



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
October 11, 2022

Redmond Area Park and Recreation District
465 SW Rimrock Dr
PO BOX 843
Redmond, OR 97756
Administrative office phone – 541-548-7275

BOARD OF DIRECTORS

Mercedes Bostick-Cook, Director
Ed Danielson, Director
Matt Gilman, Director
Zack Harmon, Director
Kevin Scoggin, Director

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager
Margaret Maffai, Development Director

TABLE OF CONTENTS

General Board Meeting Agenda.....	pg 4
September 13, 2022 General Board Meeting Minutes	pg 5
Financial:	
September Financial Summary	pg 9
Action Agenda Items:	
Discussion Items:	
Board Training.....	pg 13



Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA
October 11, 2022
7:30am

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:
<https://meet.goto.com/647496005>

You can also dial in using your phone.
Toll Free: tel:877-309-2073
Access Code: 647496005

AGENDA

- 1. Call to Order**
Adjustments to the Agenda
- 2. Communications** (Comments by Citizens are Limited to 3 Minutes)
- 3. Consent Agenda**
Approval of the General Board Meeting Minutes from September 13, 2022
Acknowledgement of Receipt of September Financial Summary
- 4. Action Agenda Items**
- 5. Discussion Items**
Deschutes County 2040
Board Member Training
- 6. Public Comments**
- 7. Board/Staff Comments**
- 8. Adjournment**

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at vicki.osbon@raprd.org at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

**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 465 SW Rimrock Way, Redmond, Oregon, September 13, 2022, at 7:30am.

Attendance:

Directors Present: Matt Gilman
Kevin Scoggin
Mercedes Bostick-Cook

Directors Attending
Virtually: Zack Harmon

Directors Absent: Ed Danielson

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

Media: None

Public Attending: Cat Zwicker, Redmond City Council Liaison

GENERAL MEETING:

1. Call to Order:

Matt Gilman called the meeting to order at 7:34am

Adjustments to the Agenda: None

2. Communications:

Cat Zwicker, Redmond City Council Liaison, said she attended the patriot meeting on Monday night and there is misunderstanding within the community regarding the new facility and how RAPRD operates

3. Consent Agenda:

Approval of the General Board Meeting Minutes from August 9, 2022, Mercedes Bostick-Cook made a motion to approve the board minutes as presented. Kevin Scoggin seconded the motion. Motion passed unanimously.

Acknowledgment of Receipt of August 9, 2022, Financial Summary:

Kevin Scoggin made a motion to approve the consent agenda as presented. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

4. Action Agenda Items:

Board Member Duties and Responsibilities (Review/Adopt)

Katie Hammer said these were last adopted in 2015. This year Special Districts are focusing on board member duties and responsibilities. Katie said she didn't see anything that needed to be changed but asked the board to review and make recommendations on changes if needed. Kevin Scoggin made a motion to approve the current board member duties and responsibilities. Mercedes Bostick-Cook seconded the motion. Motion passed unanimously.

5. Discussion Items:

Proposed Community Recreation Center:

Katie Hammer said she has picked up our informational Recreation Center Brochures and they are available if anyone wants to take some.

Matt Gilman, board chair, said that the PAC is meeting weekly on Wednesdays at 5pm at Windemere Realty. He said they are focusing on two upcoming rec rallies in October. They will be held at the 35th street property to get people excited. They will have bounce houses and free food for the community. They are also inviting city councilors and candidates to attend as well. They will also be handing door hangars to give to people to pass out in their neighborhoods. He said that they will also be out on street corners as the election draws nearer.

Katie added that in 2019 RAPRD relied on volunteers to get the word out. This time there are impartial RAPRD mailers that will be mailed out in early and mid-October. The first one will have the amenities with costs and ballot measure numbers. The second will have all the information that is on the informational brochure. Kevin Scoggin asked if the ballot title and description is available, and Katie responded that it was and that the ballot measure number or the bond is 9-150 and the levy ballot measure number is 9-151.

Matt added that as a PAC they have been working very hard. He said they can always use new energy all the time so if anyone knows people that are wanting to come in, please let him know. He said that the endorsements for the ballot were due yesterday.

RAPRD Wage Scale

Katie said this is on the September Agenda because the board had requested in March that it be reviewed quarterly.

6. Public Comments:

7. Board & Staff Comments:

Mercedes Bostick-Cook, Board Member, said Saturday was great start to soccer. The fields were all full and it was good to see.

Matt Gilman, Board Chair, said he would be at Rocktober Fest and volunteers will also be at the soccer fields this weekend to hand out recreation center materials.

