

**REDMOND AREA PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF GENERAL MEETING**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at the Cascade Swim Center Conference Room, 465 SW Rimrock, Redmond, Oregon April 13, 2011 at 6:31 am.

**Attendance:**

Directors: Brian Hole, Chair, Phyllis Kosanke, Vice-Chair, Cale Pearson

Directors Excused: Hayes McCoy

Staff: Katie Hammer, Executive Director, Jessica Rowan, Aquatic Director, Mike Elam, Recreation Manager, Vicki Osbon, Office Assistant

Public: None

Media: Trish Pinkerton, Redmond Spokesman

**1.0 Call to Order** Brian Hole called the meeting to order at 6:31 am. Approval of Restructuring CAC Parent Advisory Committee was tabled until May.

**2.0 Communications** – None

**3.0 Consent Agenda**

**Approval of the General Board Meeting minutes March 16, 2011, Approval of Special Board Meeting Minutes March 31, 2011, Approval of March Invoices, Acknowledgement of Receipt of March Financial Reports** – Phyllis Kosanke made a motion to approve the Consent Agenda as presented. Cale Pearson seconded the motion. Motion passed unanimously.

**4.0 Action Agenda Items**

**Appointment of RAPRD Board Member** – The board member applicant had a prior commitment and was unable to attend meeting.

**Appointment of RAPRD Budget Committee Member (s)** – There are three positions open. Katie Hammer has received two applications. Discussion included information presented on application, experience of applicants, and speaking with the applicants

directly. Phyllis Kosanke made a motion to appoint Howard Kosanke as a budget committee member. Cale Pearson seconded motion. Motion passed unanimously.

**Appoint Director to Write Executive Director's Review** – Cale Pearson made a motion to appoint Brian Hole to write the Executive Director Review with Phyllis Kosanke assisting. Phyllis Kosanke seconded motion. Motion passed unanimously.

## **5.0 Committee Reports**

**Cascade Aquatic Club** – Jessica Rowan asked the Board what concerns they might have regarding the proposal of restructuring CAC. Discussion included the club doing fundraising only, discontinuing discounted monthly dues for CACPAC members, parent volunteering, amount of volunteer hours required, amount due if volunteer hours are not met, presenting a clear sense of what the CACPAC does administratively, communication, goals of seeing CAC break even and making sure that there is an agenda at future meetings. The board reiterated that they fully support CAC and they would welcome the Coach to the meetings so they can show their support and be updated on how the club is doing.

## **6.0 Other Business (Discussion Items)**

**Policy Review** – Pages 31-45 are being reviewed in the policy manual. Katie Hammer made some minor changes regarding job titles. Board members will review and talk about it at the May board meeting.

**Set Date for Goal Review** – Goal Review meeting set for May 4, 2011 from 5:30 to 8 pm at the Cascade Swim Center.

**Review Executive Director Job Description** – Discussion included time the Executive Director spends on programs and seeing that reflected in the job description and time spent developing community relationships reflected under public relations. Brian Hole will send out copies to review.

**Set Guidelines for Recreation Manager Presentation** – Discussion included the amount of time for presentation, production levels over the last 3 years, what programs are running successfully and what programs are not, making last years presentation available to board members to review as well, goals for the new center, what efforts have been made to make improvements in areas, how staff have helped make successful improvements to achieve goals, and how the staffing is set. The Recreation Manager presentation is scheduled for the June board meeting.

## **7.0 Public Comments – None**

## **8.0 Board and Staff Comments –**

Katie Hammer asked to schedule a Building Committee meeting for next week. The RC Club also gave a proposal to the Board for review. They have been active since 2008 and would like to have a permanent location out at the HDSC. Discussion included tracks they would like to build, maintenance of the tracks, amount the land would be leased for per year, insurance the club would need and permits that need to be obtained by the club. Brian Hole said he is excited about the upcoming goal setting session and the Pole Peddle Paddle. Phyllis Kosanke welcomed Cale Pearson to the board.

**Adjournment** – Brian Hole adjourned the meeting at 7:34 am.

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Chairperson, Brian Hole

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Recording Secretary, Vicki Osbon