



**Wilsonville Parks and Recreation Advisory Board
Parks & Rec Admin Building/Zoom
October 8, 2020, 6:00pm
Meeting Agenda**

- 6:00 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: February 6, 2020
- 6:05 PM** II. Citizen Input
- 6:10 PM** III. Community Opportunity Grant Review – Board
- 6:40 PM** IV. Director Report - McCarty
- 6:45 PM** V. Community Center Report – Stevenson
- 6:50 PM** VI. Parks Report – Schull
- 6:55 PM** VII. Recreation Report – Behler
- 7:00 PM** VIII. Board Comments
- 7:15 PM** IX. Adjourn

Next Meeting –

Thursday, January 14, 2021

4:30 PM

Parks and Recreation Admin Building or Zoom (Location TBD)

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call 503-570-1530.

**CITY OF WILSONVILLE – 2020/2021
COMMUNITY OPPORTUNITY GRANT GUIDELINES**

Grant Information for Applicants

Purpose: This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement which provide opportunities for entertainment and strengthened community within the City of Wilsonville.

Funding: The funding for this entire program is \$25,000, which will be disbursed to multiple organizations. \$12,500 will be available at each of two grant cycles in a fiscal year.

Process:

The application for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in your application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material.

This meeting is scheduled on: TBD

- Please read grant guidelines before completing an application to be sure that your request satisfies the conditions of the grant.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.
- 2) Funds must be used for a specific project or a specific element of a project which is clearly identified in the application and takes place within the City of Wilsonville.
- 3) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 4) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Projects, events, or services that provide entertainment, personal growth, and strengthened community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.
- The board has traditionally not covered expenses related to staff, or paid volunteers. General operating expenses are not eligible for grant funds (exception- space rental to facilitate project).

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above. All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement, entertainment or community involvement within the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project.
- 4) The project must demonstrate it was not funded in part or whole under the City's Community Tourism Grant.

Financial Information

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community projects. In order to distribute funds fairly and encourage new opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.
- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include:
 - The activities of the program/project:
 - Final financial income and expense statements related to the project
 - If you met your project goals as stated in your application? Include the following:
 - Which goals were successful?
 - Which goals were not?
 - What were some of the benefits that this project provided?
 - Approximately how many people benefitted from your project?
 - How many of those people were Wilsonville residents?
 - A copy of any publicity or printed materials that include the statement acknowledging the source of funds.

Report must be filed within 60 days of completion of the project or event.

If you have any questions, please contact:
Brian Stevenson, Program Manager
503-570-1523
stevenson@ci.wilsonville.or.us

Wilsonville Community Opportunity Grant

October 2020 Application/Award Log

Organization	Description	\$ Request	\$ Award
Wilsonville Community Seniors, Inc.	WCSI Board Projects	\$6,300	
We Are Wilsonville	Wilsonville: Inclusive and Welcoming, Reversing Systemic Racism	\$12,000	
TOTALS		\$18,300	

Community Opportunity Grant – October 2020

Applicant Information

Project Title *

Applicant Name *

Registered Tax Exempt Number (if applicable)

Applicant Street Address *

City *

State *

Zip *

Contact (Name) *

Applicant Telephone *

Applicant Email *

Project Duration: Start Date *

Estimated Completion Date *

Project Budget

Total Project Budget *\$

Applicant Cash Match (a) *\$

In-Kind Resources (b) *\$

Total Applicant Match (a+b) *\$

Grant Request *\$

Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#) (under supporting documents), complete the worksheets, and submit below.

Project Budget ***attached***

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Organization Budget ***attached***

Organization Budget: This budget shows how this project fits into your organization. The project should be shown as a line in this budget. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Project Narrative Questions

Provide a project description *

WCSI supports several projects for the Senior Community of Wilsonville. We are asking for grant funds to help with these efforts. The WCSI board has highlighted three areas for assistance.

