

Greater Toledo Pool Recreation District
Board of Directors
Board Meeting Minutes
September 11th, 2023, 5:30 PM
Toledo Public Library Meeting Room, Toledo, OR. 97391

Directors Present: Peter Vince, Amanda Hockema, Rachael Wallace, and Kay Chambers

Directors Absent: Roy Kinion

Staff Present: Courtney Orn, District Director; Loy Marthaller, Assistant Director

Community members present: Ammy Rodda, Melony Burchett, Phil Lamberson

1. **Call to Order:** The meeting was called to order at 6:08 pm by P. Vince
A quorum was established.
Adjustments to the Agenda: P. Vince adds to unfinished business 3i) OCB Bank update

2. **Consent Calendar**
R. Wallace moved to approve the minutes from the 8/23/2023 Board Meeting
A. Hockema 2nd the motion
Motion unanimously approved

3. **Unfinished Business:**
 - a. **Audit update:** C. Orn submitted numbers to Siugne Grimsatd and is awaiting call. C. Orn will call to see how it's going.
 - b. **Financial Monthly statement/year end statement:**
 - i. Monthly expenditures: C. Orn to add column for YTD expenditures.
 - ii. Fund balance report
 - iii. VISA report: C. Orn awaiting arrival of physical card in order to log in to the account online. C. Orn will notify P. Vince when the card arrives.
 - c. **Opening Day Plans:** R. Wallace wants an event. We could possibly sync up the Pumpkin Dive event with the reopening. C. Orn to reach out to the library about the trunk or treat event so the swim team can hand out pool passes.
 - d. **Project manager report:** There was a positive response at the City Counsel's meeting about the collaboration project. Next meeting with Rod Cross is September 18th, 2023 at 5:00 pm at the Toledo Public Library meeting room. Amy Rodda points out that the parking will be an issue with the new project. R. Wallace points out that once the police station moves there could be more parking there. A. Rodda also points out that the library should have a say in the project approval. The library is part of the City, and the City approves.
P. Vince asks C. Orn to look into Samaritan Health Plans to see if the pool can be added to Medicare.
R. Wallace will be one of the two representatives for the pool during project meetings. K. Chambers and P. Vince will determine who between them will be the second representative.
 - e. **Staffing report:** C. Orn reports 3 hopeful lifeguards to be certified during the upcoming course held by Loy Marthaller.
 - f. **L. Marthaller benefits proposal:** C. Orn to reach out to Providence in order to gain access to our account for details of what the pool currently offers L. Marthaller.

- g. Financial Software Update:** the pool will not be able to piggyback off of the it's Spring Book subscription. C. Orn to generate a comparative report of different options for software.
- h. OCB update:** P. Vince spoke to Jamie from Oregon Coast Bank. C. Orn will receive the credit card soon.

4. New Business:

- a. Newsletter:** C. Orn to prepare Newsletter for Board approval as soon as possible. C. Orn will email the Board with prototype once ready. C. Orn to figure out how to obtain tax payer addresses.
- b. Swim Lessons Update:** C. Orn to reach back out to principals of Toledo Elementary, Siletz Elementary, and Eddyville Charter. C. Orn has an upcoming meeting with Lincoln County School district superintendent about an MOU for both swim team and swim lessons.
- c. T. Doyle payment for swim meets:** C. Orn to consult ORPA about how other pools pay coaches. C. Orn will also reach out to surrounding community pools and see what they do for payment.
- d. C. Orn PTO policy/expectations:** C. Orn will work 40 hours/week minimum and will use PTO if she is unavailable for a shift. She will also have set days off when L. Marthaller will be covering her. A. Hockema volunteered to go over C. Orn's time clock and payroll report to ensure PTO is being used appropriately. C. Orn to set up a consistent way to send A. Hockema information each pay period.

5. Director's Report

6. Reports and Comments

7. Reminders for upcoming meetings: September 18th: work session with URD
September 21st: C. Orn meeting with P. Vince and K.
Chambers
October 2nd: Board meeting

ADJOURN: Meeting Adjourned by P. Vince at 7:48 PM