

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (R-DAC)
March 12, 2020
Council Chambers, 1175 E. Main Street

4:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Recreation Division Advisory Committee-January 28, 2020

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Elect Chair and Vice Chair (Action) 10 minutes
- Review draft of By-laws (Informational/Potential Action) 15 minutes

- Discussion of Priorities for R-DAC (Informational) 30 minutes
 - Review information gathered at previous meeting
 - Presentation on: Surveying & Needs Assessment
 - Working group Discussion

- Recreation Division Update –(Informational) 20 minutes
 - Update on Daniel Meyer Pool Project
 - 2019-20 Ice Rink Season Review
 - Nature Center Programs
 - Summer Program Guide 2020

- Items from R-DAC Committee Members 10 minutes

NEXT MEETING DATE / TIME / PLACE

May 14, 4pm

ADJOURNMENT by 5:30 p.m.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

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TO: Recreation Division Advisory Committee (RDAC)
FROM: Rachel Dials, Recreation Superintendent
DATE: March 3, 2020
SUBJECT: Overview of RDAC Business Meeting- March 12, 2020

Here is an overview of the RDAC business meeting for Thursday March 12, 2020:

Approval of Minutes

Review and make a motion to approve the January 28, 2020 meeting minutes for RDAC.

Elect a Chair and Vice Chair

RDAC will need to operate with a Chair and Vice Chair elected by the committee. The duties of the Chair are to run the business meeting and work with APRC staff to set the RDAC agenda. The duties of the Vice Chair are to step in when the Chair is absent. The group will need to discuss these duties and elect a Chair and Vice Chair by motion.

Review draft of Bylaws

Superintendent Dials, along with a working group of committee members that included Risa Buck and Jordan Rose drafted and reviewed bylaws based on approved bylaws for the ASAC (Ashland Senior Advisory Committee). These bylaws define membership and note that the Committee may be dissolved or merged with another body by motion of the APRC. These draft bylaws will need to be reviewed by RDAC and approved by motion. They will then go onto the Parks Commission for approval.

Discussion of Priorities for RDAC

The committee will review the comments received from the last R-DAC meeting and discuss best practices related to conducting a needs assessment and the different types of needs assessment tools. A working group may be formed.

Recreation Division Update

Recreation staff will give updates on current APRC programs and services related to the Recreation Division.

Attachments

January 28, 2020 Draft Minutes
Draft Bylaws & Term Limits
Comments from R-DAC meeting 1-28-20
Ice Rink Season Review

MINUTES
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (R-DAC)
January 28, 2020
Lithia Cabin 340 S. Pioneer

Present: Committee Members: Rogers, Grimm, Buck, Rose, Bjornson; **Commissioners** Lewis, Heller;
APRC Staff: Director Black, Superintendent Dials, NMP Manager VanWyhe, Recreation Manager Flora, Assistant Deckelman
Absent: Morris; Downs

CALL TO ORDER

Dials called the meeting to order at 4:04 p.m.

APPROVAL OF MINUTES

None

PUBLIC PARTICIPATION

None

BUSINESS

Introductions

The staff and committee members introduced themselves and selected a pre-selected question to answer about themselves.

Discussion of Charge of Committee (Recreation Superintendent)

Purpose of Committee

Dials gave an overview of the purpose of the Committee (In Meeting Materials – [Commission Policy](#), [RDAC Chart](#)). Dials stated that the group would be come up with by-laws in an upcoming meeting and that the term limits for the members would be staggered with these items being voted on by the committee. Dials reviewed a goals document and discussed what were staff and Commission Goals for RDAC. Cost Recovery and Needs Assessment were also briefly discussed.

Roles, responsibilities and onboarding of members

Flora presented information on Public Meeting Laws (In Meeting Materials – [Public Meeting Law Presentation](#)). He asked that committee members review this information on their own as well. Flora stated the quorum for this committee is 5 and that smaller working groups (less than a quorum) will be formed within the committee to take on specific assignments and report back to the RDAC in a public meeting.

Roundtable Discussion

Dials asked "What are your hopes and dreams for this committee?" Each committee member answered the question. Dials proposed a Work Group to discuss bi-laws and term limits for committee. Buck and Rose volunteered for this group

Regular meeting schedule

It was decided by all present that the R-DAC meetings would be held on the second Thursday of every other month.
Location TBD

SET NEXT MEETING DATE / TIME / PLACE

The next meeting will be held on March 12, 2020 at 4:00 p.m. Location: *TBD*

ADJOURNMENT

The meeting adjourned at 5:33 p.m.

Respectfully Submitted,
Sherrill Deckelman
Office Assistant II



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee Bylaws-**DRAFT**

Overview

The Ashland Parks and Recreation Commission (APRC) established the Recreation Division Advisory Committee (RDAC) on August 26, 2019.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Recreation Division Advisory Committee (RDAC).

ARTICLE II. PURPOSE

RDAC's purpose is to advise the APRC on matters related to the Recreation Divisions programs and services and to coordinate with the APRC Director and the Recreation Superintendent on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

ARTICLE III. MEMBERSHIP

The RDAC membership shall be composed of up to nine (9) voting members, as follows:

- Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category
- Two (2) Ashland Parks and Recreation Commissioners

RDAC members are appointed by the APRC chairperson with recommendations coming from the RDAC committee. The term of each program participant and community partner member will be three (3) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the APRC chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Because membership on the APRC changes with each election, Commissioner members do not have a fixed term and may be reappointed or changed at discretion of the APRC Chair.