(1) Distribution of the monthly Gazette: The gazette is distributed to 450 Wilsonville Seniors each month, as well as being posted on the Parks and Recreations web page. A variety of information is included to keep the seniors informed on what is happening in the community, provides enrichment information and keeps them engaged.

(2) Bi Monthly Senior Trips: Senior trips provide social and educational experiences that my otherwise not be available to our seniors. Some of our past trips included the Oregon Zoo, a local mall and the Oregon Gardens. Additional trips that could be added are the Oregon Coast or Mt. Hood. The local SMART bus is the service that is used for our local trips. Being able to add more activities that have an entrance fee that we would be able to pay for would be a value-add to the seniors that are on a limited or fixed income.

(3) Piecemakers Quilting group: This group meets weekly and is focus on coming together to enrich their community. Their creations include adult and children's quilts, baby hats, fidgety blankets, pillows and hats for the homeless. The Piecemakers group depends on donations to be able to continue their work of donating every item they make.

How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community? *

WCSI focuses on helping local seniors to remain engaged in the community, arts and civic events. In addition, WCSI continues to provide educational opportunities to further solidify community among the aging population of Wilsonville and surrounding areas.

Education/ Civic Engagement. Community: The monthly Gazette provides information about activities that r available at the Community Center, senior trips, special events in the community, local government information, library news, lunch menus and the twice weekly walking group.

Education/Arts: The Senior Trips provide an opportunity for engagement with each other, as well as, arts enrichment by visiting local businesses, gardens, museums, fairs, farms, holiday shopping and enjoying lunch at local restaurants. These trips provide a time to learn about the history of the location, meet new people and enjoy time with friends. Adding additional trips further outside of our local area will give our seniors an opportunity to see more of Oregon's outdoor areas.

Diversity/Community: The Piecemakers give the opportunity for community engagement and promotes diversity. They have donated some of their quilts for fundraising and for Chamber events. The Piecemakers plan on making and distributing quilts, knit baby caps, fidget blankets for Alzheimer patients, pillows and quilts for breast cancer patients, lap quilts and knitted hats for the homeless. They are giving to a community of individuals that need support.

What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? *

Our goals through this grant opportunity is to continue to provide communication and education to the seniors, expand our activities we currently offer and give back to the community

The Gazette serves the seniors of Wilsonville. We will know we have met our goal when we see the number of participates at the events increase .

Our Senior trips serve the seniors of Wilsonville. Our success will be seen by adding more trips, and seeing new seniors join us each week. We will also collect comments and reactions of those that attend each trip.

Piecemakers group serve seniors, infants, the underserved and individuals with health concerns. Their goal is to distribute 150 quilts in addition to various other items throughout the community. The group maintains accurate records of what they create and where it is donated.

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.) *

WCSI has been organized as a non profit since 1984. The board members have been organizing activities and educational opportunities for seniors since then. Our board members live and/or work in our community and have a strong bond in the community to help support the organization and our seniors.

The publishing and distribution of the monthly Gazette has been and will continue to be a core function of WCSI. Our volunteer editor receives information from various sources and creates the newsletter each month. We have a long standing relationship with Office Depot for the printing of the Gazette.

Our Senior Trips have volunteer Trip Ambassadors who help to coordinate the transportation with SMART, lead informational discussion, arrange tours, and make the lunch reservations so our seniors can just sit back and enjoy the experience.

The Piecemakers are a group of volunteers who have a long track record of meeting and often exceeding their stated goals for the year They already have in place the organizations to whom they donate their items and the ability to deliver the creations to those organizations.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature *

Type Name Here

Date Signed *

Sat 8/29/20

I Accept *

Yes

Community Opportunity Grant Application – Oct 2020 – WCSI Board Projects

Final Report From Previously Awarded Grant (if applicable) ***attached***

Final Report: Attaching the final report from your organization's most recent Opportunity Grant is a requirement in order to be eligible for funding.

