



**Development and Volunteer
Citizen Advisory Committee
Special Meeting Minutes
4 p.m. Thursday, November 17, 2022**
In-person and virtually via WebEx
Fianna Dickson – Marketing & Communications

Committee members

- X Kelly Brown – Chair/The Friends of Manito Park
- Greg Connolly – Friends of Spokane Skate Parks (Absent)
- X Trevor Finchamp – Friends of The Bluff
- Lindsey Shaw – Community Assembly rep./Logan Neighborhood and NE Spokane (Absent)
- X Cole Taylor – Friends of Riverfront Park
- Craig Volosing – Friends of Palisades (Absent)
- Maribeth Watt – Friends of Sky Prairie (Absent)
- X Lee Williams – Friends of Coeur d 'Alene Park

Park Board Members

Bob Anderson

Park staff

Fianna Dickson
Sarah Deatrich

Minutes

- A. **Call to order/introductions** – The special DVCAC meeting was called to order at 4 p.m. by committee chair Kelly Brown. See above for attendance.
- B. **Discussion items**
 - 1. Draft Policy & Procedure: Adopt a Park & Park Friends Groups – Fianna Dickson.
 - a. Fianna shared a presentation of the Draft Policy & Procedure for Adopt a Park & Park Friends Groups, which guides one through successfully adopting a park or creating a Park Friends group. The policy outlines requirements and commitments of each of the three-phases: Volunteer, Adopt-a-Park, and Form a Park Friends group. The **presentation** and the **draft policy** are attached. Fianna is planning to bring the policy before the Park Board for review in the next couple of months and requests any additional DVCAC feedback via email.
 - b. Lee Williams inquired whether all Friends groups would have 501c3 status as part of their bylaws. Fianna explained that bylaws are separate from tax exempt status, and that we believe a Friends group needs tax exempt status but that it could be achieved through a partnership with another organization. Lee stated Browne's Addition is unique in that the neighborhood councils are legal entities and Friends of Coeur d'Alene Park is a sub-committee to the neighborhood group. She then asked if her Friends group would operate under the bylaws for the neighborhood group. Fianna said she would need to get clarification from Lega, but Friends groups will likely need their own bylaws.

2. Friends groups upcoming events/volunteer support – Kelly Brown
 - a. Lee Williams spoke of the success of Spook Walk. Two tours a night over four nights earned \$4000 for the group. Friends of Coeur d’Alene Park Art Fest will be in the beginning of June 2023, and they are looking into including a craft fair. The Summer Concert Series be later in the summer. The 2022 concert series was very successful. Most of the proceeds were given the Friends of Coeur d’Alene Park and then added to their fund with Innovia.
 - b. Trevor Finchamp shared that Friends of the Bluff are focused on planning and preparing for 2023 since the bluff is not especially conducive to winter activities. They are currently designing new trail maps. They are awaiting plans for Rocket Gulch from landscape architects and expecting to receive them sometime in the next month. This will allow them to do more planning on the Rocket Gulch project, as well as the Qualchan Golf Course access. The Friends of the Bluff are planning no events until June.
 - c. Cole Taylor is in the process of developing a website for Friends of Riverfront Park. Trevor Finchamp recommended Squarespace and Wix as user-friendly website builders.
 - d. Kelly Brown relayed that the Friends of Manito holiday light show will be from December 9 through December 18. Drive-through only from December 9 - 12 from 6 - 9:30 p.m. and walk-through only from December 13 - 18 from 5 – 8 p.m.

