

MINUTES
ASHLAND PARKS & RECREATION COMMISSION (APRC)
Ashland Japanese Garden Advisory Committee Meeting
January 30, 2023, 10:00 am
Lithia Park Administration Office

Present:

Commissioner Landt, Director Black, Analyst Kiewel, Jeff Mangin, Noriko Hansen, Donna Rhee, Nan Kane, Mark DiRienzo

Absent: Toru Tanaka, Kerry KenCarin

Black called the meeting to order at 10:06 a.m.

I. Additions or Deletions to Agenda - None

II. Public Forum - None

III. Garden Update – Directors Report

Copper roofs have been installed on structures inside the garden. The Docent Booth/Welcome Center is almost complete. Director Black will be doing a final walkthrough of the garden project with contractors in the next few weeks. Gates are being repaired after winter storms and new door holders have been installed to keep them open. A pool vacuum has been ordered for pond maintenance. The contract for garden maintenance has been advertised and closes January 31, 2023. We have not received any bids for garden maintenance at this time.

Landt asked about the status of the benches. Black stated that they have been installed. Landt inquired about installation of a heater for the Docent Booth. This is not a climate-controlled building and is approx. 200sf. Installation may be added later but a heater will be needed on cold days when occupied.

IV. Business

- a) **Working Group Updates** - Black stated the purpose of working groups is to have conversations and bring back ideas to the larger groups to make recommendations. The Ashland Japanese Garden Advisory Committee (AJGAC) will be making recommendations to the Ashland Parks and Recreation Commission (APRC).

Bylaws – DiRienzo, Black and Mangin. The Committee reviewed a draft of bylaws. Discussion was had on membership, quorum, meeting electronically and the removal of members. A draft will be presented to AJGAC at the next meeting. Mangin suggested a guiding document for the group and a mission statement. Rhee and Kane volunteered to work on a draft to bring to the Committee.

Activities – Kane and Hansen. The Committee discussed defining public and private usage and the possibility of a set event schedule. Mangin would like to see this group focus on Public Events and utilize the garden lighting and schedule events for after dark.

Mangin, Kane and Hansen will be doing an event walkthrough on Saturday with a wedding planner to discuss the site.

Rhee stated that this is a healing garden and would like that to be the controlling factor on what events and rentals are scheduled.

Maintenance and Improvements – KenCarin, Landt, Black. DiRienzo recommended having training videos and documents for volunteer maintenance.

Fund Raising/Fiscal Sustainability – Kane, Mangin, DiRenzo
Mangin would like this group to explore a Friends of Ashland Japanese Garden

Volunteers – Rhee, APRC Staff Shelton. Rhee recommended management tools for volunteer scheduling organization. Rhee also suggested maps in docent booth for visitors.

Rhee would like to talk about the possibility of selling merchandise.

Black suggested at the next meeting showing videos of construction and the garden to the Committee.

V. ADJOURNMENT – Meeting Adjourned at 11:34 a.m.

Respectfully Submitted,
Tara Kiewel
APRC Administrative Analyst