



**Spokane Park Board
Development & Volunteer / Citizen Advisory
Committee**

12:00 p.m. Wednesday, July 9, 2025

In-person: **Riverfront Pavilion Conference Room**

574 N. Howard St., Spokane, WA 99201

Webex virtual call-in: # 408-418-9388

Access code: **2483 250 7349**

Fianna Dickson – Marketing & Communications

Committee members:

DVCAC:

Lee Williams – Chair – Friends of CdA Park (*absent/excused*)

Laura Ackerman / Trevor Finchamp – Friends of the Bluff

Cole Taylor – Friends of Riverfront Park

Paul Lindholdt – Friends of Palisades

DVC:

Jennifer Ogden – Chair/Park Board

Bob Anderson – Park Board

Gerry Sperling – Park Board

Lindsey Shaw – Park Board

Lee Williams – Park Board (*absent/excused*)

[Vacant] – DVCAC representative

The Park Board Development and Volunteer / Citizen Advisory Committee meeting will be held in person in the **Riverfront Pavilion conference room**, and virtually via Webex at 12:00 p.m. Wednesday, July 9, 2025. Committee members, staff, and presenters have the option to participate virtually via Webex during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code: **2483 250 7349** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 8:00 a.m. July 9 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to meeting attendees prior to the meeting.

Agenda

1. **Call to order** – Jennifer Ogden
2. **Public comment** – Jennifer Ogden
3. **DVCAC action items** – Jennifer Ogden
 - A. Election of Chair – Jennifer Ogden

4. DVCAC discussion items

- A. DVCAC membership review – Fianna Dickson
- B. Parks Foundation assistance for Friends groups – Yvonne Trudeau, Spokane Parks Foundation
- C. Events and park reservations – Dawn Frey, Sales & Event Manager
- D. Potential future agenda items – Jennifer Ogden

5. DVCAC standing reports

- A. DVCAC member news – Jennifer Ogden

6. DVC action items

- A. [Correction of DVC position on Park Board Committee organizational chart](#) – Jennifer Ogden
- B. [DVC Mission/Goals/Objectives amendment](#) – Jennifer Ogden

7. DVC discussion items

- A. Roles of Park Board and Friends groups – Jennifer Ogden

8. DVC standing reports

- A. Levy subcommittee update – Jennifer Ogden

9. Adjournment

Agenda is subject to change.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	DVC Committee meeting date: 07/09/2025		
Requester	Jennifer Ogden Phone number:		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)		Master Plan Priority Tier: (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	Correction of DVC Position on Park Board Committee organizational chart		
Begin/end dates	Begins: 07/10/2025	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history: The Park Board bylaws state the DVC is a standing committee of the Park Board, whereas the organizational chart depicts it as a "special committee". This item is to correct the organizational chart to follow the Park Board bylaws.			
Motion wording: Approve correction of DVC position on the Park Board Committee organizational chart			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Jennifer Ogden Grant Management Department/Name: _____ <div style="float: right; text-align: right;"> Fianna Dickson Garrett Jones </div>			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Business license Expiration date: _____ <input type="checkbox"/> Insurance Certificate			



Park Board Committee Organization Chart



Chart Legend

Governing Body

Standing Special Committee - Advisory to Standing Regular Committee

Standing Regular Committee - Advisory to the Park Board

Standing Special Committee - Advisory to the Park Board

Citizen Advisory Committee - Advisory to Standing Special Committee

Spokane Park Board

Briefing Paper



Committee	DVC Committee meeting date: 7/9/2025		
Requester	Jennifer Ogden		Phone number:
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	OPR 2021-0266	Master Plan Priority Tier: (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	DVC mission/goals/objectives amendment - composition portion		
Begin/end dates	Begins: 07/10/2025	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history: The DVC composition as stated on its mission/goals/objectives document indicates a number of four Park Board members on the committee; however, the Park Board bylaws do not state a maximum number. This item is a request to revise the composition of the DVC to read "up to five Park Board members".			
Motion wording: Approve amendment of DCV mission/goals/objectives - composition portion			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Jennifer Ogden Grant Management Department/Name: _____ <div style="float: right; text-align: right;"> Fianna Dickson Garrett Jones </div>			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Business license Expiration date: _____ <input type="checkbox"/> Insurance Certificate			



Development & Volunteer Committee (DVC) Overview

A ~~special~~ committee of the Spokane Park Board

Updated: July 2025

Purpose/Mission

The purpose of the Development and Volunteer Committee is to help guide fundraising priorities (capital and programmatic), and to enhance the growth and coordination of the “Friends of” volunteer groups who work to fulfill those fundraising priorities.

Goals

- Guide and support Parks & Recreation’s capital and programming fundraising priorities
- Serve as an umbrella over “Friends of” groups
- Foster the creation and growth of new “Friends of” groups

Objectives to obtain those goals

Goal: Guide and support Parks & Rec’s capital and programming fundraising priorities

- a. Develop an annual priority fundraising list for capital and programming projects, in concert with Parks & Recreation leadership and the full Park Board
- b. Develop a fundraising master plan
- c. Create toolkits/presentations/videos as needed
- d. Utilize Park Board members’ connections to solicit potential donors
- e. Develop procedures for accepting and recognizing funds

Goal: Serve as an umbrella over “Friends of” groups:

- f. Centralize MOU agreements for consistency
- g. Create a Citizens Advisory Committee (CAC) comprised of reps from all Friends groups, and Community Assembly/neighborhood councils as appropriate
- h. Increase coordination between Friends groups for shared resources, ideas, concerns/issues, marketing, and support
- i. Support Friends’ fundraising efforts, guided towards the determined fundraising priorities
- j. Support communication with their staff liaison and additional appropriate Park Board committees (i.e. Land, Riverfront Park)

Goal: Foster the creation and growth of new “Friends of” groups

- a. Create a Friends of Riverfront Park

Composition & Representation

The DVC will be comprised of approximately 50% Park Board and 50% non-Park Board community members. There will be ~~four~~ up to five Park Board members, one representative from the CAC, and approximately three to four business/community members.