Files must be less than **2 MB**.

Allowed file types: **pdf doc docx**.

Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
Bakery Donations	\$250.00
Donations from various sources	\$600.00
Fund Raising	\$1,000.00
Grant Funding	\$6,300.00
Total Project Income	\$8,150.00
Expenses - Must be specifically itemized	Amount
Gazette printing and mailing Jan.2021 thru June 2022	\$3,500.00
Senior Trip to Oregon Coast. Charter Bus Fee	\$1,500.00
Senior trips subsidize admission fees	\$650.00
Piecemakers Expenses	
Sewing Machine Maintenance	\$260.00
Cutter Blades	\$75.00
Quilting Long arm Thread	\$100.00
Sewing Machine Tread	\$150.00
Purple Yarn for Baby Hats	\$50.00
Yarn for Hats for the Homeless	\$100.00
New Iron	\$50.00
Fabric For Quilts	\$1,715.00
Total Project Expense	\$8,150.00

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 7/20 to 6/21

Income Sources	Amount
Balance brought forward 7/1/2020	\$4,442.00
Donations from Bakery	\$250.00
Donations from Gazette	\$100.00
Donations	\$300.00
Fred Meyer Community Awards	\$100.00
Fund Raising proposed	\$5,000.00
Miles of Pennies (donation of pocket change)	\$100.00
Grant Funds	\$6,300.00
Total Organization Income	\$16,592.00
Expenses	Amount
Accounting Firm	\$600.00
Bingo	\$300.00
Entertainment Lunch Time (MOP)	\$100.00
Gazette printing/ mailing	\$2,500.00
Insurance	\$3,000.00
Memberships	\$500.00
Office Supplies	\$200.00
Senior Trips	\$900.00
Savings	\$1,392.00
Grant Funds	
Piecemakers	\$2,500.00
Senior Trips	\$2,100.00
Gazette printing/ mailing	\$2,500.00
Total Organization Expense	\$16,592.00

June 12, 2018

Lynn,

Enclosed you will find a spreadsheet of all the items purchased and the amount of money spent on these items. I have also included all of the receipts received from purchases made with the grant money. As you will see, we over spent by a few dollars but we had some money in our general fund to cover this.

These are the only receipts I have. I did not make copies. If you need to keep these items, I will need to get them back from you to copy for our records.

On behalf of the Wilsonville Piecemakers, we are very grateful for what you were able to accomplish in getting us this grant.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mindy".

Mindy Bergquist
Secretary/Treasurer
Wilsonville Piecemakers

Community Opportunity Grant – October 2020

Applicant Information

Project Title *

Applicant Name *

Registered Tax Exempt Number (if applicable)

Applicant Street Address *

City *

State *

Zip *

Contact (Name) *

Title *

Applicant Telephone *

Applicant Email * REDACTED

Project Duration: Start Date *

Estimated Completion Date *

Project Budget

Total Project Budget *\$

Applicant Cash Match (a) *\$

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Project Narrative Questions

Provide a project description *

We Are Wilsonville supports local community and business. It provides helpful information, ideas, and support. We bring together and connect Wilsonville businesses, resident, workers, and non-profits.

As part of our commitment to opportunity, diversity, inclusion, and equity, we stand united against racism. Together we commit to investing in substantive change in our organizations and communities to address racial inequities and social injustice. We believe everyone has the right to earn a living with equal access, opportunity, and share of our regional economic prosperity.

To propel this group effort forward, we have identified actions as our responsibility in leading equitable changes which will uplift the individuals in our community who have been left vulnerable by historic and systemic barriers.

How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community? *

We Are Wilsonville focuses on helping local businesses and residents to remain engaged in the community, business, and diversity. We Are Wilsonville will provide resources and educational opportunities to further share how to provide opportunities, diversity, inclusivity, and equity to the community.

