

Meeting Notes

- **Motion to Approve the Minutes** - submitted, seconded, and passed

- **Executive Director's Report provided by Josh Stutz**
 - Beirne Carter Gift
 - VDOF Support
 - Ranger Program
 - Streetlight Data
 - Mayo Island: Approximately 80% of funding for purchase in place; there are still timeframe questions; need to determine FOJRP role; several other FOJRP projects in the works: Dock Street and [trail near Ancarrow's Landing]

- **Superintendent's Report provided by Giles Garrison:**
 - Mayo island opportunity is exciting; city surplus funds should be available to close the gap moving forward
 - Working on a James River Water Use Permit system. Close to having a legal permit for outdoor recreation in a way that is consistent w/ the law.
 - Will have another Educator and a Permit Manager (administrative position) [as part of budget].
 - Question from Greg Velzy re: Texas Beach Tower – latest update is that funding has been awarded, moving forward with a cost estimate to design the project. This is in motion but will likely take some time. Tower will be rehabilitated in place and not replaced.

- **Budget YTD / Finance Report**
 - Budget distributed and discussed.
 - Halfway to our fundraising goal, and about halfway on spending for fiscal year
 - Will start doing a month-end reporting.
 - We're in pretty good shape on both restricted and unrestricted cash. Examples of restricted and unrestricted cash projects (ex: Ranger program).
 - Still figuring out our rhythm with regards to budget, a function of having changes in full-time employees, how we approach projects, taking our time to figure this out.
 - Jake commented that we work w/ environmental film fest and pumphouse where we have a fiduciary responsibility to spend the money according to their wishes within the parameters of their mission while keeping good track of it.
 - Dean asked that we make sure that we have controls over how checks and balances are maintained with partners with whom we are working. Dean offered to have members of the board view the quickbooks entries. Jake discussed possibly moving the date of the meeting to the third Tuesday of the month so that we have the most current financial information for Board meetings..

- **Governance Updates**

- Mary Kay Martin discussed a proposal to include Park Superintendent (and future leaders in that role) as an ex officio member of the board, in a non-voting capacity (seat on the board follows the position). This would be a non-voting member of the board who also follows the other by-laws that are in place. A motion to consider provided discussion. Suggestion that the Superintendent be considered a guest of the executive committee and that we are consistent with our inclusion of the Superintendent in executive committee meetings. Move to vote, passed unanimously.
- Mary Kay Martin discussed the Board's Conflict of Interest Policy. Recognizing that our COI dealt only w/ fiduciary interests. Discussion of three dimensional conflicts and how to manage those. In the new COI policy, there will be an annual attestation to self-identify any conflicts that could present themselves. Discussion of duty of loyalty. Understanding role as fiduciary of the organization. Example of being on multiple boards in a way which could inadvertently divert funding from FOJRP. Motion to replace the old conflict of interest policy with this new one was moved. Motion passes unanimously.
- Mary Kay previewed that we may be adding a couple of board members in Feb or March. Will try to keep people coming on quarterly. Two spots open now and two more opening before the end of the year.

- **DEI Statement Approval (Jean Linnell, Mel Smith, Josh Stutz)**

- Mel and Jean have authored a draft that we can put forward as our commitment statement for DEI.
- Mel found some similar organizations and looked at a variety of diversity statements and through discussions came up with the current document.
- Mel discussed how we came to this statement, thought about what we wanted to say about us, and make it reflect our values.
- Talked about accessibility, even though some places may not be accessible we want to work to make places accessible.
- Jean mentioned that this is a working document and that we can continue to evolve this.
- Are we going to have tangible goals w/ regard to DEI that we will put forward each year?
- Streetlight data that we will present next month will provide some interesting information on who is accessing the park and how.
- The DEI Statement was tabled until next month to allow for wordsmithing certain aspects regarding the Friends' Group's limited ability to change the Park by ourselves.

- **Committee Reports**

- Josh plans to have each of the committees meet this month, will be in touch to schedule

- **Old Business**
 - Nothing to cover

- **New Business**
 - Any questions about Mayo Island. Discussion of Mayo island ideas. Discussion of use of anti-graffiti paint produced by Hound Paint Company in Manchester. James River Guidebook coming out for the park by John Bryan...new pictures and information.

- **Motion to Adjourn**

Next Meeting: February 7th, 6:30pm Reedy Creek