**OLESS Meeting Minutes**

(**O**ld **L**yle **E**lementary **S**chool **S**upporters)

**November 21, 2016**

**Attendees:** Barbara Sexton, Cindy Bluemel, Vern Harpole, Marcia Buser, Marc Harvey, Dan Smith

**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.**

**Purpose of meeting**

This was an executive section to discuss board positions and next steps on the LAC restoration.

1. **Planning for Board Team Building Meeting**

Marcia reported that she had gotten some ideas from Linda Williams about doing some type of team building with the board in January. Marcia asked that all board members think about when to schedule and what they would like to see to be determined at the December general meeting.

Barbara and Vern brought up previous meeting some years ago and requested that we review what did then and how we have done to our plan. ⌦ ***Action item:*** Marcia will dig through the archives to find the output.

1. **Board Positions for 2017 (see By-laws description page 2)**

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| --- | --- |
| **President** | Marcia is willing to continue with a competent secretary however is very willing to have someone else serve as president. |
| **Vice President** | Dan? |
| **Treasurer** | Barbara is willing to continue. Need to identify an understudy.  |
| **Secretary** | No one present was willing to serve. ⌦ ***Action item:*** Vern will speak with board members not present.  |

1. **Restoration Project**

Once the main roof has been paid for, we will have approximately $198,000 remaining of our state grant funds. All present agreed that we need to prioritize 1) the roof over the overhang, and 2) the window replacement in the classrooms and hallway.

We agreed to solicit other bids in addition to Norm White's for hallway windows of $9757.18. Dan suggested that when we get to offering bid for front windows, they should be done all together because they are a custom size and we might get a break on price. The hallway windows and front windows are different size. We agreed that none of the hallway windows should have openings.

⌦ ***Action item:*** Dan volunteered to contact 3 different contractors to get window bids for both hallway and classroom windows.

Vern stated that Warren Lightle and Jordan are working on a bid to redo the bathrooms with new stalls.

⌦ ***Action item:*** Marcia to advertise the lockers in the hallway on Freecycle.

**Next General Meeting Scheduled**:

December 12, 2016 at 6:00 PM at Lyle Activity Center

**ARTICLE IV—DUTIES OF THE BOARD OF DIRECTORS**

**Section 1:** Subject to limitations in the Bylaws and the Laws of the State of Washington, the OLESS Board will have the following duties: to conduct, manage, and control the affairs and business of the organization, and to make such rules and regulations in a manner consistent with the Bylaws and the Laws of the State of Washington.

**Section 2:** The President will supervise all activities and affairs of the organization, execute all instruments on its behalf, preside at all meetings of the organization, call special meetings as he/she deems necessary, and perform other duties usually inherent in such office.

**Section 3:** The Vice President will preside at all meetings in the absence of the President. And, in case of the absence or disability of the President, will perform all other duties of the President, which are incidental to the office, and will perform such other duties as the President may direct. The Vice President will act as a liaison between the Board and all of the committee chairs.

**Section 4:** The Secretary will keep the roster of the Board of Directors, will keep records of all correspondence, will issue notices of all meetings, will attend and keep the minutes of all meetings and will perform all such other duties as are incidental to the office.

**Section 5:** The Treasurer will function as a liaison between CEKC (Community Enrichment for Klickitat County) and OLESS, following standard accounting procedures. The Treasurer will receive and be accountable for all OLESS funds and disburse the same under the direction of the Board, will maintain bank accounts, render financial reports at each meeting of the organization and at any time as directed by the President, and will perform all such other duties as are incidental to the office. The calendar year will be used for the purpose of financial reporting and tax preparation. A detailed financial report will be presented at the Annual Meeting.

The OLESS Treasurer must keep accurate and complete records of all receipts and disbursements of the organizations, including bills, authorizations for disbursements, and receipts for the payment of bills. He/She shall make all his/her books and all supporting papers available, upon request of the Chair of the Auditing Committee or to the professional auditors retained by CEKC. See Article V.

**Section 6:** At-Large Board members will actively participate in discussion, debate and voting on all issues and proposals coming before the Board.