

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)
August 12, 2021; 3:30-5pm
Virtual Meeting on Zoom Platform
To join meeting or give public input, see instructions on page 2.

3:30 p.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Minutes from June 17, 2021 Meeting

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Elect RDAC Chair and Vice Chair (Superintendent Dials)
- Approve Draft Bylaws (Superintendent Dials)
- Recreation Staff Updates (Superintendent Dials, Managers VanWhye, Flora)
- Needs Assessment Working Group Formation (All)

SET NEXT MEETING DATE / TIME / PLACE

ADJOURNMENT by 5 p.m.

TO ATTEND THE MEETING:

If you wish to virtually attend a Recreation Division Advisory Committee (RDAC) meeting, send an email to lonny.flora@ashland.or.us, no later than by 10:00 a.m. on the day of the meeting. Please provide the following information, then staff will send you the link and/or phone codes:

- 1) Write "RDAC Participation Request" in the subject line of the email.
- 2) Include your name.
- 3) Specify the date of the meeting you wish to virtually attend or listen to.
- 4) Specify whether you will be participating by computer or telephone.
- 5) Provide the name you will use if participating by computer, or the telephone number you will use if participating by telephone.

TO GIVE PUBLIC INPUT IN THE MEETING:

If you would like to give public input for the meeting, please submit your written comments or a request to speak to lonny.flora@ashland.or.us, no later than by 10:00 a.m. on the day of the meeting. Please include the information above plus the topic you would like to speak on. For oral comments, you will be invited to unmute and speak during the Public Input portion of the agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashland.or.us.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Recreation Division Advisory Committee (RDAC)
FROM: Lonny Flora, Recreation Manager
DATE: August 9, 2021
SUBJECT: Overview of RDAC Business Meeting- August 12, 2021

Here is an overview of the RDAC business meeting for Thursday, August 12, 2021:

Approval of Minutes

Approve the minutes from the June 17, 2021 RDAC meeting

Elect RDAC Chair and Vice Chair

Staff will review duties for RDAC Chair and Vice Chair. Members will nominate and vote to appoint RDAC Chair and Vice Chair positions.

Approve Draft Bylaws

Committee members will review and approve RDAC Bylaws including any edits with majority vote.

Recreation Staff Updates

APRC staff will provide updates on current status of recreation facilities and programming.

Needs Assessment Working Group Formation

RDAC members will discuss possible formation of working group(s) to research community recreation needs with surveys, listening sessions and investigation of available data.

MINUTES-DRAFT
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (RDAC)
June 17, 2021, 3:30 p.m.
Zoom

Present: Committee Members: Commissioner Lewis, Rogers, Grimm, Buck, Rose, Bjornson

APRC Staff: NMP (North Mountain Park) Manager VanWyhe, Recreation Manager Flora, Assistant Fasnacht

Absent: Downs, Superintendent Dials, Commissioner Eldridge

CALL TO ORDER

Flora called the meeting to order at 3:32 p.m.

APPROVAL OF MINUTES

Buck moved for approval, Commissioner Lewis seconded and all in favor.

PUBLIC PARTICIPATION

None

BUSINESS

Introductions

The staff and committee members introduced themselves.

Purpose of Committee

Flora reviewed agenda for the meeting. Flora explained the analysis APRC is currently working on and how it will create a better vision for recreation needed in Ashland.

Roundtable Discussion

Flora summarized current cost recovery strategies and asks RDAC members to help create questions to ask the community which will help collect the data that shows what Ashland Community members want from APRC. Vanwyhe lead the committee in a brainstorming activity and opened a round table discussion. VanWyhe asked members to collect questions over the next month to present at the August meeting.

SET NEXT MEETING DATE / TIME / PLACE

The next meeting will be held on August 12, 3:30p.m. Location: Zoom

ADJOURNMENT

The meeting adjourned at 4:57 p.m.

Respectfully Submitted,
Haley Fasnacht
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 APRC 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.	VACANT	Program Participant	11/25/19	June 30, 2022	1 st
2.	Pamela Downs	Program Participant	11/25/19	June 30, 2022	1 st
3.	Risa Buck	Program Participant	11/25/19	June 30, 2023	1 st
4.	Valerie Rogers	Community Partner	11/25/19	June 30, 2023	1 st
5.	Jordan Rose	Community Partner	11/25/19	June 30, 2022	1 st
6.	Rebecca Bjornson	Community Partner	11/25/19	June 30, 2022	1 st
7.	Cori Grimm	Community Partner	11/25/19	June 30, 2023	1 st