



**Spokane Park Board
Development and Volunteer
Committee meeting**

10 a.m. Thursday, Feb. 25, 2021

WebEx virtual meeting

Fianna Dickson – Marketing & Communications

Committee Members

X Bob Anderson – Chair
X Jennifer Ogden
X Rick Chase
X Gerry Sperling

Staff members

Garrett Jones
Fianna Dickson
Jason Conley
Josh Morrissey
Pamela Clarke

Minutes

1. **Call to order** – The meeting was called to order at 10:03 a.m. by committee chair Bob Anderson.
2. **Public comment**
 - A. None
3. **Action/discussion items**
 - A. Background/purpose – *Bob Anderson* opened the discussion at the first meeting of the Development and Volunteer Committee by providing background on the committee's creation. The DVC has been formed to serve as an umbrella over all of Spokane's friends groups and function as a conduit between these organizations, and the Parks Division and Park Board. The DVC offers the Parks the opportunity to centralize agreements, communication and obligations with these groups. The committee will support friends' fundraising efforts and encourage the creation of new friends groups. The expectation is to have representation from the friends groups and business community similar to that of the Joint Arts Committee which is comprised of representatives from the Park Board and Spokane Arts.
 - B. Staff lead/Fianna Dickson – *Garrett Jones* reported that Fianna Dickson will be the staff lead for the DVC.
 - C. Goals for the DVC – The group discussed and identified the following goals:
 - 1) Create a committee charter that defines the purpose, goals and objectives of the DVC
 - 2) Determine the membership composition and representation
 - a) Park Board – 50%; and volunteer/friends groups and business community – 50%
 - b) Involvement/input from business community, dependent on project/event.
 - c) Involvement/input from Community Assembly, when applicable
 - 3) Develop structure for fundraising/volunteer efforts
 - a) Individual support – volunteer time and/or smaller donations for specific tasks/projects
 - b) Major donors – Gifts from business/individuals for larger projects, capital improvements. Utilize Park Board members' connections to solicit potential donors
 - c) Acceptance of funds – develop procedure for accepting funds

- 4) Develop priority list – 1) Capital priorities; and 2) Volunteer goals
- 5) Create a Citizens Advisory Committee (CAC)
 - a) Schedule a kick-off meeting with representatives from all of the friends groups to introduce the goals, objectives and process
- 6) Determine the advisory structure
 - a) DVC reports to the Park Board
 - b) CAC reports to the DVC
 - c) Friends groups representatives serve on the CAC
- 7) Create a Friends of Riverfront Park – high priority
 - a) Define the relationship with Parks/Park Board
 - b) Develop an MOU
- 8) Develop a Parks Ambassador program
- 9) Pursue Innovia Foundation opportunity
- 10) Create Volunteer Program guidelines
 - a) Work with HR, Risk Management and possibly Labor Management to assist in defining guidelines

Next steps – Committee members were asked to send their DVC meeting notes by March 3 to Ms. Ogden and cc the other committee members. Ms. Ogden offered to compile the notes and submit to Ms. Dickson. Ms. Ogden will distribute a draft donor letter for the committee and staff's input. She will also draft a letter inviting representatives from friends groups to participate in the CAC. Mr. Anderson requested committee members cc all DVC members when solicitations are made to potential donors. At the next DVC meeting the group plans to discuss any contacts the committee members have made, review a draft of the committee charter, and discuss outreach opportunities to find potential members of Friends of Riverfront Park. Ms. Dickson will create a brief outlining the high-level overview of the committee's purpose, goals and objectives.

4. **Adjournment:** The meeting was adjourned at 11:09 a.m.