

Meeting Minutes



President: [click to add name](#)

Secretary: Russ Owens

Meeting called to order on 26th of July 2011 at: 12:14 pm

In Attendance: Suzanne Huebner, George Potter, Joe Raade, James Burke, Ruth Linoz, Russ Owens, Sharon VanGorder, Mary Anne McMurren.

Liaison to the board from the City of Cottage Grove: Howard Schesser

Visitors: Potential board member and past Executive Director: Iva Pfeifer

Additions to agenda: James requested an update on the roofing project for Churchill Center.

Correspondence: Board members signed a thank you letter to the Knights of Columbus for an annual \$150.00 gift. A separate group of memorial donations in honor of a rider who passed away recently is being assembled and is estimated to be \$150.00 so far.

Approval of minutes: No revisions to the minutes were suggested so the minutes stand approved Joe seconded and all approved.

Sharon asked for volunteers for the position of President and Vice President of the board of South Lane Wheels. Joe Raade stepped up to offer his service as President and Mary Anne McMurren volunteered to be Vice President. A short discussion regarding this was had and Russ Owens moved to accept Joe Raade as President and also to accept Mary Anne McMurren as Vice President. James Burke seconded and all approved.

As it stands now the officers of the board are as follows:

President; Joe Raade

Vice president; Mary Anne McMurren

Secretary; Russ Owens

Treasurer; Susan Ordonez

It was discussed and agreed upon that Joe Raade and Russ Owens would sign the conversion of the Line of Credit to loan documents.



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Executive Committee report: Ruth reported that the 1st month of the fiscal year is going well and all bills are current

Ruth asked for another signer for the South Lane Wheels checking account. James volunteered and so did Joe. Mary Anne motioned to approve both James Burke and Joe Raade as signatories on the Siuslaw Valley Bank checking account. A discussion regarding this issue was had and it was resolved to remove Brian Ouellette as signer from the bank account, add Joe Raade and James Burke as signers and to retain Ruth Linoz and Russell Owens as signers.

Fund Raising report: Russ reported on the progress with the upcoming car show.

Governance Committee report: Joe talked about vacation and sick leave issues and a discussion was had regarding changes that are being made to the vacation accrual process. Another topic brought to the table was vacation benefits for part time employees that work less than 20 hours a week. It was the general consensus that employees that work less than 20 hours a week do not qualify for benefits.

Joe mentioned that LTD indicated that changes to SLW's drug and alcohol policy needed to be made and this issue will be addressed at next month's meeting. James mentioned that we should also examine our current sick leave policy.

Executive Director report: Ruth reported that things have been hectic and creating a report for the board was more than she had time for recently. She gave an overview of her duties and how she has been handling her time management. She asked the board to help her prioritize her time and to determine those things that are really worth her time to do as she has been overwhelmed by the amount of things she has to do and is working with staff that have limited skills. It was resolved that the board would address this issue and determine how to ease her work load at next month's meeting.

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Other business: Ruth asked for authority to sign contracts for 5310 and STF funds. Mary Anne so moved , Joe seconded and all approved.

Joe mentioned that he thought creating different committees to deal with different problems was not always the best way to do things. Better to send information to all so that everyone is prepared to speak about it at meetings. He also questioned the need for the Executive Committee to meet in person to set the agenda for the board meeting. Joe felt that communicating by email would suffice and would save everyone involved a lot of time.

A discussion was had regarding these issues.

Roof repair: A materials list has been prepared and funding has been acquired for the project.

Russ is going to talk to George DeVine to see if Cascade Home Center can match or beat the prices obtained so that we can keep the business local.

Next meeting is set for August 23rd.

Meeting adjourned at 1:23PM