These are the main three areas highlighted:

Distributions of the Newsletter: The Newsletter is to be distributed to Wilsonville residents and businesses, as well as, being posted on the We Are Wilsonville and Wilsonville Area Chamber websites.

The purpose is to provide free resources on Opportunity, Diversity, Inclusion, and Equity.

Networking: Provide networking opportunities among a diverse community, even those out-side of the local environment, to connect those that have been historically disenfranchised.

The purpose is to expose and share experiences in order to learn and grow.

Education and Training: Diversity in the modern workplace can be challenging. However, when approached from a human and humane perspective, diversity challenges can instead be-come valuable opportunities for workplace inclusion. The training program is designed to pro-mote interpersonal awareness and an inclusive workplace culture.

The course uses the unique experiences of real people to explore key concepts such as identity, power, privilege, and communication. By gaining a better appreciation for our shared experiences of difference, expectations of respect, and need to belong and feel recognized, employees are encouraged to identify how they can create more inclusive and accepting workplaces.

A diverse workplace must also be inclusive. By focusing on key concepts that shape our world and inform our values and experiences, our course explores the nature of diversity and provides practical strategies for workplace inclusion. Building a shared vocabulary of understanding will empower teams to collaborate and engage with others productively, respectfully, and ethically.

Type of training:

- o Bite-sized content in short sequences to promote learning and reflection*
- o Responsive design allows for flexible delivery across desktop or mobile devices*
- o Real-to-life examples featuring realistic work scenarios*
- o Interactive “knowledge checks” and quizzes to keep employees engaged*

Some training topics:

- o Identity Defined*
- o Identity Conflicts*
- o Being an Ally*
- o Creating an Inclusive Workplace*
- o Inclusion Strategies*
- o Dignity and Civility in the Workplace*
- o Invisible Disabilities*
- o Power and Inequality*
- o Political Correctness*
- o Language Diversity*

Community Opportunity Grant Application – Oct 2020
Wilsonville: Inclusive and Welcoming, Reversing Systemic Racism

- o Intersectionality*
- o Stereotypes*
- o Tolerance and Acceptance.*

What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? *

Through this grant opportunity, our goal is to bring opportunities, diversity, inclusion, and equity to the forefront of local businesses and residents.

Historically, communities of color and other underserved populations have been inadvertently excluded or not included with the general population, which would have allowed opportunities of full benefits of the majority population.

Newsletter: Determine by number of open rate, clicks of attached links, and referrals/forward rates.

Networking: 4 events in 2021 with a 20% increase at each event.

Education and Training: Our analytic tools allow us to have comprehensive reporting and data analysis on training completion, knowledge, attitudes, and behavior. This will tell a powerful impact story on the ability of our businesses and community to comprehend and embrace the desired changes to opportunity, diversity, equity, and inclusion.

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.) *

Although We Are Wilsonville is a fairly new organization, we have shown our commitment to our local community.

We share local events, keep the community apprised of issues surrounding the community, city, business, and state.

Wilsonville Area Chamber of Commerce Board is supporting and has approved the efforts of the organization to further promote Opportunities, Diversity, Equity, and Inclusion.

Additionally, we have a committee with 75% individuals of color representing local businesses and community to help drive this project.

We have the support of individuals of influence who are committed to keeping Wilsonville as a desirable, attractive, and viable community for those that live and work here.

Community Opportunity Grant Application – Oct 2020
Wilsonville: Inclusive and Welcoming, Reversing Systemic Racism

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: “This project is made possible in part by a grant from the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature *

Type Name Here

Date Signed *

Fri 9/ 25/ 20

I Accept *



Yes

Final Report From Previously Awarded Grant (if applicable) ***attached***

Final Report: Attaching the final report from your organization's most recent Opportunity Grant is a requirement in order to be eligible for funding.

Files must be less than **2 MB**.

Allowed file types: **pdf doc docx**.