C. Standing reports

1. EXPO+50 overview – Kelly Brown
 - a. Kelly relayed that Garrett Jones and the team are working on the beginning stages of planning. The timeframe for the event will be May 4th through July 7th, 2024. There will be nine anchor events and a total goal of 153 events throughout the nine weeks. They are working to hire a program manager to take the lead on reaching out to potential sponsors and help with fundraising. Visit Spokane will be leading the marketing efforts. Gonzaga business program is drafting a proposal for activating the Spokane River and Spokane Tribe is interested in assisting with river activation efforts. The group brainstormed themes for EXPO+50 events and will be sending a community survey to capture community interest and solicit volunteers.
 - b. Bob Anderson added that the County made a significant contribution to EXPO+50. be used for marketing and outreach. Garrett Jones and the team are working on an EXPO+50 guide for the future program manager. Jon Moog will present an EXPO+50 update at the December 8 Park Board meeting.
 - c. Lee Williams asked whether people who are involved in Spokane neighborhood parks may have an anchor place for people to learn about our efforts to improve the parks. Bob stated there has been discussion in previous meetings, but nothing concrete is planned. Lee suggested one of the events be about neighborhood parks with the aim of giving the Parks Friends groups visibility and allowing them to inform interested citizens about what is happening in their parks and neighborhoods. Bob stated perhaps the new program manager would be invited to our meetings to focus on involving Friends groups. Lee relayed that the Friends of Coeur d’Alene Park website is up at www.friendsofcdapark.org.
2. DVCAC membership update – Kelly Brown
 - a. Three group members’ terms expire in February. Kelly inquired whether Trevor Finchamp will be continuing with Friends of the Bluff. Trevor stated there is a chance he will not be a board member at that time but is interested in keeping a part in the CAC. He asked to revisit the subject closer to his membership expiration. Kelly will reach out to Maribeth Watt and Craig Volosing who were absent from the meeting, and whose first terms also expire in

February.

- b. Fianna relayed that Kelly had been assigned interim Chair for DVCAC a year ago and proposed a year extension of the position. With no objections, Kelly's position as interim chair will be extended one year to January 2024.

Bob asked Lee whether Friends of Coeur d'Alene ever uses anyone from Parks Department to teach art classes. Lee replied they have not; however, she liked the idea. She thanked Bob for the suggestion and Bob gave Jennifer Papich as the contact.

3. DVCAC project presentations – Kelly Brown
 - a. Lee Williams is working on a presentation and has received feedback from the group. She hopes to be ready in January or February.
 - b. Fianna asked whether Kelly or Cole would be interested in giving a presentation on the King Cole project for Friends of Riverfront Park. Cole Taylor answered perhaps in Spring or Summer as the project is currently being reorganized.
- C. **Next meeting:** The next regularly scheduled meeting is 4 p.m. January 26, 2023, in-person at City Hall and virtually via WebEx.
- D. **Adjournment:** The meeting was adjourned at 4:34 p.m.

Policy & Procedure: Adopt a Park & Park Friends Groups

Fianna Dickson

Nov. 2022 DVC & DVCAC



Developing a Kit of Parts

- ▶ **Policy & Procedure** document will overview the ways groups and Parks work together
- ▶ **Applications** will be the welcome gate and pathway for interested parties
- ▶ **Agreements** will outline specific requirements of each party with more details
- ▶ **Toolkit** will provide advice, ideas, and additional support

Volunteer with us!

- Pick up at the Park (litter removal, graffiti clean up)
- Pull weeds, tend to flower beds, plant flowers
- Plant or water new trees
- Assist with a Recreation program or Riverfront Park special event
- Engage once, infrequently, or routinely!
- See a variety of opportunities at SpokaneParks.org/volunteer. Don't see something of interest? Email us and we'd love to create something together!

Adopt a Park

- Love volunteering at your neighborhood park? Consider forming a group to Adopt the Park!
- Adopting a Park means your group is committed to routine volunteer efforts to help care for your neighborhood park for at least one year
- It could be hosting monthly/ quarterly clean ups, tending to flowers and trees, trail maintenance, locking/unlocking gates, or similar
- Your group can be large or small; we ask that most members have some volunteer parks experience, and sign a basic group agreement annually

Form a Park Friends group

- Has your Adopt a Park group grown in interest, and you'd like to do more? Maybe you'd like to form a Park Friends group!
- Park Friends groups fundraise for park improvements, host events to activate the park, help set the vision for the park's future, and continue with their routine caretaking help
- We ask that Park Friends groups have at least one year of Adopt a Park experience, and work with us to form an agreement outlining the ways we'll work together to enhance your neighborhood park

Draft Policy Highlights

- ▶ Signed program agreement (5.3)
 - ▶ different agreements for Adopt a Park and Park Friends groups
- ▶ Park Friends groups must also have (5.2)
 - ▶ bylaws (sample)
 - ▶ tax exempt status
- ▶ Commitment (5.3)
 - ▶ Adopt a Park: 1 year
 - ▶ Park Friends Group: 5 years
- ▶ Collaborative partnerships criteria, approval process (5.4)
- ▶ Designated leader (5.5)
- ▶ Support from Parks (5.7)
- ▶ Record keeping (5.8)

