

OLESS Meeting Minutes

(Old Lyle Elementary School Supporters)

October, 2 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, Kevin Oldfield, Silvan Shaw, Kiara Kashuba Stefanie Boen, Kelly Johnson (notetaker)
2. **Review of September 4 minutes:** Consensus – Approved
3. **Lyle Farmers Market** (Silvan Shaw)
 - Farmers Market has done well
 - Interested in moving off Hwy 14 and over to OLESS for safer space
 - Winter Stop in Lyle at OLESS
 - Hoping can be indoor
 - Highland beef and jerky interested in joining – L77 Ranch
 - Silvan transitioning out of Gorge Grown
 - Kiara@gorgegrown.com, (503) 490-6553 Kiara Kashuba taking over Gorge Grown
4. **Halloween Event** (Kevin Oldfield)
 - Trunk or Treat at OLESS
 - Kevin & Kelly to Spearhead Project
 - Not many people know that the school is a Community Center
 - Marcia to email Kelly list of Lyle Businesses
 - On Halloween Day, 10/31/18, 3-5pm
5. **Treasurer's Report** (Don)
6. **Nominating Committee for 2019-2020 & open positions** (Kelly & Lori)
 - Kevin Oldfield Nominated
 - Stefanie Boen Nominated
7. **Matthew Petty Memorial Tree** (Marcia)
 - Janette Petty has selected granite stone for memorial. She is looking for contributions.
 - People can contribute personally
 - OLESS to contribute \$150
 - Marcia to communicate donation to Janette Petty
8. **Norm White Memorial** (Marcia)
 - Marcia talked to Katrina – Norm asked Randal to put in sink at pavilion
 - Maybe wait to spring for sink installation
 - Pavilion should be dedicated to Norm White
 - Marcia to interface with Randal

- Aluminum photo relief plaque. Marcia drafted up 14X20=\$586, 10X16, \$371
- Rage Graphic has stone carved signs
- Cindy to research something to affix aluminum photo relief
- Budget, up to \$600

9. Request for Emergency Voucher Program (Don)

- Program for people in need looking for distribution sites
- Once a month in lobby
- Don to let Brook know they can use OLESS

10. Building Issues

- Marcia to meet with Randal about plumbing issue
- Porta potty schedule – Keep through Halloween event
 1. Remove after Halloween
 2. Don to Schedule Removal
- Building binder (Marcia)
 1. Marcia started Building Handbook – Located in Supply Room
 2. Others to contribute
- Statement of Work for Katrina (Marcia)
 1. Marcia drafted statement of work. All to look over and give feedback
- Dog Waste Station – Stefanie Boen and Kevin Oldfield to install

11. Facilities Manager & Activity Rental Manager (Marica)

- Chris and Ronin out
- Katrina?
- Marcia – Post the job opening for three weeks
- Full job description on Lyle Activity Center Website
- Marcia to see if Robert can be Facilities Manager
- Board members to interview for Activity Rental Manager
 1. Kelly, Sheri, Rocky

12. State Grant Status (Marcia)

Completed work & Invoiced

- Doors re-keyed – need to appoint key manager
 1. Don to be keymaster
- Cage around compressor completed

Status of approved and In-process work (Marcia)

- Bathroom
- Middle Classroom
- Park sign – review quote
 - Marcia to order three
- Dog waste station – Stefanie & Kevin to install
- Marcia to order another waste station so there is one at each end of the park

Determine next work to be done – approximately \$16,000 remaining to allocate

- 2019 Projections to the state required (Marcia)
- Chimney (Kelly)
 - 12-15K is estimate
 - Kelly to see what options are regarding repair
- Marcia to send Kelly grant info
- Kelly to see about writing another grant
- Step for boiler room?
- Kevin to take a look at skate park drainage

13. Instagram account

- Marcia to forward Brielle's email to Stefanie

14. Events and Rentals

- Klickitat Trail Run
 1. Sheri – Run is on November 3rd
 2. Rocky to make cookies
- Community Council to take over Santa event
 1. Many decorations available
 2. Details to follow at November meeting

15. Business Plan Proposed Changes (Cindy)

- Cindy provided a simplified plan
- All to look over and consider

16. Anything not already

- Fundraising?
- Future Funding for OLESS

17. 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

18. Action Items

- Marcia
 1. Review simplified business plan completed by Cindy – 11/6
 2. Forward Brielle's email to Stephanie – 11/6
 3. Send Kelly grant information – 11/6
 4. Send 2019 projections to state – 11/6
 5. Order another dog waste station – 11/6
 6. Follow up with Robert about Facilities Manager position - TBD
 7. Order 3 park signs - TBD
 8. Post Activity Rental Manager position for three weeks – 10/5

9. Interface with Randal regarding sink installation in honor of Norm White - TBD
 10. Communicate \$150 donation from OLESS to Janette Petty – 11/6
 11. Email Kelly list of Lyle Businesses – Prior to 10/31
 12. Post job opening for Rental Activities Manager - **Completed**
 13. Follow up with Chris about drainage issue – TBD
 14. Follow up with Chris about dog waste station for greenspace – **Completed**
 15. Talk with Katrina regarding building housekeeping – **Completed**
 16. Follow up with Ernie's Locks and Keys about having locks rekeyed – **Completed**
 17. Follow up about park sign - **Completed**
- Don
 1. Keymaster for OLESS, track all key disbursement for building – As Necessary
 2. Schedule removal of porta potty after Halloween event – After 10/31
 3. Let Brook of Emergency Voucher Program know they may use OLESS – 11/6
 4. Get lock for electrical box – TBD
 5. Contact people interested in purchasing old windows – Talk to CEKC lady about windows at meeting in two weeks. Accept \$300 – TBD
 6. Review simplified business plan completed by Cindy – 11/6
 - Kelly
 1. See about writing another grant for OLESS - TBD
 2. Interview for Activity Rental Manager – As Necessary
 3. Organize Halloween Trunk or Treat with Kevin – 10/31
 4. Work with Rick Olmstead to get quote for chimney fix, determine options - TBD
 5. Review simplified business plan completed by Cindy – 11/6
 - Cindy
 1. Research something to affix aluminum photo relief of Norm White dedication to pavilion – 11/6
 2. Draft list of significant attributes of business plan – **Completed**
 3. Follow up with Democrats about rental fee - TBD
 - Sherri
 1. Interview for Activity Rental Manager – As Necessary
 2. Contact Brian from CEKC about insurance regarding Pioneer Days - TBD
 - Julie
 1. Review simplified business plan completed by Cindy – 11/6
 - Rocky
 1. Interview for Activity Rental Manager – As Necessary
 2. Make cookies for Klickitat Trail Run – 11/3
 3. Purchase paint for all exterior doors – BEHR Portsmouth Olive - TBD

4. Paint all exterior doors – TBD
 5. Review simplified business plan completed by Cindy – 11/6
- Kevin
 1. Organize Halloween Trunk or Treat with Kelly – 10/31
 2. Look into skate park drainage and options to fix - TBD
 3. Install Dog Waste Stations – TBD
 4. Review simplified business plan completed by Cindy – 11/6
 - Stefanie
 1. Install Dog Waste Stations – TBD
 2. Review simplified business plan completed by Cindy – 11/6

Next General Meeting Scheduled:
November 6, 4:00 PM at Lyle Activity Center