

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)

October 28, 2021; 4-5:30pm

Virtual Meeting on Zoom Platform

To join meeting or give public input, see instructions on page 2.

4:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Minutes from August 12, 2021 Meeting
- Minutes from January 28, 2020 Meeting

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Review and approve RDAC Bylaws (Chair Grimm & Dials)
 - Term Limits and option to extend
 - How public is notified of openings and potential members vetted
- Organizational Chart for APRC (Superintendent Dials)
- Recreation Division Updates (Dials, Managers VanWhye, Flora)
- Needs Assessment Working Group Formation & Next Steps (Chair Grimm & Dials)
- Reduction of Winter/Spring Playguide- Discussion (Chair Grimm)
- Recruitment for RDAC members (Chair Grimm)

Next Meeting December 9, 2021 4pm-5:30pm

ADJOURNMENT by 5:30 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
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STAFF MEMORANDUM

TO: Recreation Division Advisory Committee (RDAC)
FROM: Rachel Dials
DATE: October 8, 2021
SUBJECT: Overview of RDAC Business Meeting- October 14, 2021

Here is an overview of the RDAC business meeting for Thursday October 14, 2021:

Approval of Minutes

Approve the minutes from the August 12, 2021 meeting and the January 28, 2020 RDAC meetings.

Review and Approve Draft Bylaws

Committee members will review RDAC Bylaws including any edits with majority vote. At the August meeting there was discussion regarding extensions of term limits, and how potential committee members are notified of opening and properly vetted.

Organizational Chart for APRC

Staff will present an updated organizational chart that reflects the staffing changes in APRC.

Recreation Division Staff Updates

APRC staff will provide updates on current updates for Fall and Winter happenings of the Recreation Division.

Needs Assessment Working Group Formation & Next Steps

The group will discuss formation of two working group(s) for the upcoming needs assessment. The Quantitative group will research and develop a scientific community needs assessment for recreation. The Qualitative group will plan and execute ways to obtain feedback from the citizens of Ashland.

Reduction of WinterSpring PlayGuide-Discussion

With a reduction of pages in the upcoming WinterSpring guide the committee will briefly discuss priorities regarding what elements are most useful to include in the WinterSpring 2022 PlayGuide. Committee members can view the program guide ahead of time by clicking [HERE](#).

Recruitment of RDAC Members

There is a current vacancy on the committee as well as one that is upcoming by early to the middle of next year. The committee will discuss a timeline and other details related to recruitment

MINUTES
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (RDAC)
August 12, 2021, 3:30 p.m.

Zoom

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

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

Absent: Deputy Director Dials, Assistant Fasnacht

CALL TO ORDER

Flora called the meeting to order at 3:36p.m.

APPROVAL OF MINUTES

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

PUBLIC PARTICIPATION

None

BUSINESS

Elect RDAC Chair and Vice Chair

Flora reviewed and explained each role and the duties of each position. Commissioner Lewis nominated Grimm for RDAC Chair, Grimm accepted and all in favor. Rogers nominated for Vice Chair and all in favor.

Approval of Bylaws

Flora reviewed the draft bylaws specifically appointments and term limits. Committee discussed staggering term limits more frequently to make replacement process easier. Committee discussed possible proposal to present for consideration.

Proposal questions that will be given to Dials for discussion.

- 1) Rearrangement of the way terms expire
- 2) How the committee can vote to override the term of limits if necessary.
- 3) How members are vetted and public noticing for a potential new member.

Flora recommended waiting to approve bylaws until the next regular meeting until changes are made and can be run by Dials, commissioner Lewis agrees with recommendation. Bylaws will be brought back for final review at October meeting.

Recreation Staff Updates

Manager VanWhye and Manager Flora gave current updates for Nature Center, Daniel Meyer pool and Recreation programming.

Follow ups for future meetings:

When will Community Center and Pioneer Hall reopen?

Can we review an organizational chart for APRC to see where all divisions fit in?

SET NEXT MEETING DATE / TIME / PLACE

The next meeting will be held on October 14, 4p.m. Location: *Zoom*

ADJOURNMENT

The meeting adjourned at 5p.m.

Respectfully Submitted,
Haley Fasnacht
Office Assistant II

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 Division programs and services and to coordinate with the APRC Director and the Deputy Director 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 unless a quorum of the committee approves an extension.** 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 term end dates. A roster of members and initial appointment dates is maintained outside of the bylaws.

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. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate.

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 (1) 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 or by other 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 V. OFFICERS

Each year, RDAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. There is no term limit on either chair or vice-chair. Elections will be held at the last meeting of each fiscal year (prior to the 30th of June).

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

ARTICLE VI. STAFF

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

ARTICLE VII. CONFLICT OF INTEREST

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

ARTICLE VIII. 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 IX. YEARLY REPORT

With the assistance of the Deputy Director and/or designee, RDAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE X. DISSOLUTION

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

ARTICLE XI. 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: RDAC Term End Dates

Position	Representing	Date appointed	Current Term Expires	2- term limit
1.	Program Participant		Sept 2024	1 st
2.	Program Participant	11/25/19	Sept 2022	1 st
3.	Program Participant	11/25/19	March 2023	1 st
4.	Community Partner	11/25/19	March 2024	1 st
5.	Community Partner	11/25/19	March 2023	1 st
6.	Community Partner	11/25/19	Sept 2022	1 st
7.	Community Partner	11/25/19	Sept 2023	1 st



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee

Position	Name	Representing	Date appointed	Current Term Expires	2- term limit
1.	VACANT	Program Participant	11/25/19	Sept 2024	1 st
2.	Pamela Downs	Program Participant	11/25/19	Sept 2022	1 st
3.	Risa Buck	Program Participant	11/25/19	March 2023	1 st
4.	Valerie Rogers	Community Partner	11/25/19	March 2024	1 st
5.	Jordan Rose	Community Partner	11/25/19	March 2023	1 st
6.	Rebecca Bjornson	Community Partner	11/25/19	Sept 2022	1 st
7.	Cori Grimm	Community Partner	11/25/19	Sept 2023	1 st