Draft Procedure Highlights

▶ Adopt a Park

- ▶ First, volunteer at least once
- ▶ Then, form a group of at least 2 and apply
- ▶ Then, sign the agreement
- ▶ Do amazing things to keep the park clean and happy
- ▶ Share a recap

▶ Park Friends Group

- ▶ Adopt the park for at least one year
- ▶ Then, apply
- ▶ Then, sign the agreement
- ▶ Do even more amazing things for the park and community
- ▶ Share a recap



Questions?
Thank you



CITY OF SPOKANE PARKS AND RECREATION DIVISION DIVISION POLICY AND PROCEDURE	DEPT LGL
TITLE: “ADOPT A PARK” AND “FRIENDS OF PARKS” PROGRAM POLICIES AND PROCEDURES	
EFFECTIVE DATE:	
REVISION EFFECTIVE DATE:	

Note: items in red not yet finalized

Question for legal about insurance requirements for both types of groups

1.0 GENERAL

1.1 PURPOSE

The Spokane Parks and Recreation Division “Adopt a Park” and “Friends of Parks” (the “Program”) is a public participation program of Spokane Parks and Recreation which encourages volunteer involvement and community service in support and enhancement of public parks under the control of Spokane Parks and Recreation. The purpose of this policy is to establish policies and procedures for participation in the Program.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

4.0 DEFINITIONS

4.1 “Adopt a Park” means a program where a group of volunteers commit to routine volunteer efforts to help care for a park; work could include routine clean-ups, tending to flowers/trees, trail maintenance, locking/unlocking fa-

cilities, or similar. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.2 “Director” means the Director of Parks and Recreation.

4.3 “Division” means the Spokane Parks and Recreation Department.

4.4 “Friends of Group” or “Park Friends Groups” means a program with all of the features of “Adopt a Park” plus additional responsibilities which may include fundraising, hosting events, joint vision-planning with the division, and/or similar approved activities. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.5 “Program Agreement” means a contractual agreement entered into and signed by a Division representative and the volunteer group’s representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.

4.6 “Program Coordinator” means a Division employee who manages the Program and provides liaison and support between the Division and the volunteer group’s leader and volunteers.

4.7 “Volunteer” means a registered, approved volunteer with Parks & Recreation acting on their own behalf and committed to completing approved tasks on a one-time or ongoing basis

5.0 POLICY

5.1 Program Eligibility

- a) Volunteer organizations/groups are eligible to participate in the Program if the Division is satisfied that the group will fulfill its obligation under the Program in a safe and responsible manner and in harmony with the Division’s mission/vision and master plans and/or preferred plan for the park in question.
- b) Volunteer groups eligible to participate in the Program may be individuals, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c) Adopt a Park and Park Friends groups naming will be mutually-agreed upon by the group and the division. A volunteer group is not eligible to participate in the Program if its name:

- i. Endorses or opposes a particular candidate for public office;
 - ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
 - iii. Includes a reference to a political party.
- d) Volunteer groups and/or individuals that have been denied participation in the Program due to a lack of compliance to a previous Program Agreement shall not be eligible to participate for a period of five years following the termination of the previous Program Agreement.
- e) Each volunteer group must have a designated representative/group leader who functions as the group's primary liaison with the Division. The group leader must be an adult (eighteen years of age or older).

5.2 Group Bylaws and Tax-Exempt Status for Park Friends groups.

- a) Only groups with organized structure via bylaws are eligible to participate in the Division's Park Friends Groups. Adopt a Park groups are not required to have bylaws.
- b) Generally, the most successful Park Friends groups have a strong and broad charter from the start of their creation and have well drafted bylaws for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.
- c) Generally, bylaws include the group's name, their purpose, and membership criteria and define how the group aligns with the Division's mission and goals. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with the Division.
- d) Groups need to determine their charitable status. In the US, Friends of Group or Park Friends Groups need to obtain tax-exempt status. The division does not require Adopt a Park groups to obtain tax-exempt status.
- e) **The Appendix contains sample bylaws.**

5.3 Program Agreement.

- a) In order to participate, eligible Adopt a Park and Park Friends Groups must follow the Procedures in section 6.0. and be recognized through a Program Agreement.
- b) The Adopt a Park Program requires a one-year commitment by groups, and Park Friends groups require a five year commitment.
- c) Volunteer groups and/or individuals may be denied participation in the program or have their agreement terminated due to a lack of compliance

with policies and procedures. If a group appears to have ceased to fulfill their program responsibilities, the staff liaison will contact the group leader first by phone and then by mail. If the group does not contact the coordinator within thirty calendar days of the date of the letter, the agreement will be terminated.

