

## **Friends of the James River Park Board Meeting**

**August 7, 2018 at 6:30 pm**

### **Meeting Minutes**

**Board Members in Attendance:** Cat Anthony, Trammell Beckmann, Nathan Burell (ex officio) Mike Doerr, Justin Doyle, Nancy Fowler, Mary Kay Martin, Katherine Mitchell, Shawna Shade, Scott Silvester, Larry Socha, Karen Thomas, Kevin Tobin, Greg Velzy, Cary Wing

**Guests in Attendance:** William Cabbell

### **Meeting Minutes**

Motion to approve the July meeting minutes was seconded and passed.

### **Treasurer's Report**

The Treasurer's Report was given by Shawna Shade. Shawna reviewed donations and grants awarded to the Friends of the James River Park that support the creation of a master plan for the James River Park System with board members. Donations from Councilwoman Larson and Venture Richmond have not been received to date.

### **Park Superintendent Report**

Park Superintendent Nathan Burrell recently accepted the Facility Maintenance Manager position with the City of Richmond's Department of Parks, Recreation and Community Facilities. Michael Burton was named the Interim Superintendent of the James River Park System. Nathan will oversee the James River Park System in his new position and help guide the master plan process. The Superintendent position will be advertised in the near future and Friends of the James River Park will be involved in the search process.

The tower at North Bank Park is in very poor condition. A structural stabilization project is underway and is being funded by the City of Richmond.

### **Old Business**

#### **Friends of the James River Park Employee**

The approved FY 2019 budget includes a line item for a part-time employee. Shawna Shade and Karen Thomas agreed to meet before the end of August to review the job description for the employee.

#### **Constant Contact**

Trammell Beckmann is coordinating the creation of content for the monthly Constant Contact newsletter as Karen Thomas plans to leave the board. Trammell encouraged board members to share content with her.

### **Conflict of Interest Policy**

The organization's new Conflict of Interest Policy was adopted by the board at its July meeting. It will be added to the organization's website and Google Drive.

## **New Business**

### **Board Updates & Election of Officers**

Jim Beckmann is going back to school and resigned from the board. Nancy Fowler, Larry Socha, and Karen Thomas are leaving the board as their terms of service are complete.

Mary Kay Martin and Trammell Beckmann served on the ad-hoc Nominating Committee and nominated Katherine Mitchell to serve as President, Mark Kay Martin to serve as Vice President, Shawna Shade to serve as Treasurer, and Justin Doyle to serve as Secretary. Kevin Tobin moved to accept the slate of nominated officers and Cat Anthony seconded the motion. The motion passed unanimously.

Katherine Mitchell proposed scheduling the organization's annual board retreat in September. Katherine pitched the idea of creating a Master Plan Committee to oversee the planning process.

Betsy Slade, a former board member, is ill. A donation to the Native Plan Fund will be made in her honor.

Katherine recognized the service of Nancy Fowler, Larry Socha, and Karen Thomas. Katherine also congratulated Nathan Burrell on his promotion. A group photo was taken.

Nancy Fowler circulated the aggregated results of the board assessment. 11 board members took the assessment.

## **Committee Reports**

### **Fundraising Committee Report**

Katherine Mitchell reported the \$250,000 fundraising goal was reached. Katherine suggested writing thank you letters to funders supporting the creation of the master plan.

### **Advocacy Committee Report**

Mary Kay Martin sees the Advocacy Committee playing a role in the creation of the master plan.

### **Finance Committee Report**

Scott Silvester reported the Finance Committee recommends moving savings into a CD ladder.

### **Communications Committee Report**

Karen Thomas reported Webbones is working on making the map of the James River Park System interactive on the Friends of the James River Park website. A press release announcing the master plan fundraising goal was reached will be drafted and issued.

### **Events Committee Report**

Kevin Tobin reported the Events Committee would like to make the annual River Heroes event bigger and schedule it in the spring.

### **Membership Committee Report**

The date of the annual board retreat will be held on Tuesday, September 4, at 4:00 pm. Location to be determined. New board members Byron Chaffin and Mike Doerr need to go through board member orientation.

**Next Meeting:** Tuesday, September 4, 2018 at 4:00 pm

**September Cleanup:** James River Regional Cleanup on Saturday, September 8, 2018