Mike Elam, Recreation Manager, said that soccer is up and going and we have more kids than ever before. He said that the parking lot at the sports complex was full.. He said we are already working on winter sports. The deadline for the pre-k through 2nd grade basketball is tomorrow and most likely the deadline will be extended. He added that gym space is always an issue, and he is working on it with the school district. Mike said they are working on getting more programs at the senior center for all ages and he is looking into a mentor program there as well. He said that Kris has worked hard on this soccer season.

Jessica Rowan, Aquatic Director, said that we are in the middle of shut down. We are doing well with it. The new main drain plumbing is amazing this year. She said we are currently on schedule with scheduled maintenance tasks. She added that we are re-opening into high school sports season and the restriction of program times will be a challenge some customers. Jessica said we are doing well for staffing for swim instructors but not so much with adults for supervisor positions. The early hours are going to be a challenge to fill. She said that the jamboree went well also. There were 11 schools and 21 teams' total.

8. Executive Session

ORS 192.660 (2) (e) which authorizes executive sessions to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The board entered executive session at 8:15am.

Reconvene Regular Session

The board reconvened at 8:36am.

9. Actions as a result of Executive Session

No actions as a result of executive session.

10. Adjournment

Meeting adjourned at 8:37am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
Financial Summary
September 30, 2022

Summary

September 30, 2022 is 25.0% of the 2022/2023 budget year.

Financial Performance By Fund

General			
Resources (% of 22/23 Budget)	2%	Resources change from FY 21/22	-56%
Expenditures (% of 22/23 Budget)	18%	Expenses change from FY 21/22	8%

	YTD FY Sep 21/22	YTD FY Sep 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 77,576	\$ 33,863	\$ 1,829,000	2%	5.0%
Personnel Services	\$ 89,306	\$ 102,900	\$ 436,000	24%	24.0%
Materials & Services	\$ 37,403	\$ 34,544	\$ 230,300	15%	16.0%
Debt Service	\$ -	\$ -	\$ 98,000	0%	0.0%
Capital Outlay	\$ -	\$ -		0%	0.0%
Transfers & Contingency	\$ -	\$ -	\$ 1,140,000	0%	0.0%

Aquatic			
Resources (% of 22/23 Budget)	35%	Resources change from FY 21/22	-29%
Expenditures (% of 22/23 Budget)	20%	Expenses change from FY 21/22	11%

	YTD FY Sep 21/22	YTD FY Sep 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 95,862	\$ 68,157	\$ 192,500	35%	52.0%
Personnel Services	\$ 129,925	\$ 154,192	\$ 751,100	21%	19.0%
Materials & Services	\$ 41,785	\$ 38,064	\$ 190,700	20%	23.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 35,800	50%	50.0%
Capital Outlay	\$ 3,972	\$ -	\$ 57,000	0%	13.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 22/23 Budget)	21%	Resources change from FY 21/22	154%
Expenditures (% of 22/23 Budget)	20%	Expenses change from FY 21/22	184%

	YTD FY Sep 21/22	YTD FY Sep 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 5,518	\$ 14,030	\$ 66,000	21%	9.0%
Personnel Services	\$ 6,651	\$ 13,500	\$ 55,850	24%	18.0%
Materials & Services	\$ 335	\$ 6,315	\$ 42,000	15%	0.9%

Financial Performance By Fund

Programs			
Resources (% of 22/23 Budget)	26%	Resources change from FY 21/22	-38%
Expenditures (% of 22/23 Budget)	30%	Expenses change from FY 21/22	40%

	YTD FY Sep 21/22	YTD FY Sep 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 97,646	\$ 60,397	\$ 235,000	26%	51.0%
Personnel Services	\$ 56,299	\$ 61,041	\$ 317,500	19%	20.0%
Materials & Services	\$ 43,779	\$ 79,326	\$ 156,250	51%	36.0%
Capital Outlay	\$ -		\$ -	0%	0.0%

Parks			
Resources (% of 22/23 Budget)	28%	Resources change from FY 21/22	36%
Expenditures (% of 22/23 Budget)	21%	Expenses change from FY 21/22	23%

	YTD FY Sep 21/22	YTD FY Sep 22/23	2022/2023 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 303	\$ 413	\$ 1,500	28%	23.0%
Personnel Services	\$ 29,138	\$ 36,515	\$ 151,700	24%	22.0%
Materials & Services	\$ 12,786	\$ 15,090	\$ 52,700	29%	27.0%
Capital Outlay	\$ -	\$ -	\$ 45,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 22/23 (Current)	-
FY 22/23 (Budget, current yr)	1,750,000
FY 21/22	-
FY 20/21	-
FY 19/20	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 22/23 (Current)	23,139
FY 22/23 (Budget, current yr)	75,000
FY 21/22	46,009
FY 20/21	14,234
FY 19/20	25,921