AGENDA SHEET FOR PARK BOARD MEETING OF: April 8, 2021



Submitting Division
Parks & Recreation

Contact Person
Fianna Dickson

Phone No.
625-6297

CR: _____

Department: ☐ Finance ☐ Operations ☐ Recreation/Golf ☐ Riverfront Park

Committee: ☐ Finance ☐ Golf ☐ Land ☐ Recreation ☐ Riverfront ☒ DVC

Type of contract: ☒ New ☐ Lease ☐ Renewal/Ext. ☐ Amendment/CO ☐ Other

Beginning date: 04/08/2021 Expiration date: _____ Open ended ☒

CLERKS' FILE	<u>2021-0266</u>
RENEWAL	_____
CROSS REF	_____
ENG	_____
BID	_____
REQUISITION	_____

AGENDA WORDING:

Development & Volunteer Committee mission statement, goals and objectives

RECEIVED
APR 13 2021

CITY CLERK'S OFFICE

BACKGROUND: (Attach additional sheet if necessary)

We aimed to capture the purpose of this new subcommittee - the mission, goals we wish to achieve, and some objectives to help us reach those goals. This document can evolve, but will serve as an early guide for our work.

RECOMMENDATION:

Move to adopt the Development & Volunteer Committee mission statement, goals and objectives

ATTACHMENTS: Include in packets. See back of Agenda Sheet for specific supporting document requirements.

SIGNATURES:

Fianna Dickson

Requester - Fianna Dickson

Dept. Manager _____

Garrett Jones

Director of Parks & Recreation - Garrett Jones

Megan Qureshi

Parks Accounting - Megan Qureshi

James Richman

Legal Dept. - James Richman

DISTRIBUTION:

Parks: Accounting _____

Parks: Pamela Clarke _____

Budget Manager: _____

Requester: Fianna Dickson _____

PARK BOARD ACTION:

APPROVED BY SPOKANE PARK BOARD

Jennifer Ogden

Jennifer Ogden, president

April 8, 2021

Fiscal Impact**Budget Account****Expenditure:**

Budget neutral

Revenue:

☐

Existing vendor

☐

New vendor – If so, please include vendor packet

☐**Supporting documents:**☐

Quotes/Solicitation (RFP, RFQ, RFB)

☐

Contractor is on the City's A&E Roster City of Spokane

☐

Spokane Business registration expiration date: _____

UBI # _____

☐

W-9 (for new contractors/consultants/vendors)

☐

ACH Forms (for new contractors/consultants/vendors)

☐

Insurance Certificate (minimum \$1 million in General Liability)

Spokane Park Board

Briefing Paper



Committee	Development & Volunteer		
Committee meeting date	March 30, 2021		
Requester	Fianna Dickson	Phone number: 625-6297	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Development & Volunteer Committee mission statement, goals and objectives		
Begin/end dates	Begins: 04/08/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: We aimed to capture the purpose of this new subcommittee - the mission, goals we wish to achieve, and some objectives to help us reach those goals. This document can evolve, but will serve as an early guide for our work.			
Motion wording: Approve the Development & Volunteer Committee mission statement, goals and objectives as presented			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Fianna Dickson Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Budget neutral			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: _____ Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			



Development & Volunteer Committee (DVC) Overview

A special committee of the Spokane Park Board

Updated: March 31, 2021

Purpose/Mission

The purpose of the Development and Volunteer Committee is to help guide fundraising priorities (capital and programmatic), and to enhance the growth and coordination of the "Friends of" volunteer groups who work to fulfill those fundraising priorities.

Goals

- Guide and support Parks & Recreation's capital and programming fundraising priorities
- Serve as an umbrella over "Friends of" groups
- Foster the creation and growth of new "Friends of" groups

Objectives to obtain those goals

Goal: Guide and support Parks & Rec's capital and programming fundraising priorities

- a. Develop an annual priority fundraising list for capital and programming projects, in concert with Parks & Recreation leadership and the full Park Board
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- c. Create toolkits/presentations/videos as needed
- d. Utilize Park Board members' connections to solicit potential donors
- e. Develop procedures for accepting and recognizing funds

Goal: Serve as an umbrella over "Friends of" groups:

- f. Centralize MOU agreements for consistency
- g. Create a Citizens Advisory Committee (CAC) comprised of reps from all Friends groups, and Community Assembly/neighborhood councils as appropriate
- h. Increase coordination between Friends groups for shared resources, ideas, concerns/issues, marketing, and support
- i. Support Friends' fundraising efforts, guided towards the determined fundraising priorities
- j. Support communication with their staff liaison and additional appropriate Park Board committees (i.e. Land, Riverfront Park)

Goal: Foster the creation and growth of new "Friends of" groups

- a. Create a Friends of Riverfront Park

Composition & Representation

The DVC is a "special" committee of the Park Board, similar to the Joint Arts Committee. All actions will come through a "regular" committee of the Park Board (i.e. Land, Riverfront). Please see Park Board Organizational Chart for reference.

It will be comprised of 50% Park Board and 50% non-Park Board community members. There will be four Park Board members, one representative from the CAC, and three business/community members.