

**Minutes: 8/22/17 Molalla Aquatic Board Regular Meeting, Approved Sep. 26, 2017
Molalla Aquatic Center, Molalla, Oregon (action items underlined)**

1) Call to Order, Roll Call, and Adjustments to Agenda

1.1 President Paula Beck called the meeting to order at 7:05 p.m. Board members present: Teresa Steinbock, Marilyn Bloch. Absent: Neal Lucht, Claire Ferlan. Public members present: Geri Monroe, Friends of Molalla Pool (FOMP), Melissa Georgesen.

1.2 Adjustments to the agenda: Lease Components 4.3 was moved to 4.4

2) Public Comment

Geri Monroe thanked the MAD board for its work and the Save Molalla Pool PAC for the donation of its remaining balance to FOMP. She announced the FOMP Yard Sale will be Sat. 8/26, 10-4, on the pool grounds, with donations taken there Fri., 8/25, 10-4 and 7-9. A MAD board member will be available periodically during those times for Yard Sale staff to use the pool restroom. Geri restated FOMP's mission: to support the Molalla Pool by raising funds for needed equipment and programs for the Molalla Pool and by promoting and encouraging use of the pool. It is Geri's personal hope that MAD be able to lower the tax assessment by even a cent in the future if possible.

3) Consent Calendar/Approval of Minutes

3.1 Board agreed to approve Work Session Minutes at the next Work Session and Regular Meeting Minutes at the next Regular Meeting.

Minutes of MAD Regular Meeting of 7/25/17: motion to approve—Teresa, second by Marilyn, approved, 3-0.

3.2 Resolutions—Discussion: Mission and Vision Statements.

Paula: important that the public is pleased with the service the pool provides and that the board is sure we are not wasting the public's money. Teresa: highest level of excellence from the staff and reflecting current trends in aquatic industry research.

4) Old Business

4.1 Action Plan (Marilyn—presenter). See Attachment 1. Comments: Melissa—you need to have benefits package in place before you hire. Also, it's overly optimistic to complete the selection and hiring of the aquatic director within two weeks after application period is closed. Inspection of Pool: Anderson Pools did one 9/2016. Teresa—Hiring an accountant. An accountant will want to know what tasks we want done. Do we want a separate Payroll Contractor? Marilyn will act on these comments and bring the Action Plan to meeting next week.

4.2 Bank Account (Marilyn—presenter). Board members have loaned MAD \$160 (Ferlan, Steinbock, Beck, Bloch) so we can open a bank account. Marilyn will start this process tomorrow at Columbia Bank. Paula—get the costs of credit and debit cards and transaction fees.

4.3 Running Monthly Budget (Neal—presenter), not present.

4.4 Lease Components (Paula—presenter). We'll wait til after the school board meeting on Thursday, 8/24.

5) New Business

Sub-committee appointments: President Paula appointed Teresa and Claire to the Mission and Vision Sub-committee, and Neal and Marilyn to the Budget Sub-committee

Molalla River School Board is discussing its relationship with the Molalla Aquatic District at its meeting Thursday, 8/24/17 at 7 p.m.

6) Written Communications, 7) Director's Remarks: none,

8) President's Remarks:

Next week's agenda items: Mission and Vision Statements, Action Plan revisions, Running Monthly Budget Reports, Review Lease Draft

9) Next Meeting

8/29/2017—Work Session

9/5/2017 - Work Session

10) Adjournment: Marilyn moved and Teresa seconded, passed 3-0. 8:07 p.m.
Submitted, Marilyn Bloch, District Secretary.

Marilyn Bloch

Attachment 1: Minutes MAD Board Regular Meeting, 8/22/17

Initial Action Plan: Molalla Aquatic District Board, 8/22/2017

Overall Goal: Operate Molalla Aquatic District pool in an efficient manner which is responsible to the community.

Goal 1: Open Molalla Pool to the public:

Target date: 11/15/2017

Sub-Goal 1.1: Negotiate lease with MRSD

Target date:

9/7/2017

	Items to be done	Target Date	Completed
1.1.A	Negotiating teams meet	8/4/2017	8/4/2017
1.1.B	Month-by-Month budget completed	8/24/2017	
1.1.C	Approve amount of funds to request from MRSD	8/29/2017	
1.1.D	Approve lease draft: MAD	8/29/2017	
1.1.E	Receive review by attorney	9/1/2017	
1.1.F	Approve attorney changes: MAD	9/5/2017	
1.1.G	Team presents lease draft	9/7/2017	
1.1.H	Approve Lease joint team revisions, MAD	9/12/2017	
1.1.I	Approve lease agreement: MRSD	9/14/2017	

Sub-Goal 1.2 Hire Aquatic Director

Target date:

10/12/2017

	Items to be done	Target Date	Completed
1.1.A.	Approve Job Requirements	8/8/2017	8/15/2017
1.1 B.	Advertise Job	9/15/2017	
1.1.C.	Select candidates	9/22/2017	
1.1.D.	Interview candidates	9/29/2017	
1.1.E.	Select Aquatic Director	10/5/2017	
1.1.F.	Background check; hire director	10/12/2017	

Sub-Goal 1.3: Approve needed policies & documents

Target date:

9/22/2017

	Items to be done	Target Date	Completed
1.3.A	Personnel Policies and Procedures	9/22/2017	
1.3.B	Mission and Vision Statements	8/29/2017	

1.3.C Get a BIN	8/22/2017	
1.3.D. Other necessary policies	9/22/2017	

Sub-Goal 1.4: Complete Contracting Tasks: Target Date: 10/15/2017

Items to be done	Target Date	Completed
1.4.A Liability Insurance for Board, District	10/15/2017	
1.4.B Accountant hired	10/15/2017	
1.4.C Utilities Started	10/15/2017	
1.4.D Phone, internet, security	10/15/2017	
1.4.E Maintenance contractors hired	10/15/2017	
1.4.F Inspection of Pool	9/15/2017	
1.4.G Open Bank account	8/23/2017	

Sub-Goal 1.5: Employee requirements: Target Date: 10/15/2017

Items to be done	Target Date	Completed
1.5.A Payroll contractor hired	10/15/2017	
1.5.B Benefits package	10/15/2017	

Sub-Goal 1.6: Marketing Target Date: 10/15-11/1/2017

Items to be done	Target Date	Completed
1.6.A Signage		
1.6.B Letterhead	10/15/2017	
1.6.C Mailings	11/1/2017	

