



**AGENDA For**  
**Ashland Japanese Garden Advisory Committee**  
**ASHLAND PARKS & RECREATION COMMISSION**  
**Monday April 17, 2023**  
**Lithia Park Admin Office – 10:30 am – 12:00 pm**  
**340 S. Pioneer Street**

- I. Call to Order
- II. Additions or Deletions to Agenda
- III. Approval of minutes from January 12, 2023, and January 30, 2023
- IV. Public Forum
- V. Garden Update – Director’s Report
  - a) Videos of Garden Construction
- VI. Business
  - a) Review Draft Bylaws
  - b) Working group updates
- VII. Upcoming Meetings – Set Standing Meeting Second Monday of the month 10:30 am
- VIII. Adjournment

*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 1-800-735-2900). 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).*

**MINUTES**  
**ASHLAND PARKS & RECREATION COMMISSION (APRC)**  
**Ashland Japanese Garden Advisory Committee Meeting**  
**January 12, 2023, 1:00pm**  
**Lithia Park Administration Office**

Present:

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

Absent: Toru Tanaka

Black called the meeting to order at 1:03 p.m.

**I. WELCOME AND INTRODUCTIONS**

Black welcomed the group and did introductions.

Black stated due to the specialized nature and cultural significance of the Ashland Japanese Garden the Ashland Parks and Recreation Commission (APRC) created an advisory committee. This committee will advise APRC on maintenance, hours of operations, activities, funding, volunteers, marketing, and other issues pertaining to the Garden. This group will advise and not direct staff.

Mangin stated one of the goals is to create a long term self-sufficient financially sustainable garden.

**II. Major Tasks and Objectives**

Black discussed some objectives and possible working groups including:

1. Advisory Committee By-Laws
2. Garden Maintenance and Improvements
3. Garden Activities – possible rentals and other activities.
4. Garden Fundraising/Fiscal Sustainability
5. Volunteers

The committee discussed the different working groups and members expressed interest in:

Fund Raising/Fiscal Sustainability – Kane, Mangin, DiRienzo  
Volunteers – Rhee, APRC Staff Shelton  
Maintenance and Improvements – KenCarin, Landt, Black  
Bylaws – Black, DiRienzo  
Activities - Kane

The committee agreed to have a brainstorming meeting and discuss all topics before working groups begin meeting.

**III. Garden Update**

Black told the committee about trees that were lost in the windstorms including 2 fir trees next to the garden and one by the stone steps across from the pickleball court. APRC will discuss the possibility of ADA access at this location.

Garden Gates: while the gates are open deer are walking into the garden. Recent windstorms have caused damage and issues with the gates that will need to be addressed. Black is working with the carpenter.

Ticket Booth: construction is moving forward.

Pond maintenance: is being evaluated and addressed by staff.

**Staff will email the group for the next steps and contact information.**

**IV. ADJOURNMENT – Meeting Adjourned at 2:30 p.m.**

Respectfully Submitted,  
Tara Kiewel  
APRC Administrative Analyst

**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



## Ashland Parks and Recreation Commission

# Ashland Japanese Garden Advisory Committee Bylaws

### Overview

The Ashland Parks and Recreation Commission (APRC) established the Ashland Japanese Garden Advisory Committee (AJGC) on \_\_\_\_\_, 2023. Michael to plug in here the “authority” wording.

### ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Ashland Japanese Garden Advisory Committee (AJGC).

### ARTICLE II. PURPOSE

AJGC’s purpose is to advise the APRC on Policy matters related to the Japanese Garden and to coordinate with the APRC Director & Staff and Ashland Parks Foundation representatives on matters related to the general operations, Japanese culture, design, quality, promotions, fundraising, and programming of the Ashland Japanese Garden.

### ARTICLE III. MEMBERSHIP

The AJGC membership shall comprise of up to nine (9) voting members, as follows:

- Up to seven (7) community members Community members shall be appointed based upon their ability to positively contribute to the mission, purpose, and activities of the Ashland Japanese Garden Committee
- At least one (1) Ashland Parks and Recreation Commissioner
- At least one (1) Ashland Parks Foundation Board Member

AJGC members are appointed by the APRC chairperson. The term of each program participant and community partner member will be three (3) years ending June 30 of their final year. Members may serve up to two (2) consecutive full terms. Each term shall be by appointment of the APRC Chairperson. If a position is vacated mid-term or remains unfilled at the start of a term, the APRC chairperson will appoint a member for the remainder of the unexpired term of that position with the option to serve up to two (2) additional full terms as stated above.

Because APRC Commissioner positions change with each election, APRC Commissioners may not have elected terms that line up with the AJGC terms set forth

herein, therefore AJGC membership of a specific Parks Commissioner may be reappointed or changed at discretion of the APRC Chair.

See Addendum A for initial AJGC members and their terms. Three of the original appointed members initial terms are shortened to 2 years which allows the Membership group to begin with staggered term expiration dates. Members with shortened initial terms are eligible to be appointed to a second and full 3 year term.

Members are expected to attend meetings and participate in subcommittees. Members shall notify AJGC chair and APR staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member may be released from their term by the APRC chairperson at any time.

#### ARTICLE IV. MEETINGS OF MEMBERS

AJGC shall meet quarterly, 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 a majority of currently 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. Participating and voting by electronic means, such as telephone, email, or video meeting services, shall be allowed with prior approval of the Committee Chair.

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

#### ARTICLE VI. OFFICERS

Each year, AJGC will accept nominations and elect a chairperson and vice-chairperson for the following year 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 prior to July 1 of each year.

#### ARTICLE V. SUBCOMMITTEES

The AJGC chair shall have the authority to create subcommittees of members equaling less than a quorum of the committee to focus on specific assignments. All subcommittees shall report their findings back to AJGC in a public meeting. All subcommittee meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

## ARTICLE VII. STAFF

The APRC Director, or designated representative, will attend and assist in the planning, legal noticing and management of AJGC meetings.

## ARTICLE VIII. CONFLICT OF INTEREST

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

## ARTICLE IX. MINUTES

AJGC 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 X. YEARLY REPORT

With the assistance of APR staff, AJGC shall present a yearly report at a regular public meeting of the APRC.

## ARTICLE XI. DISSOLUTION

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

## ARTICLE XII. AMENDMENTS

AJGC 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**  
\_\_\_\_\_, as the Bylaws of this committee.

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Rick Landt, APRC Chair



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ATTEST: Michael Black, APRC Director



## Ashland Parks and Recreation Commission

### Ashland Japanese Garden Advisory Committee

#### BYLAWS ADDENDUM A

#### Initial Appointments and Terms

Position	Name	Representing	Date appointed	Current Term Expires
1.	Rick Landt	APRC Commissioner		N/A
2.	Mark DiRienzo	Community Member	Jan 2023	June 2024
3.	Noriko Hansen	Community Member	Jan 2023	June 2025
4.	Nan Kane	Community Member	Jan 2023	June 2024
5.	Kerry KenCarin	Community Member	Jan 2023	June 2025
6.	Jeff Mangin	Ashland Parks Foundation Representative	Jan 2023	June 2025
7.	Donna Rhee	Community Member	Jan 2023	June 2024
8.	Toru Tanaka	Community Member – Garden Designer	Jan 2023	June 2025
9.	VACANT	Community Member		