

**Friends of the James River Park Board Meeting**  
**Tuesday, April 7, 2020 at 6:30 pm**  
**Meeting Minutes**

**Board members in attendance:**

Katherine Mitchell, President  
Mary Kay Martin, Vice President  
Dean Brunson, Treasurer  
Justin Doyle, Secretary  
Cat Anthony  
Scott Dickens  
Mike Doerr  
Jake Savage  
Scott Silvester  
Kevin Tobin  
Greg Velzy  
Brooks Whitten  
Cary Wing  
Brittany Zamborsky

**Staff members in attendance:**

Bryce Wilk, Park Superintendent  
Shawna Shade, Friends of the James River Park

**Introductions**

Katherine Mitchell called the meeting to order. Board members participating in the virtual greeted one another.

**March Meeting Minutes**

Katherine amended the March meeting minutes to include the creation of a nominating committee. Scott Dickens motioned to approve the meeting minutes as amended. Kevin Tobin seconded the motion and it passed unanimously.

**Superintendent's Report - Bryce Wilk**

Some parking lots serving the park system and some trails were closed last weekend due to the COVID-19 pandemic. The Department of Parks, Recreation and Community Facilities is implementing a park monitor program and staff members are encouraging social distancing. Richmond Police Department reported receiving 50% fewer calls for large gatherings of people in the park system. Parking at Ancarrow's Landing will be limited to prevent overcrowding. The James River Park System remains open for the time being. Bryce is returning to the office tomorrow after self-quarantining for 14 days. Scott Dickens has been hesitant to encourage people to visit the park system during this period of social distancing. A discussion about encouraging people to use the park system or not ensued. Cat Anthony suggested creating a COVID-19 webpage for the James River Park System and sharing information with the public.

### **Executive Committee Report - Katherine Report**

Katherine Mitchell reported Mary Kay Martin is Chair of the Master Plan Implementation Action Team. Katherine is chairing the Membership Committee as Cat is no longer able to serve as Chair. Kevin Tobin asked if the Membership Committee can take on board officer nominations. Katherine tasked the Leadership Development Committee with board officer nominations. Katherine reported the organization is in a healthy financial position. Shawna is working on removing the portapotty funded by Friends of the James River Park at the Reedy Creek parking lot. Bryce would like to see it removed. Ralph Hambrick's book "Transforming the James River in Richmond" was recently released. Katherine suggested Friends of the James River Park should promote it. Bill Draper is working on a James River Park System photography book and all proceeds from sales benefit Friends of the James River Park.

### **Treasurer's Report - Dean Brunson**

Dean reported the organization likely has money that will not be spent by committees this fiscal year. He projects the organization will have \$20,000 of unspent funds by the end of the fiscal year. Memberships and donations have virtually dried up. We have the funds to set a good FY 2020-21 budget. There is plenty of money in the bank account. Jake Savage mentioned the Paycheck Protection Program available to nonprofit organizations.

### **Committee Reports**

**Finance Committee:** Scott Silvester requested committee chairs to submit budgets April 17, 2020. Dean requested chairs also submit spending needs for the end of the current fiscal year. Scott intends to step down as chair of the Finance Committee when Mary Kay becomes President later this year and recommended Jake Savage as Chair.

**Membership Committee:** Katherine Mitchell is serving as the Membership Committee chair and does not have much to report. Shawna questioned sending membership renewals at this time. Scott Dickens suggested making a soft ask to existing members. Katherine agreed to write a letter.

**Board Leadership Development Committee:** Greg Velzy reported the committee will meet in the near future. Greg believes some board candidates could serve on a committee before joining the board. Katherine asked Greg about skill sets we need on the board and asked board members to weigh-in. Scott Silvester suggested a real estate attorney. Greg suggested we could use an individual from the Planning and Development Review Department. Andrea Almond of 3north and Anne Darby of Planning and Development Review were suggested. Scott Dickens suggested a representative from a brewery or distillery.

**Communications Committee:** The Communications Committee report was shared with board members via email in advance of the board meeting. Scott Dickens reported he decided not to do a ParkStar video this month. SpringFest is canceled. A newsletter was not created. Bryce

mentioned educational lessons featuring program staff that can be shared. Bryce will share content with Scott for the April newsletter.

**Branding Action Team:** Shawna reported the Branding Action Team met and created a Request For Proposals document. The action team plans to solicit bids soon.

**Master Plan Implementation Action Team:** Mary Kay reported the action team recently met and is working on identifying 15 to 20 organizations to participate on an implementation committee. The next meeting is scheduled for April 30. Mary Kay emphasized the importance of touting our successes. Bryce and Mary Kay are working on drafting a letter to organizations inviting them to participate on the committee.

### **New Business**

#### **City Budget**

Justin Doyle provided an update on the city budget. The COVID-19 pandemic will impact the FY 2021 budget. City Council budget work sessions and public hearings have been impacted.

#### **Preservation and Protection Fund Update**

Katherine suggested adding the sentence "Special consideration is given to projects that align with the James River Park System Master Plan." Discussion ensued. Katherine Mitchell motioned to add the sentence. Scott Silvester seconded the motion. Greg Velzy was the only nay. The motion passed.

#### **Artist in Residence**

Greg Velzy reported Shay Wilson, the James River Park System's artist in residence, stepped down and recommended Natalie Kane. Shawna provided a history of the artist in residence program. Bryce encouraged program staff members to be involved.

**Next Meeting: May 5, 2020 at 6:30 pm**