

**Friends of the James River Park Board Meeting**  
**Tuesday, January 8, 2019 at 6:30 pm**  
**Meeting Minutes**

**Board members in attendance:**

Katherine Mitchell, President  
Mary Kay Martin, Vice President  
Shawna Shade, Treasurer  
Justin Doyle, Secretary  
Trammell Beckmann  
Byron Chafin  
Scott Dickens  
Mike Doerr  
Scott Silvester  
Kevin Tobin  
Greg Velzy

Nathan Burrell (Facilities Maintenance Manager of the Southern Division)  
Michael Burton (Interim Superintendent)

**Meeting Minutes**

Justin Doyle circulated meeting minutes from the December board meeting. Katherine Mitchell motioned to approve the minutes. Scott Silvester seconded the motion and it passed unanimously.

**Michael Burton's Report to the Board**

Michael Burton reported the Department of Parks, Recreation and Community Facilities is being reorganized. Dredging is planned for the boat ramp at Ancarrow's Landing. Dredging typically occurs every two years to remove silt. Bryce Wilk, the new Superintendent of the James River Park System, will begin January 22, 2019. Bryce will report to Nathan Burrell, Facilities Maintenance Manager of the Southern Division. Michael accepted the trails and greenways superintendent position.

**James River Park System Master Plan Update**

Nathan is working on finalizing the community meeting schedule. The first community meeting is scheduled for Tuesday, January 22, at Southside Community Center. Nathan anticipates 50 to 60 attendees at the meeting. He is working with Councilwoman Robertson to schedule the 6th District community meeting. Mike Doerr offered to contact Councilwoman Robertson to schedule the meeting. Bellemeade Community Center and Six Points Innovation Center are possible venues for the meeting. A public meeting is scheduled for Wednesday, March 6, at the Virginia War Memorial. 860 online questionnaires have been received to date. Nathan reported Timmons Group and 3 North are developing 30% design plans for the Pump House with stakeholder and public input.

### **President's Report**

Katherine Mitchell reported a check in the amount of \$1,300.00 will be sent to Capital Region Land Conservancy in the near future.

### **Treasurer's Report**

Shawna Shade reported Friends of the James River Park received a \$10,000 check from the Atwell Foundation, a \$10,000 donation, and a \$1,100 programs grant.

A \$15,000 check was sent to VHB, the second payment made for the James River Park System Master Plan.

Mary Kay Martin motioned to approve disbursement of the grant awarded by the Virginia Department of Forestry supporting the Invasive Plant Task Force. Scott Silvester seconded the motion. The motion passed unanimously.

Banff Mountain Film Festival is March 7-9. Greg Velzy motioned to purchase \$54 worth of tickets and Mary Kay seconded it. The motion passed unanimously.

Friends of the James River Park is sponsoring the RVA Osprey Cam in the amount of \$1,000.

Shawna reported the organization's taxes should be complete by the end of January.

## **Committee Reports**

### **Events Committee**

Kevin Tobin reported Jon Lugbill of Sports Backers will be joining the James River Park System Master Plan Steering Committee. Organizations represented on the committee are supporting master plan community meetings with volunteers. March 15 is the deadline to complete the online questionnaire. Scott Dickens will make the questionnaire prominent on the Friends of the James River Park website.

### **Board Development Committee**

Greg Velzy provided an update on the board member on-boarding process. Preliminary interviews will be eliminated and board members will vote for candidates via email after they attend a meeting to introduce themselves. The committee recommended board members continue to serve a maximum of two three-year terms and encouraged board member involvement after terms expire. The committee also recommended extending the term of President from one to two years and creating a "Past President" (ex officio) position for the purpose of continuity. Scott Silvester motioned to change the President's term from one to two years per the recommendation of the committee. Trammell seconded the motion and it passed unanimously.

The board is seeking new members with accounting, bookkeeping, and finance skills. A treasurer is needed to succeed Shawna. The board's treasurer cannot serve on the

Finance Committee, which is responsible for auditing. Justin Doyle suggested creating an Assistant Treasurer position.

**Communications Committee**

Trammell Beckmann reported two newsletters went out in December. The January newsletter is scheduled to go out in mid-January. Information about the master plan, board recruitment, and the hiring of a new park superintendent will be included in the newsletter. Rocket Pop Media will create content for the newsletter. Penelope Davenport requested administrative privileges for Friends of the James River Parks Facebook account.

**Membership Committee**

No report.

**Advocacy Committee**

Mary Kay will meet with Nathan in the near future to discuss departmental budget requests. Nathan is requesting \$365,000 for operations and \$700,000 for planned buildings. Mary Kay is working on the Protection and Preservation Fund Policy and asked that it be removed for the time being.

**Finance Committee**

No report.

**Old Business**

**Part-time Employee**

Justin Doyle provided Katherine with resumes received to date and reported he will meet with Shawna Shade, a candidate for the part-time Office Manager position, in the near future.

**Next Meeting: Tuesday, February 5, 2019 at 6:30 pm**