October



Harvest Festival Event Schedule

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday



14th

Drive-Through Ice Cream and Craft Pick-Up (Adult 55+) 1 pm - 2:30 pm Community Center parking lot (No Walk-Ups)

15th

Drive-Through Pumpkin & Craft Pick-Up 10 am - 12 pm Murase Plaza Parking lot (No Walk-Ups)

Storytime LIVE with the WPL* Ages 3+ 10:30 am Virtual

16th

Baby Rhyme Time with the WPL* Ages 0 - 12 mo. 10:30 am Virtual

Virtual Contest: Fall Door Decor'

17th

Virtual Contest: Fall Door Decor'

18th

Virtual Craft: Wand Making 11 am

Virtual Contest: Fall Door Decor'

19th

Hidden Pumpkin Hunt #1 Clue @ 9 am

20th

Toddler Time with the WPL* Ages 1 & 2 10:30 am Virtual

Soles4Souls Sneaker Drive 11 am - 3 pm P&R Admin

Hidden Pumpkin Hunt #2 Clue @ 4 pm

21st

Hidden Pumpkin Hunt #3 Clue @ Noon

22nd

Storytime LIVE with the WPL* Ages 3+ 10:30 am Virtual

Hidden Pumpkin Hunt #4 Clue @ 5 pm

23rd

Baby Rhyme Time with the WPL* Ages 0 - 12 mo 10:30 am Virtual

Hidden Pumpkin Hunt #5 Clue @ 2 pm

24th

Virtual Contest: Howl-O-Ween

Virtual Contest: Pumpkin Carving

25th

Virtual Contest: Howl-O-Ween

Virtual Contest: Pumpkin Carving

26th

Guess the weight of the pumpkin Town Center Park

27th

Toddler Time LIVE with the WPL* Ages 1 & 2 10:30 am Virtual

Guess the weight of the pumpkin Town Center Park

28th

Chalk the Park Costume Day 10 am - 12 pm Town Center Park

Guess the weight of the pumpkin Town Center Park

29th

"Slightly Spooky Storytime and Pumpkin Polka Parade" LIVE with the WPL* Ages 3+ 10:30 am Virtual

*WPL = Wilsonville Public Library



HOWL-O-WEEN

SAT. 10/24 & SUN. 10/25

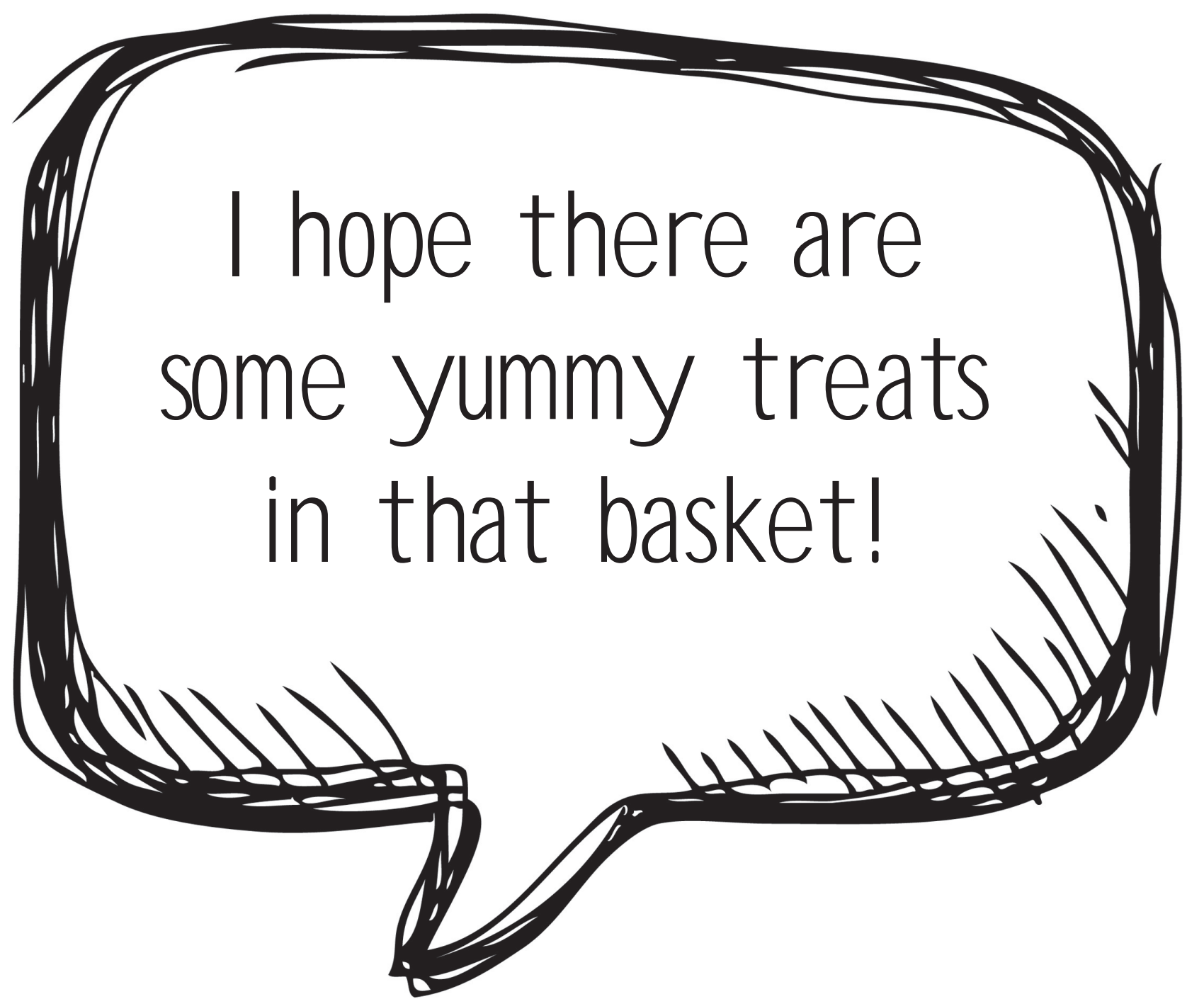
Going to the dog park this weekend, 10/24 or 10/25? Put a costume on Fido and take a picture of them with this sign! Include the hashtag #WilsonvilleHowlOWeen on social media and be entered to win a Nature's Pet Prize Basket valued at \$50! Not on social media? That's fine too! Email your picture to Recreation Coordinator, Erica Behler at Behler@ci.wilsonville.or.us to enter. Two winners will be chosen at random and announced Monday, October 26th via Wilsonville Parks and Rec Social Media.



@WilsonvilleParksandRec



@WVParksandRec



WILSONVILLE
OREGON

S4S



WILSONVILLE
OREGON

SOLES4SOULS
Soles4Souls

DRIVE THROUGH SHOE DRIVE
Drive Through Shoe Drive

TUESDAY, OCTOBER 20 - 11:00 AM - 3:00 PM

Parks and Rec. Admin Bldg. Parking lot
29600 SW Park Place, Wilsonville OR

Accepting new and gently worn shoes only



Parks and Recreation Advisory Board Meeting Action Minutes
February 6, 2020

Advisory Board Members Present:

Amanda Aird
Jim Barnes
Dahe Chen
Kate Johnson
Jeff Redmon (via phone)

Staff Present:

Mike McCarty, Parks and Recreation Director
Brian Stevenson, Program Manager
Erica Behler, Recreation Coordinator
Ahsamon Ante-Marandi, Program Coordinator

Members of the Public Present:

None

AGENDA ITEM	ACTIONS
CALLED TO ORDER	4:36 p.m.
<u>Minutes</u>	A. Minutes were approved 5-0. Kate Johnson made the motion to approve and Dahe Chen seconded the motion.
<u>Public Comment</u>	A. None
<u>Agenda</u> A. 2020 Board Goals	<p>A. Jim Barnes kicked off the 2020 board goal discussion.</p> <p>Jeff Redmon started with his ideas, which included a bond voter “deep dive” to target voters, outreach efforts, education and involvement, an idea to develop a plan to increase sponsorship funding, a goal to consider seniors in programs, etc., a goal to explore increased citizen involvement in volunteer opportunities, and maintenance of existing infrastructure. Jim Barnes added that it would be helpful to clarify who is considered a senior and the variation of the age group. Jim Barnes read through Daniel Christensen’s suggestions, which were electronically submitted prior to the meeting due to his excused absence.</p> <p>Daniel Christensen’s suggestions included: conducting necessary technical/feasibility studies for Phase I of the Boones Ferry Park Master Plan, continue planning/design for Memorial Park Skate Park and Bike Pump Track, Implement Memorial Park dock launch, further define “equity” and “inclusion” and how these concepts are appropriately integrated into park design/planning and program offerings, and conduct outreach to assess interest in more diverse youth program opportunities.</p> <p>Kate Johnson shared that she would like to enrich the WSCI group (new programs, etc.) and shine a light on their offerings for the community.</p> <p>Dahe Chen shared that he would like to see some programs offered (e.g. photography) for adults and active adults who work during the day. Jim Barnes asked Erica Behler and Brian Stevenson if they have heard from the community for similar requests. Erica Behler responded that there are programs offered Monday through Friday, from about 5:30-8:30pm, and programs offered on Saturdays. The Community Center is booked by a church every Sunday so there is currently no programming on Sundays. Kate Johnson inquired as to any programming at the Community Center that brings both youth and active adults together. Brian Stevenson responded that there are not currently any programs like that but they have tried it in the past. Brian Stevenson added that he is excited for the next WSCI meeting</p>

where the board members have been asked for ideas of new speakers or classes. Amanda Aird asked if WCSI has done any polling in the past to see what seniors are looking for/interested in. Brian Stevenson also added that WCSI is a standalone non-profit. He is happy to talk about senior programming in this conversation but should pull WCSI out of this discussion as they are their own group.

Amanda Aird added that she would like to have a measurable, tangible goal that the board can complete this year. Jim Barnes added that as the Parks & Recreation Advisory Board, the fundamental purpose is to bring ideas to the Parks & Recreation Department and to advocate for things that they think are useful, identify areas where the community is being underserved. Perhaps the actionable item is having a conversation about it. Jim Barnes added that the board's involvement is somewhat limited but they can do things like all helping out at an event (e.g. volunteering at the Fall Frolic 5K). Brian Stevenson added that every two years, the City puts out a community survey, which is statistically valid.

Jim Barnes suggested the board look at actionable goals. Kate Johnson shared her involvement with the Dial-a-Ride Committee. Jeff Redmon asked if the department has a logoed tent and banner. Erica Behler responded that the department just ordered a logoed tent, and has a logoed tablecloth and banner.

Jim Barnes briefly reviewed the ideas the group came up with at the last meeting. Amanda Aird asked the group if they wanted to review the 2019 goals to see if they were completed or not. The first goal from 2019 (conduct engagement on the skate park and bike pump track) has not been completed due to lack of staff but staff is hoping to complete the RFP this year. The second goal from 2019 (encourage equity and inclusion as the City develops programs and facilities) has somewhat been accomplished. Brian Stevenson shared that the group touched on this goal by reviewing the all-abilities playgrounds at Frog Pond Community Park and Boones Ferry Park Master Plan. The third goal from 2019 (explore the need for a joint-use agreement for facilities) was covered last year. The fourth goal from 2019 (explore opportunities for additional recreation programming targeted at preteens/teens) has been explored. Mike McCarty shared that Erica Behler has offered new programs over the past year for that age group, though some have not run due to low enrollment. The last goal from 2019 (support the advancement of Memorial Park priority projects), which is somewhat related to the first goal in that the skate park and bike pump track are coming up on the rotation of next projects to do under the master plan schedule.

In broad terms, Jim Barnes shared that he is hearing supporting the master plans and advocating for community groups (seniors, teens, etc). Mike McCarty shared the idea to add 1-2 teens to the board. Jim Barnes shared his support of Jeff Redmon's idea to increase sponsorships. Kate Johnson mentioned the needing a process in place to determine who/what is allowed to be advertised to avoid favoritism. Erica Behler informed the board that the department has a sponsorship packet which she will bring to the next meeting or email to the board. She welcomes feedback from the board.

	<p>Amanda Aird sharing that an actionable item could be increasing participation in an event. Kate Johnson asked about attendance at WERK Day and if the numbers have been increasing. Brian Stevenson replied that the participation for the event has been low the past few years and could be attributed to weather, other park volunteer opportunities, etc.</p> <p>Brian Stevenson suggest the board look at actionable items. For example, if the board is interested in supporting the park bond project, might they look at forming a yes-on committee.</p> <p>Jim Barnes is going to type up the goals and email to staff, who will disseminate to the board.</p>
<p><u>Staff Reports</u> A. Staff Updates</p>	<p>A. Erica Behler shared that she is working on updating the yearly sponsorship guide. Staff has also been working on a Memorial Donation/Giving Guide, which may include memorial park benches. Erica Behler has also been working on getting new classes for the summer, such as a drum fit class and a hula hooping class. Erica Behler has also been to City Council a few times regarding making the Sister City Association an official City board. Mike McCarty shared that budget season has begun, the City is currently looking to hire seasonal staff, and the parks supervisor position is still open. Mike McCarty also shared that there is another Parks Bond Task Force meeting coming up next week. Also, the new dog park construction is coming along great. A new bathroom and park shelter will be installed soon, and new trails have already been created. Mike McCarty also recognized the parks staff for their hard work with the holiday lights. He also shared that the parks staff is working on improving the Murase Plaza playground slide and will be adding 2 new nest swings, too. The parks staff is also improving landscaping at the Stein-Boozier Barn. Brian Stevenson added that the nest swings are fully accessible. At the City Council meeting last Monday, the agreement between the City and the Korean War Veterans Association has been completed regarding the Korean War Interpretive Center, a compliment to the War Memorial in Town Center Park. Brian Stevenson also added that geotechnical survey work at Boones Ferry Park is nearly complete. Also, 3 community grants are coming up: Community Opportunity Grant (deadline March 6), Community Tourism Grant (deadline tomorrow; funds local events such as the Rotary Concert Series, Fun in the Park, etc.), and the Clackamas County Grant (deadline: Thursday, March 20). Kate inquired as to the funds available for the grants. Brian replied that \$12,500 is always available, plus any leftover funds from the last grant cycle.</p>
<p><u>Board Comments</u></p>	<p>Jim Barnes asked for board comments. None from every board member.</p>
<p>ADJOURNED</p>	<p>5:50 p.m.</p>



WILSONVILLE PARKS AND RECREATION ADVISORY BOARD 2020 GOALS

- Support the 2020 Park Bond Project process & recommendation to the City Council.
 - Support/participate on the “Yes-on” Committee if the City Council approves taking a Parks Bond to the voters.
- Explore adding a teenager to the Advisory Board.
- Bring new program ideas to the Board and Parks Department for consideration.
 - Advocate for those programs that appear diverse and viable for our community (programs that our community is interested in, can afford, are manageable by city staff, etc.).
- Identify one measurable, tangible goal/item that the Board can actually take action on and deliver (versus just supporting, advocating).
- Increase board member participation in Parks & Recreation events.
- Work with Park staff to expand local fundraising / sponsorships.
- Further define equity and inclusion and how these concepts are appropriately integrated into park design/planning and program offerings.