



**Spokane Park Board
Development & Volunteer / Citizen Advisory
Committee**
12:00 p.m. Wednesday, July 9, 2025
In-person and Webex virtual meeting
Fianna Dickson – Marketing & Communications

Committee members:

DVCAC:

- Lee Williams – Chair/Friends of CdA Park (*absent/excused*)
- X Laura Ackerman / ~~Jeff Lambert~~ (*alternate*) – Friends of the Bluff
- X Cole Taylor – Friends of Riverfront Park
- Paul Lindholdt – Friends of Palisades (*absent/excused*)

DVC:

- X Jennifer Ogden – Chair/Park Board
- X Bob Anderson – Park Board
- X Gerry Sperling – Park Board
- Lindsey Shaw – Park Board (*absent/excused*)
- [Vacant] – DVCAC representative

Park staff

Fianna Dickson
Sarah Deatrich

Guests

Yvonne Trudeau – Spokane Parks Foundation
Elizabeth Goldsmith – Comstock Neighborhood Council
Sandra Wicht – Comstock Neighborhood Council

Minutes

1. **Call to order** – The meeting was called to order at 12:02 p.m. by DVC Committee chair Jennifer Ogden. See list above for attendance.
2. **Public comment:** None
3. **DVCAC action items:**
 - A. DVCAC Chair election

Lee Williams has been appointed to the Park Board and although there is nothing in the bylaws to say that a Park Board member cannot chair a CAC committee, Jennifer stated it may be best to elect a new chair. The DVCAC chair heads the DVCAC portion of the

meeting and meets with interested parties from Friends groups, walks Friends groups through the adopt-a-park/friends process. The term of the chair is two years but often carries over to the member's second term on the committee. Time commitment varies depending on the chair's involvement with Friends groups, potential Friends groups and various interested parties. As there were only two CAC members present, the committee agreed to hold off voting until the September 10 meeting. Lee Williams will remain chair until then.

Elizabeth Goldsmith reported that the Comstock Neighborhood Council would like to form a Friends of Comstock group and would like to have a seat on the DVCAC. She will send an email to Garrett.

4. DVCAC discussion items:

A. DVCAC membership review – Fianna Dickson

There are several vacancies on the DVCAC. Comstock Neighborhood Council will fill a partner organization or volunteer focus group position.

The committee also needs a Community Assembly representative. The Community Assembly meets tonight, and Sandra and Elizabeth will ask the group if anyone may be interested.

B. Parks Foundation assistance for Friends groups – Yvonne Trudeau, Spokane Parks Foundation

Yvonne reported that the Foundation is in its 74th year, and throughout that time, its mission has stayed the same: to help enhance and support parks through philanthropic means. She spoke about the three main ways that the Parks Foundation can help.

- 1) Community Grants Program that support outdoors recreation programs in parks, as well as projects and amenities. Grants are small, with next year's maximum at \$6,000. Application period opens on September 15 with a deadline of November 30.
- 2) Fiscal sponsorships to help Friends groups that are not a 501c3 apply for grants with no administrative fee.
- 3) Providing insurance for park events. Exceptions include sporting events and ongoing/weekly events with no administrative fee.

C. Events and park reservations – Dawn Frey, Sales & Event Manager (*Dawn was unable to attend. This item will be revisited at a future meeting.*)

D. Potential future agenda items – Jennifer Ogden

- 1) Fianna suggested inviting Jake Vandenberg, Park Ranger Supervisor, to speak at the next meeting
- 2) Dawn Frey will speak at the next meeting as well.

5. DVCAC standing reports:

A. DVCAC member news – Jennifer Ogden

1) Friends of Riverfront Park – Cole Taylor

- Cole received a contact form from an individual interested in joining the group. He reached out to the individual but has not yet received a response.
- Cole continues to work to increase membership, and Jennifer will reach out to

Chris Wright to schedule a meeting.

2) Friends of the Bluff – Laura Ackerman

- Washington Trails Association continues work on the Rocket Gulch stairs.
- Once the City's permitting department closes the permit, weeding and hydroseeding will take place.
- Signage foundations have been set.
- Over 1,000 people attended Brush on the Bluff.
- There are six new members on the board – two from high school environmental clubs.

3) Comstock Neighborhood – Elizabeth Goldsmith

- Kids and parents alike are thrilled the pool has reopened.
- Comstock Park swings have been removed due to safety concerns. Elizabeth has been in contact with Carl Strong and it will be a while before they are replaced.
- A member of the Neighborhood Council was concerned about the lack of a spark arrester on the park's fireplace. Carl Strong and the Ops team built and installed a custom spark arrester. This is an excellent example of what can be accomplished when Parks & Recreation and neighborhoods work together.

Elizabeth reiterated her position that there needs to be stronger representation from public safety, possibly a dedicated representative to liaise between police, park rangers, and others, about safety in parks. Jennifer Ogden stated this concern could be brought to the Park Board through the DVC as something that may be developed further, possibly a task force or study group to explore possibilities.

6. **DVC action items**

A. Correction of DVC position on Park Board Committee organizational chart – Jennifer Ogden

When the Park Board conceived of the DVC, they didn't know if meetings would be held regularly. As such, it was designated as a "standing special committee", reporting to a standing regular committee. However, it has always operated as a regular committee, meeting and reporting to the Park Board regularly. This correction will move the DVC to the standing regular committee column of the chart, with the DVCAC moving to the standing special committee section as an advisory to the DVC. This correction will bring the DVC in line with the other standing committees on the organizational chart as reflected in the bylaws sections nine and 13.

Motion No. 1: Jennifer Ogden moved that the organizational chart be changed to reflect the how the DVC operates within the standing committees of the Park Board and how it reports to the Park Board directly.

Gerry Sperling seconded.