Pool Activities Expenses

FY 22/23 (Current)	1,575
FY 22/23 (Budget, current yr)	12,000
FY 21/22	4,992
FY 20/21	1,512
FY 19/20	4,682

Youth Sport Leagues

Youth Sports League Resources

FY 22/23 (Current)	47,899
FY 22/23 (Budget, current yr)	119,500
FY 21/22	60,624
FY 20/21	7,868
FY 19/20	38,197

Youth Sports League Expenses

FY 22/23 (Current)	25,991
FY 22/23 (Budget, current yr)	65,000
FY 21/22	16,326
FY 20/21	1,762
FY 19/20	12,047

Note: Youth Sports League include: Youth Basketball, Soccer and LaCrosse Leagues

Enrichment Resources

Enrichment Resources

FY 22/23 (Current)	5,797
FY 22/23 (Budget, current yr)	24,000
FY 21/22	12,521
FY 20/21	5,539
FY 19/20	7,110

Enrichment Expenses

FY 22/23 (Current)	17,395
FY 22/23 (Budget, current yr)	16,000
FY 21/22	12,350
FY 20/21	7,670
FY 19/20	23,710

Fitness

Fitness Resources

FY 22/23 (Current)	1758
FY 22/23 (Budget, current yr)	20,000
FY 21/22	2,874
FY 20/21	4,024
FY 19/20	12,591

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 22/23 (Current)	2189
FY 22/23 (Budget, current yr)	6,000
FY 21/22	578
FY 20/21	171
FY 19/20	3,179

Adult Sport Leagues

Adult Sport League Resources

FY 22/23 (Current)	0
FY 22/23 (Budget, current yr)	15,000
FY 21/22	0
FY 20/21	0
FY 19/20	0

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

Adult Sport League Expenses

FY 22/23 (Current)	625
FY 22/23 (Budget, current yr)	10,000
FY 21/22	426
FY 20/21	210
FY 19/20	490

Updated 10/4/2022

BOARDROOM DANCING:

CREATING A HEALTHY & PRODUCTIVE ED/BOARD RELATIONSHIP
HANDOUTS



Vanessa A. Becker

V Consulting & Associates Inc.
President & Principal Consultant

High-Impact Nonprofit Organization Model

High-Impact!

1. Focus on impact
2. ED & Board relationship very strong
3. Has the right board mix

High-Impact Organizations accomplish all the basic responsibilities plus they have these major characteristics

Low/Limited Impact Organizations **only** accomplish the basic responsibilities of a NP board

Medium Impact

Do all below + working toward high-impact characteristics

Low/Limited Impact Boards

1. Determine mission & purpose
2. Hire, supervise, evaluate & support chief executive (ED or CEO)
3. Organization planning-planning for the present & future
4. Monitor & strengthen programs/services
5. Ensure enough financial resources
6. Protect assets, provide financial oversight
7. Build a competent board
8. Ensure legal and ethical integrity
9. Enhance organization's public standing

Good teamwork is not a blurring of responsibilities and roles

Board Governance

- Governance
- Support
- Legal

Executive Management

- Manage product and behavior of entire org.

HOW to build a better partnership

Principles of Successful Board/Executive Partnerships

1. Interdependence: One can not exist without the other
2. Focus on Results not tasks
3. Accountability: evaluate executive and evaluate board
4. Trust resulting from communication and respect
5. Separate roles & responsibilities

Key Points!!

1

There is no single relationship in the organization that is more important as that between the board and its executive/CEO.

2

The board and executive must devote regular attention to their relationship for the health of the organization.

3

High-functioning board-executive relationships start with clear agreement on roles & responsibilities.

4

The specifics of the distinct roles & responsibilities between a board and executive are unique and up to every organization to define.

5

The principles of a healthy board executive partnership include recognition of interdependence, focus on results, mutual accountability, trust and separate roles/responsibilities.

6

If the relationship between the board and executive needs to change, devote time & resources to it. It will be one of the best investments you make in the organization.

Thank you for your time & attention! If you would like a copy of the entire presentation, please contact Vanessa.

Vanessa A. Becker, MPH
President & Principal Consultant

www.vconsults.com

vanessa@vconsults.com

541-673-2215

1-844-673-2215

