as to establish compliance relative to all governing entities and documents

3. Brief History of Old Lyle Elementary School Supporters (OLESS)

- OLESS Reps – Many of the original OLESS members left the group. In 2019 the remaining group decided to move into a phase of “establishing order.” This process includes reviewing and documenting all current activities for compliance, licensing and insurance requirements. Documentation resides in a document control system on the Lyle Activity Center website (see #4 below). This research is represented in a one-page Diagram of OLESS Interactions

4. Overview of Diagram of OLESS Interactions - OLESS is a Washington State Non-Profit Corporation overseeing short and long-term for-profit rental activities and managing two contractor positions (Cleaner, Maintenance) and potentially one employee (Activity Manager)

- Group discussion about each element of the diagram
- Supporting documentation is located at: <https://www.lyleactivitycenter.com/information-management.html>
 - This portion of the website is password protected, OLESSONLY
- CEKC Reps – Will take this information back to board for review and response

5. Next Steps for OLESS if Diagram of OLESS Interactions is Confirmed

1. Obtain a Washington State Business License
2. Obtain a Federal EIN (Employer Identification Number)
3. Register Washington State DBA (Doing Business As) The Lyle Activity Center
4. Open Bank Account with EIN
5. Determine if OLESS' paid positions (Activity Manager, Cleaner, Maintenance) are defined as contractors or employees according to federal definitions

6. Capture insurance for the Lyle Activity Center compliant with LSD No 406 Lease Agreement
7. Investigate insurance for short-term for-profit rental activities
8. Investigate insurance for long-term for-profit rental activities
9. Investigate insurance for employee/contractor management activities
 - OLESS will continue researching the above items to determine if they are necessary. OLESS will wait to hear from CEKC before making any final determinations
 - CEKC and OLESS agree to work together to get these items addressed

6. Next Steps for CEKC if Diagram of OLESS Interactions is Confirmed

1. Sign and return MOU to OLESS
 - CEKC Reps – Will bring to CEKC board for review and approval
 - Note – MOU reflects gifted rent through June 2031 (end of Department of Commerce grant contract requirements). End of OLESS current lease agreement with LSD No. 406 is June 2030
2. Transfer LAC internet account information to OLESS. OLESS will pay
 - Vern – It is important to CEKC to pay for internet at the LAC for Department of Commerce grant reasons
 - OLESS Reps – Did not know that was the situation. Will bring to OLESS board and does not anticipate a problem with this arrangement
3. Sign with Umpqua bank so OLESS funds may transfer
 - CEKC Reps – Will bring to CEKC board but does not anticipate a problem and may not even be necessary. OLESS has a separate bank account. CEKC and OLESS funds are not comingled
4. Continue to fulfill Department of Commerce grant insurance requirement – Ends June 2031
 - CEKC Reps – Will bring to CEKC board but does not anticipate a problem
5. Determine if McCoy-Holliston will continue to cover insurance for the Lyle Activity Center compliant with LSD No 406 Lease Agreement - If CEKC is willing
 - Vern – Please remove *Lyle Activity Center* as it is not a legal entity – Goal is insurance compliant with lease agreement. OLESS reps agree. It confuses the situation and will be removed
 - CEKC Reps – Will bring to CEKC board for consideration
6. Send requests for classroom use to the LAC Activity Manager for scheduling

- OLESS Reps - This is so the Activity Manager can populate the LAC rental calendar so there are no double bookings. No need to send request for every meeting. If your meeting is on a regular basis just let her know and she will book it out accordingly
7. Pay for classroom meeting rentals (2HR \$25, Half Day \$40)
- CEKC Reps – Ask OLESS if they will gift due to inability of CEKC to capture administrative fee for 2016 Department of Commerce grant
 - OLESS Reps – Will take back to OLESS board for decision
8. If the Diagram of OLESS Interactions is not confirmed, email explanation, reference documents and links to OLESS board for review
- CEKC and OLESS reps agree to work together to get these items addressed

7. Possible Future Interactions

- OLESS apply for the same Department of Commerce Grant captured in 2016. Next grant request is due January/February 2025. Adrienne Bradford is still willing to push for it in Olympia. Fiscal sponsorship agreement (Pre-Approved Grant) would be drafted at that time. Lease agreement expires in 2030. A new lease agreement will have to be negotiated with LSD No. 406 (probably until ~2045)
 - Discussion about LSD No. 406's openness to negotiate a new lease agreement. It will need to be addressed prior to applying for a new Department of Commerce grant
 - Kelly – LSD No. 406 school board (~2021/2022) said they are not interested in taking the building back so they may be open to extending a new lease agreement. Some new school board members have been elected. The superintendent is pushing back on OLESS applying for another Department of Commerce grant. She is concerned that there is competition between OLESS and LSD No. 406. A dialogue can be started once CEKC and OLESS get through the items listed above and work together on a plan moving forward
- Mutually beneficial fundraising for OLESS and CEKC – Wildman Motorcycle Run
 - This could be explored once bureaucratic items are addressed

8. Open Forum

- Group discussion about OLESS continuing or dissolving
 - OLESS Reps - Perhaps CEKC would be interested in OLESS tasks if OLESS dissolved?
 - CEKC Reps - Expressed concerns that those activities may not be in line with organizational goals
- Group discussion about increasing lines of communication

- CEKC Reps – Will OLESS begin attending some CEKC meetings? Barbara Sexton will attend OLESS meeting when possible
- OLESS Reps – Will take to board and come up with a board rotation for attendance
- Group discussion about what entity is on lease agreement with LSD No. 406. Screenshot of lease agreement below:

**FIRST AMENDED AND RESTATED
LEASE AGREEMENT**

DATE: June 22, 2016

BETWEEN: Lyle School District No 406
a Washington public school district
PO Box 368
Lyle, Washington 98635-0368 (“Lessor”)

AND: Old Lyle Elementary School Supporters (“OLESS”)
A Washington State Non-Profit Corporation and a Federally Registered
Non- Profit through the County Enrichment for Klickitat County (CEKC).
PO Box 952
Lyle, Washington 98635 (“Lessee”)

ACTION ITEMS:

OLESS:

- Will OLESS begin attending CEKC meetings
- Address items listed above in #5
- Is OLESS board willing to gift classroom space for CEKC meetings

CEKC:

- Review Diagram of OLESS Interactions
- Address items listed above in #6

OLESS Annual Members Meeting Scheduled:
Monday March 25, 2024, at 5:00 PM at the Lyle Activity Center

OLESS Next General Meeting Scheduled:
Monday June 10, 2024, at 5:00 PM at the Lyle Activity Center