See Addendum A for initial RDAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify RDAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings.

ARTICLE IV. MEETINGS OF MEMBERS

RDAC shall meet every other month, or more frequently as decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one week prior to the meeting.

A quorum for a meeting of the committee shall consist of at least half plus one of the current appointed members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All RDAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE VI. OFFICERS

Each year, RDAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the last meeting of each fiscal year (prior to June 30th)

APRC Commissioners and staff cannot be in a Chair or Vice Chair position.

ARTICLE V. STAFF

The Recreation Superintendent and/or APCR Director, or designated representative, will attend and assist in the planning, advertising and management of RDAC meetings.

ARTICLE VII. WORKING GROUPS

The RDAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups shall report their findings back to RDAC in a public meeting.

ARTICLE VIII. CONFLICT OF INTEREST

RDAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE IX. MINUTES

RDAC shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE XI. DISSOLUTION

By motion of the APRC, RDAC may be dissolved or merged with another similar committee conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

RDAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the APRC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on [Insert approval date], as the Bylaws of this committee.

Mike Gardiner, APRC Chair

ATTEST: Michael Black, APRC Director



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee

Bylaws Addendum A: Initial Appointments and Terms

Position	Name	Representing	Date appointed	Current Term Expires	2- term limit
1.	Beth Morris	Program Participant	11/25/19		1 st
2.	Pamela Downs	Program Participant	11/25/19		1 st
3.	Risa Buck	Program Participant	11/25/19		1 st
4.	Valerie Rogers	Community Partner	11/25/19		1 st
5.	Jordan Rose	Community Partner	11/25/19		1 st
6.	Rebecca Bjornson	Community Partner	11/25/19		1 st
7.	Cori Grimm	Community Partner	11/25/19		1 st

Need to stagger term limits:
 June 30, 2022 & June 30 2023
 3 to 3 1/2 year terms

“hopes and dreams” comments from R-DAC Committee & Staff

1-28-20 meeting

Needs Assessment- Road map for the Recreation Division

Cost Recovery and Fundraising

- Expansive thinking, not a narrow focus
- Cost Recovery-Things paying for themselves
- Sound System for the Grove Gym-Fundraising

Inclusivity

- Diversity and Inclusion-cultural, economic, age, ability (who and how we serve) within
 - Programs
 - Committee
- Seat or two sitting on the R-DAC committee (HS Students)
- Outreach to HS students, Leadership from HS students
- HS students having input on the agenda
- Extending the reach of underserved groups in the community

Facilities

- Acoustics in Pioneer Hall
- Loss of the Community Center (address and replace)
- Facility to meet the needs of the community
- Pop-up Community Center partnerships
- Continued focus on indoor facilities
- The Grove-looking at the future and more programmable space options

Education & Programming

- Boy Scouts-Want to volunteer to build things-Lithia Park Project
- Larger interpretive Plan for entire park system
- Opportunity to use Lithia Park for Education (revenue source)
- Longer Swim season
- Using technology
- Find creative ways to draw people into programs and events
- Importance of kids and sustainability within our programming

2019-2020 Ice Rink Season Review

Attendance

Recreational Skate Programs

2018-19: 17,559 Admissions

2019-20: Approximately 18,000 (actual numbers not available at this time)

Learn to Skate Instruction (+ curriculum overview)

Learn to Skate is endorsed by USA Hockey & U.S. Figure Skating Association as the preferred ice skating lesson curriculum in the country. Instructors are trained and certified through online and in-person courses to prepare their delivery of the curriculum. Learn to Skate participation includes membership and tracking of student's progress through the curriculum on their online portal.

2018-19: 33 Enrollments

2019-20: 39 Enrollments

Aces Hockey

Aces Hockey is a non-profit led team hockey program for intermediate skill level players ages 9-14. Competitive team hockey is coordinated by volunteers of the non-profit organization in partnership with APRC.

2018-19: 36 Enrollments

2019-20: 24 Enrollments (programming was adjusted for Learn to Skate Instruction to absorb more beginning level hockey players)

Private Instruction

Skaters have the ability to schedule private and semi-private ice skating lessons with our certified instructors by contacting the rink and scheduling during specific times during rink programs.

2018-19: 69 Lessons

2019-20: Numbers not available at this time

School Groups

Private reservations are available for classes of students and are typically reserved by teachers. School group programs include basic ice skating lesson instruction and staff led activities.

2018-19: 35 Reservations

2019-20: 42 Reservations

Revenue

Recreational Skating

2018-19: \$100,309

2019-20: \$108,801

Programming (Instruction, advertising, school groups)

2018-19: \$18,090

2019-20: \$18,404.25

Concessions

2018-19: \$7,032

2019-20: \$4,748

Staffing

Organization

Staff was led by FT Recreation Assistant/Ice Rink Manager Haley Fasnacht and supported by Temporary Ice Rink Supervisor Sherry Akins and Temporary Instruction Coordinator Sarah Canfield. Temporary staff was comprised of Ice Rink Workers with varying levels of responsibility distinguished by ability to maintain ice surface and skate lesson instructors. Temporary staff typically worked less than 40 hours per week.

Staffing Expense: \$68,656.46 (including benefits)

Operating Expenses

2019-20: \$38,945.83

All figures used in this report are not final until the end of the fiscal year in June. This report should not be used to determine cost recovery as it does not include regular staff time, additional revenue/expense and adjustments that can occur.