- d) Adopt a Park and Park Friends groups will follow all division and city policies, to include the sponsorship and social media policies.

5.4 Service Opportunities and Projects.

- a) Adopt a Park and Park Friends groups work in collaboration with the division to find compatible goals and partnership opportunities. The following considerations form the basis for determining which projects the Division partners on with Adopt a Park and Park Friends groups:
 - i. Mission: Does the project meet the missions/goals/objectives of Parks & Recreation?
 - ii. Needs and Level of Service: Is it aligned with community desires and physical need, as outlined in our Master Plan?
 - iii. Park Conditions and Ongoing Sustainability: Does it target facilities in poor condition or out of service? Is the project sustainable?
 - iv. Equity Investment Zones: Does the project address social/health vulnerabilities or economic disparities?
 - v. Opportunities: Is there an opportunity to leverage funds or resources (combination of Park funds and Park Friends fundraising efforts)?
 - vi. Community Benefit: Does this project benefit the greater community or neighborhood (as opposed to special interests of individuals or smaller groups)?
- b) Groups will not complete any fundraising or work project without prior written approval by their staff liaison or the director. Projects may require written plans to be submitted by the group and may require additional steps like a traffic control or safety plan. Fundraising or work projects are defined as any maintenance, programming, or capital improvement to a park.
- c) Adopt a Park and Friends of groups should host at least two times per calendar year an event/activity. Additional events/service op-

portunities/projects can be completed as needed to support the park.

5.5 Group Leader

- a) The Group Leader as identified within the groups Bylaws shall sign the Agreement and act as the Group's primary liaison with the Division.
- b) The Group Leader is responsible for:
 - i) Serving as the communication point person with the Division's assigned staff liaison. Groups are required to keep open lines of communication. It is critical that groups and the division work, communicate, and collaborate as a team and operate with respect and professionalism.
 - ii) Ensuring that the Group complies with the provisions of the Program agreement
 - iii) Ensuring that each volunteer receives the appropriate training;
 - iv) Submitting project request and records;
 - v) Ensuring that activities/events are conducted in a safe manner;
 - vi) Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
 - vii) Filing all required reports and forms with the staff liaison; and
 - viii) Reporting any injuries incurred by volunteers during activities/events to the City and communicating with the staff liaison as necessary to ensure smooth conduct of the program.

5.7 Program Support

- a) Adopt a Park and Park Friends groups will be supported by their staff liaison and other members of the division, which may include: coordination of shared resources; marketing support and event promotion (i.e. graphic design and press release assistance, social media sharing); opportunities to participate and present to the Development and Volunteer Committee Citizen Advisory Committee of the Park Board; priority access for venue reservations and review of venue rental costs; and recognition of contributions.

5.8 Record keeping

- a. Adopt a Park and Park Friends groups will be required to maintain their own records to include email/ mailing lists of their members, volunteer tracking, committee/board/meeting records and/or minutes, and any paperwork required by government agencies.
- b. They agree to make these records available to the division at any time upon request, within 30 days of request, and to report annually to their staff liaison in alignment with Procedures in section 6.0.

5.9 Hazardous Materials

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous.
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description to their staff liaison as soon as possible.

6.0 PROCEDURE

6.1 Adopt a Park

6.1.1 Interested parties must first register and complete at least one volunteer session with the Division in an approved activity.

6.1.2 After volunteering at least once, a group of at least two volunteers may fill out an **application** to Adopt a Park. Adopted parks will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.1.3 Approved groups will be required to commit to one year of service, and sign the Division's **Adopt a Park Program Agreement**.

6.1.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

6.2 Park Friends

6.2.1 Interested groups must have completed at least one year of volunteer work under the Adopt a Park program.

6.2.2 Adopt a Park groups interested in expanding their scope of work in alignment with the Park Friends definition may fill out an **application**

to form a Park Friends group. Park Friends groups will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.2.3 Approved groups will be required to commit to five years of service, and sign the Division's **Park Friends Group Program Agreement**.

6.2.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

- Application to Adopt a Park
- Adopt a Park agreement template
- Application to form a Park Friends group
- Park Friends agreement template
- Matrix (volunteer, Adopt a Park, Park Friends)
- Toolkit for Adopting a Park & Forming/Growing a Park Friends group

APPROVED BY: