

OLESS Meeting Minutes

(Old Lyle Elementary School Supporters)

September, 4 2018 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.

- 1. Introductions for Guests – sign in and record volunteer hours and donation, Attendees:**
Sherri Starkin, Don Starkin, Cindy Bluemel, Marcia Buser, Julie Larson, Rocky Schultz, Stefanie Boen, Tricia Barker, Kevin Oldfield, Kelly Johnson (notetaker)
- 2. Review of July 10 & July 24 minutes:** Consensus – Approved
- 3. Treasurer’s Report (Don)**
 - July Bill \$1055, watering every other day
 - \$127 Credit
 - Everyone in Lyle pays \$0.50/mo toward OLESS bill
 - Someone turned on water outside - It is unknown how long it ran
 - Increased usage may have started when the meter was replaced
 - Julie to check with Robert at LHS to see how much water usage is expected
 - Electric bill is down
- 4. Matthew Petty Memorial (Marcia)**
 - Memorial stone to be placed by tree
- 5. Follow up from Strategic Planning Meeting**
 - Business Plan (Cindy)
 - Next meeting will vote on all significant attributes relative to the business plan
 1. Cindy to draft list
- 6. Nominating Committee for 2019-2020 & open positions (Marcia)**
 - Lori Smith
 - Kelly Johnson
 - October Meeting will announce candidates
 - November Meeting will vote – Vote open to all
 - Kelly to find another person for committee
 - January new positions take effect
- 7. Building Issues (non-state grant projects)**
 - Water in boiler room (Julie & Don)
 - Electrical outlets at Pavilion repaired (Marcia)
- 8. Proposal for Facilities Manager & Activity Rental Manager (Marcia)**
 - Facilities Manager
 - Marcia drafted up Statement of Work (SOW)
 - Cindy – Should we generate a facilities management plan?

- Included in SOW
 - Start with a three month trial
- Activity Manager
 - Marcia drafted up Activity Manager position description
 - Marcia to follow up with couple living near OLESS to see if interested in managing building

9. State Grant Status (Marcia)

- Status of approved and in-process work
 1. Bathroom
 - Chris to install stall in bathroom
 2. Cage around compressor - Installed
 3. Middle classroom
 4. Randy Pimley to address any electrical work
- Determine next work to be done – approximately \$17,000 remaining to allocate
 1. Change locks – who needs keys & who will manage
 - Marcia to follow up with Ernie's Locks and Keys in The Dalles about having 4 locks re-keyed
 2. Chimney – Rick Olmstead to droan
 - Kelly to follow up
 3. Park sign – The Lyle Activity Center & Park are maintained thanks to a partnership between the Lyle School District and community volunteers. To learn more or how to rent a room at the facility visit our web site at lyleactivitycenter.com
 - Sign to be posted in park
 - Marcia to follow up about sign
 4. Dog waste station
 - Station to be placed in green space
 - Marcia to follow up with Chris about installation

10. Input for advertising suggestions on web site

11. Events & Rentals Coming Up

- Klickitat Trail Run first weekend in November

12. Julie – Orientation for new board members

13. Katrina to go through building once a week

- Marcia to follow up with Katrina

14. Greenspace Watering – Will be addressed and action items assigned in future meeting(s)

- Perhaps low flow sprinkler heads will help reduce water usage?
- How often is greenspace mowed?
- Perhaps we generate proposal for to school board?
- Community contribution and/or sharing expenses with LHS may be a way to reduce expenses regarding water bill for greenspace

15. Action Items

- Marcia
 1. Talk with Chris Havard about bid for cage around HVAC compressor – Dan sent request, no bids yet. – Cage installed - **Completed**
 2. Follow up with Chris about drainage issue – TBD
 3. Follow up with Chris about dog waste station for greenspace – TBD
 4. Talk with Katrina regarding building housekeeping – TBD
 5. Follow up with Ernie's Locks and Keys about having locks rekeyed – TBD
 6. Follow up about park sign - TBD
- Don
 1. Get lock for electrical box – TBD
 2. Contact people interested in purchasing old windows – Talk to CEKC lady about windows at meeting in two weeks. Accept \$300 – TBD
 3. Follow up with lady about daycare. – Attempted to follow up with no luck - **Completed**
- Kelly
 1. Follow up with the referrals from Mike Mahar – Rick Olmstead to droan chimney – **Completed**
 2. Work with Rick Olmstead to get quote for chimney fix - TBD
 3. Find one person for the nomination committee - TBD
- Cindy
 1. Draft list of significant attributes of business plan – 10/02/18
 2. Follow up with Democrats about rental fee - TBD
- Sherri
 1. Contact Brian from CEKC about insurance regarding Pioneer Days - TBD
- Julie
- Rocky
 1. Purchase paint for all exterior doors – BEHR Portsmouth Olive - TBD
 2. Paint all exterior doors – TBD
 3. Follow up on repair of outlet in pavilion – Randy Pimley repaired outlet - **Completed**

Next General Meeting Scheduled:
October 2, 4:00 PM at Lyle Activity Center