



**Special meeting of the
Spokane Park Board
Development and Volunteer Committee
9 a.m. Tuesday, Jan. 18, 2022**

WebEx virtual meeting

Call-in #: 408-418-9388; Access code 2489 916 6412

Fianna Dickson – Marketing & Communications

Committee members

Bob Anderson – Committee chair/Park Board

Jennifer Ogden – Park Board

Rick Chase – Park Board

Gerry Sperling – Park Board

Kelly Brown – Citizen Advisory Committee representative (interim)

Christina VerHeul – Community at-large representative

Julie Biggerstaff – Community Assembly representative

Notice is hereby given that, pursuant to Gov. Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until the termination of the COVID-19 State of Emergency.

The special meeting of the Park Board Development and Volunteer Committee meeting will be held virtually via WebEx at 9 a.m., Tuesday, Jan. 18, 2022. The public will be able to listen to the meeting by calling 408-418-9388 and entering access code: 2489 916 6412, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 2 p.m. Jan. 14 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** – Bob Anderson

2. **Public comment** – Bob Anderson

3. **Action/discussion items**

A. DVCAC membership update – Fianna Dickson

B. DVC membership update – Fianna Dickson

C. DVCAC Jan. 12 event recap – Kelly Brown/Christina VerHeul

4. **Next step** – Bob Anderson/Fianna Dickson

5. **Next meeting**

6. **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 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jsaxon@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.

Project	Tasks	Status/Timeline	Lead	Budget
DVC Development	Mission/Vision/Objectives	✓	Fianna	0
	Membership development	1 vacancy	Bob	0
	Membership org chart	✓	Pamela	0
	Membership tracking	Ongoing	Pamela	0
CAC Development	Master list of possible members	✓	Fianna & Pamela	0
	Invite letter & follow-up letter	✓	Fianna	0
	Welcome event	✓	Kelly & Jennifer	0
	Second meeting	January 12, 2022	Kelly & Christina	0
	Brochure	✓	Fianna	\$50
	Job description			0
	Membership development	3 vacancies	All	
	Membership tracking	Ongoing	Pamela	0
	Outreach to possible members	Ongoing	All	0
Riverfront Market Booth	Q4 2021, Q2 2022	Kelly & Christina	0	
Park Friends	Master Contact List	✓	Pamela & Fianna	0
	Toolkit	Q1 2022	Fianna	
	MOU master sample			0
	MOU tracker			0
Friends of Riverfront Park	Operations plan			
	Marketing plan	Q1 2022	Christina & Fianna	
	Brochure, poster, website landing page	✓	Fianna	\$150
	Potential officers list	Ongoing	Fianna	
	Mission statement	✓	All	
	501c3 application & banking plan		Chris Wright	
Capital & Programming Funding Support	Develop an annual fundraising priority list (w/Master Plan)			
	Develop a fundraising master plan			
	Develop a mechanism to receive and recognize donations			
Volunteers	Operations plan w/Legal, HR	✓	Fianna & Jason	
	Forms, waiver, website, tracking, follow-up letters	✓	Josh	
	Promotions	Ongoing	Josh & Fianna	
	Volunteer Coordinator hiring	2022	Admin team	
Video: ways to engage	Creative brief	Q1 2022	Fianna & DH	\$1,000
	Production	Q1-2 2022	Fianna & DH	\$10 - \$12,000