

**Board of Directors**  
**Regular Meeting**  
**Wednesday, January 13, 2010, 6:30 p.m.**  
**Willamalane Community Recreation Center**  
**250 South 32<sup>nd</sup> Street, Springfield, Oregon**

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## **10. Call to Order**

President Greg James called the Regular Meeting of the Willamalane Park and Recreation District Board of Directors to order.

### **Roll Call**

Superintendent Keefer called the roll. Present were President James, Directors Lee Beyer, Danelle Ralston and Helen Wagner. Director Gary Ross was absent.

Staff members present were Superintendent Bob Keefer, Jason Genck, Pam Caples, Joel Miller, Mike Moskovitz, Rita Grimes and Terri Fackrell.

### **Pledge of Allegiance**

President James led the Board and audience in the flag salute.

### **Adjustments to the Agenda**

None

## **20. Oral Requests and Communications from the Audience/Staff**

None

## **30. Public Hearing**

### **Resolution 09-10-14 To Adopt the Supplemental Budget**

Administrative Services Director Pam Caples reviewed her Board Memo on this topic explaining that the purpose of this supplemental budget was to appropriate the transfer of funds from the Wildish Theater Fund to the General Fund for reimbursement of indirect costs associated with the operation of Wildish Theater. When the FY '10 Budget was created, the transfer of the Management Fee was not budgeted into the correct line item so that it could be transferred to the General Fund. Because the transfer is more than 10% of the fund budget it must be done as a Supplemental Budget.

President James opened the public hearing. As there were no requests to speak, he closed the public hearing. There was no Board discussion so he announced that Resolution #09-10-14 To Adopt the Supplemental Budget would be adopted under the Consent Calendar.

#### **40. Consent Calendar**

##### **Minutes**

Regular Board Meeting of December 16, 2009

##### **Claims**

12/03/09 through 01/07/10 Disbursements for Approval

Checks #80005 through 80397

##### **Resolutions**

09-10-14 To Adopt the Supplemental Budget

Director Wagner moved, seconded by Director Ralston, to approve the Consent Calendar, including Resolution#09-10-14, as presented. The motion passed unanimously, 4:0.

#### **50. Unfinished Business**

##### **Review FY '09 Financial Audit**

Administrative Services Director Pam Caples introduced Dan Caplis of Jones & Roth. Mr. Caplis thanked Administrative Services staff for assisting with the audit. Once again, the District received an unqualified report which is the highest report that can be given. Mr. Caplis briefly reviewed and highlighted the Audit Financial Statement and the Audit Report noting that there were no negative items to report nor were there any control deficiencies.

President James thanked Mr. Caplis and Jones & Roth for providing the audit, stating that they had done an excellent job. Mr. James also remarked that he appreciated meeting with Mr. Caplis pre- and post-audit and expressed appreciation on behalf of the Board of Directors. Mr. James congratulated Ms. Caples and her financial team, as well as Superintendent Keefer, on the unqualified audit report results.

Director Ralston moved, seconded by Director Beyer, to accept the FY '09 Financial Audit as presented. The motion passed unanimously, 4:0.

##### **Volunteer Project Update**

Deputy Superintendent Jason Genck introduced this topic by stating how excited staff was to be present and update the Board on the District's Volunteer Program. Public Affairs Manager Mike Moskovitz presented a video, designed to be shown at community functions such as Movies in the Park and outreach efforts to community organizations. The video serves a dual purpose by connecting the public to volunteer opportunities while showcasing and building the image of Willamalane. Mr. Moskovitz indicated that the video is on the Willamalane Web site and on Willamalane's YouTube page ([www.youtube.com/willamalane](http://www.youtube.com/willamalane)).

Following the video, Mr. Genck highlighted the goals of the Volunteer Program, the status of recruitment and volunteer training and orientation as well as the status of volunteer placement, management, recognition and retention.

Mr. Genck introduced WAAC volunteer coordinator Emily Heilbrun who explained that WAAC has a very large number of volunteers because seniors have the time and want to volunteer. Her biggest challenge is figuring out where to place them. WAAC's volunteer recognition event is very popular. About 350 volunteers are invited with about 200 attending annually. Ms. Heilbrun is currently developing leadership opportunities for four volunteer positions that involve a substantial time commitment on the part of the volunteers due to the training involved. Job descriptions have been created for an Outreach Coordinator to help get the newsletters out to the community; a Sustainability Coordinator to help with WAAC's recycling and sustainability efforts; and two coordinators to work with the Senior Meals Program.

Cultural Affairs Manager Lori Quick-Mejia expressed her excitement, and that of staff, about hiring a Volunteer/Special Events Coordinator. Qualities the department is looking for are organization, detail orientation, and a connection to the community. The successful candidate will work with staff to choose the volunteer software and create the volunteer training manual as well as recruit volunteers from community groups and track their interests. She hopes to have the Coordinator hired by mid-February. She and staff realize that, in order to maintain free and low-cost programs, they need to use more volunteers, noting that volunteers saved the District over \$4,400 in staff expenses for the Haunted Hayride alone.

