



Governance

Governance Committee Meeting

Tuesday, June 28, 2016

*(Meeting Held at the Village of Richfield Town Hall,
Mayor's Conference Room)*

Called to Order: Mr. Cugini began the meeting at 5:28 p.m.

Roll Call: Members of the Committee Present: Trustees Cugini, Norris
The record reflects that Mr. Taylor was not present.

Also in Attendance: Mrs. Debbie Bluso Rogers, Administrator and Mr. Keith Shy, Capital Projects Manager

Business:

Policies and Procedures:

Special Use and Camping Administrative Procedures: The Special Use and Camping Administrative Procedures was distributed. This was a final draft and the changes discussed at the May, 24, 2016 Governance Committee meeting were incorporated. There were no other comments heard.

Action taken: The Administrator will prepare a briefing memo for the July 11, 2016 meeting for the full Board's first discussion.

External Communications: A draft of the External Communications Policy was distributed and comments and changes were provided.

Action taken: The changes will be incorporated and discussed at the next committee meeting.

Name Change Process:

The name change process and initial list of possible names was distributed. Minor changes were made to the process verbiage for clarification.

Action taken: The Administrator will prepare a briefing memo for the July 11, 2016 meeting for the full Board's first discussion.

Communications:

Internal LL Bean: Nothing to report.

Fee Schedule:

The draft of the fee schedule prepared February, 2016 was reviewed and discussed. Changes and modifications were provided and will be incorporated.

Action taken: Administrator will prepare a final draft to be discussed at the next committee meeting.

Administrator Job Description:

Item was removed from the agenda and will be discussed in Executive Session.

Gate Discussion:

The BTA agreement with RJRD states that trail entry points are required outside of normal park hours plus emergency egress is required. Various electrical options are available. Cost information and additional details are required for a briefing memo.

Action taken: Administrator will obtain cost information and options for the July 11, 2016 meeting first discussion briefing memo. Mr. Shy suggested that thoughtful consideration should apply to future fence repairs and retention of the fence due to significant operational costs in the future.

Use of Projector Update:

Action taken: Administrator will make arrangements to display the agenda and reduce paper.

Modifications to Agenda:

There was no formal motion on the modifications but it was the consensus to add "Announcements" for every meeting and the "~~Fiscal Report~~" for the second board meeting of the month. was omitted from the meeting agenda. It will be added. The agenda item "~~Fiscal Agent's Report~~" was omitted. The report will be formally accepted through motion as part of the RJRD Record of Proceedings.

Action & Agenda Items for July 25, 2016:

Draft of Bylaws Modifications

Treasurer

FOCH Open Discussion:

An initial discussion between FOCH and the Governance Committee occurred on May 5, 2016. The Governance Committee requested that the draft work plan formatted using the SMART Objectives process. The acronym means: Specific, Measurable, Achievable, Relevant and Time Bound.

Per the FOCH presentation, the purpose of the work plan proposal was:

- To facilitate the work of the RJRD volunteer crew by relieving them of the burden of a few clearly defined and ongoing tasks.
- To assist the RJRD in making the park a safe and vibrant destination.
- To suggest viable areas of interest and expertise where FOCH can be of service pending rollout of the Master Plan and during its early phases.
- To continue developing relationships that will benefit the park.
- To ensure the viability of FOCH so that we can continue to provide service well into the future.

The list of work plan items:

- Restoration of Kirby Mill
- Donation of interpretive signage for the Kirby Estate
- Native species restoration
- Garden restoration
- Monitoring of the perimeter fence
- Assistance with trail upkeep

The Committee Chairperson will follow-up with the appropriate standing committees to gather input as the work plan moves forward. The need for grass mowing and some gardening was offered to FOCH for their consideration. FOCH will provide their Board's decision on the matter.

**Included as part of the Governance Committee's Meeting Minutes
is the FOCH Presentation in its entirety.**

Public Comments:

There was none.

Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District, GOVERNANCE Chairperson