Motion passed with unanimous consent (3-0)

B. DVC Mission/Goals/Objectives amendment – Jennifer Ogden

The main intent of the amendment is to change two things: the number of Park Board members on the committee from "four" to "up to five" and remove the designation of the committee as a "special committee". This change also reflects the DVC committee to be in line with other standing committees in the bylaws for committee structure.

The Composition and Representation section of the document will be changed to read, “The DVC will be comprised of approximately 50% Park Board and 50% non-Park Board community members. There will be up to five Park Board members, one representative from the CAC and approximately three to four business/community members.”

Motion No. 2: Jennifer Ogden moved to approve the DVC Mission/Goals/Objectives amendment.

Bob Anderson seconded.

Motion passed with unanimous consent (3-0)

7. DVC discussion items

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

Members of the DVCAC relay questions and concerns to the DVC at this meeting. The DVC then reports to the Park Board for guidance and/or action.

8. DVC standing reports:

A. Levy subcommittee update – Jennifer Ogden

The goals and objectives represented in the Parks master plan have resulted in a Together Spokane initiative which combines Parks resources and Schools resources to maximize efficiencies. Find information at [TogetherSpokane.org](https://togetherspokane.org). The initiative will be up for vote on the November 2025 ballot.

9. Adjournment – The meeting was adjourned at 1:16 p.m.

The next regularly scheduled meeting is 12:00 p.m. Wednesday, September 10, 2025, in-person in the Finch Arboretum Ponderosa Room, and virtually via Webex.

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 Deatrach 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

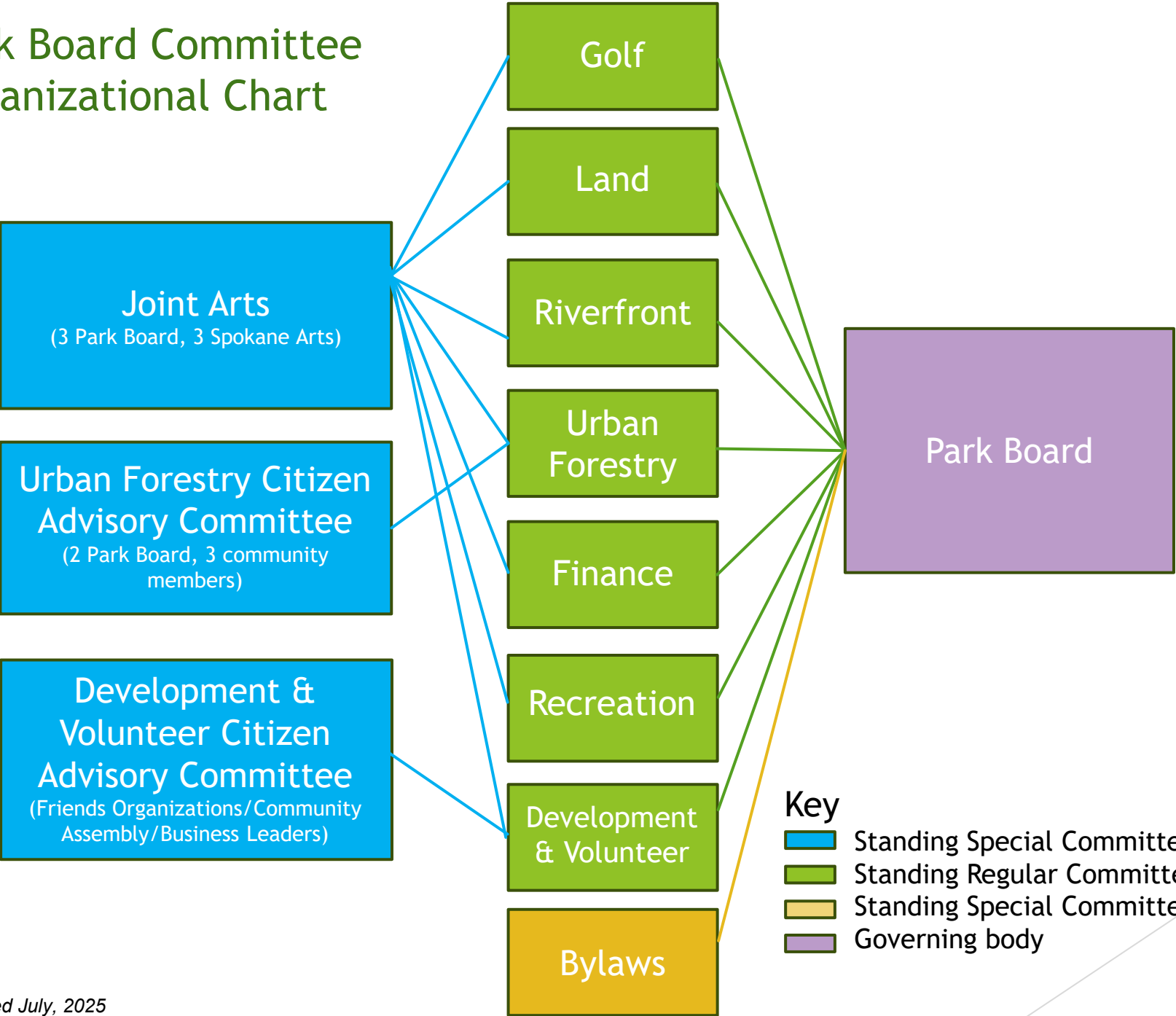
Standing Special Committee - Advisory to Standing Regular Committee

Standing Regular Committee - Advisory to the Park Board

Standing Special Committee - Advisory to the Park Board

Citizen Advisory Committee - Advisory to Standing Special Committee

Park Board Committee Organizational Chart



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 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 up to five Park Board members, one representative from the CAC, and approximately three to four business/community members.