Park Program Manager Mike Mejia described how much time volunteers spend in the parks – 3,500-4,000 hours per year – which equates to 1.5-2.5 FTE. He discussed how he collects information from the volunteers so that he can send e-mails about other work parties and, for recognition, he sends holiday cards to key volunteers. Examples of work volunteers do include: spread mulch, plant trees, weed, paint tables and shelters, clean play structures, pick up litter, maintain and build trails, build tables, build bridges, and remove invasive species. Most of his volunteers are repeat groups such as the LDS church, 9Wood Inc., UO law students, Emerald Property Management, the City of Springfield, and Royal Caribbean. Mike and Jake work with many Eagle Scout projects, also. Mike explained the difference between the “Adopt a Park” program and “just” volunteering as doing regular projects at the same park vs. doing a day project at any given park. In addition to doing projects in their adopted park, the organizations often give us money. For example, REI gave \$5,000, Starbucks gave \$3,800, Levi-Strauss gave \$3,000, and the NWCW women use softball fields in return for mowing and fertilizing those fields. Ruff Park Work Parties average nine parties per year with 12-30 people working a three hour stretch each time. In addition to the work done, the value Willamalane receives from its volunteers and work groups is good will and friends made for District.

Mr. Genck summarized by reminding the Board of the teachers affiliated with the Living History Program at Dorris Ranch who decided to pool their grant money in order to create the Living History Village, an ongoing volunteer project they work on.

In answer to Mr. Beyer's question about the current number of volunteers and if they get a newsletter, Ms. Quick-Mejia indicated that there were more than 1000 and Mr. Moskovitz

replied that only the District's stakeholders were getting a newsletter but plans are in the works for a separate volunteer newsletter.

Ms. Wagner wondered why there was a need for a volunteer coordinator. Mr. Genck explained that the District is not staying consistently connected with its volunteers and wants one point person to reach out to all volunteers. In addition, the Volunteer Coordinator will serve as the Special Events Coordinator. This position replaces the Volunteer and Special Events Supervisor Position in the same department.

Mr. James commented that he sees this as a very logical next step to move the organization forward and that consistency and outreach in a coordinated effort will help fulfill the Board goal of increasing efforts to provide volunteer opportunities within the District and to actively recruit volunteers.

Mr. Beyer added that the process makes good sense and that an organization can't have a good consistent volunteer program without a point person.

#### **60. Business from Legal Counsel**

None

#### **70. Standing and Special Committee Reports**

Mr. James reminded Board members of the Lane Council of Governments Appreciation Dinner on January 28 at LCC's Center for Meeting and Learning.

#### **80. Superintendent's Business**

##### **Superintendent's Reports #109, dated December 31, 2009**

Mr. Keefer reported that the Lively Park picnic shelters have some bookings already and the grand opening is scheduled for May 13.

Ms. Ralston reported that she had a great time at the Springfield Holiday Parade and that the SAFE 2 grant program is a great program which her students love.

##### **Board Member Attendance at Feb 4-7, 2009 SDAO Conference (Seaside)**

Mr. Keefer asked the Board who might be interested in attending the Special Districts Association Conference. Mr. James indicated that he would like to go and Ms. Wagner will let Ms. Grimes know by Friday, January 15, if she will attend. Mr. Keefer also announced that the District, and Purchasing & Nutrition Coordinator Lynne Nelson, will be receiving an award at the conference for the inventory control system Ms. Nelson put into place for Community Recreation supplies.

##### **Review Board Meeting/Topics for January through April, 2010**

Mr. Keefer reviewed the schedule and agenda items for February through April 2010.

**Upcoming Meetings/Work Sessions/Events**

- January 18 Martin Luther King Jr. Holiday – Offices and programs closed
- January 18 Martin Luther King, Jr. Celebration, Springfield Middle School, 2:30-4 p.m.
- January 23 TEAM Springfield Joint Elected Officials Annual Meeting, Thurston Elementary School, 8-11:30 a.m.
- January 27 Special Board Meeting, Heron Room, 6 p.m. (Light dinner provided)
- February 10 Regular Board Meeting, Heron Room, 6:30 p.m.
- February 13 Daddy-Daughter Valentine Social, WAAC, 3-5 p.m.

**90. Written Communications**

None

**100. Remarks from the Directors**

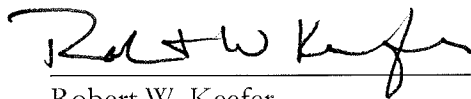
Ms. Wagner asked if any consideration had been given to charging non-resident fees at WAAC. Mr. Genck indicated that notice of intent to start charging non-resident fees beginning July 1, 2010 will go out with The Gift from the Heart mailing. Ms. Wagner also commented that she had attended the Maltese Falcon radio show at the Wildish Community Theater and enjoyed it very much.

**110. Messages and Papers from the President**

Mr. Keefer announced that Mr. James will be joining him on the United Front trip to Washington D.C. February 28-March 4, 2010

**120. Adjournment**

The meeting was adjourned at 7:53 p.m.



Robert W. Keefer  
Superintendent/Board Secretary

Rita F. Grimes, Recording Secretary