Jefferson County Parks, Recreation and Open Space Plan

Meeting Notes

July 28th, 2008, 12pm to 1:30pm

Jefferson County Public Works Office, Large Conference Room

Facilitator: Matt Tyler

Members Present: Liz Coker, Richard Hull, Trevor Huntingford, Davis Steelquist, Bill Tennent

Welcome

1) Matt opened the meeting by discussing the methods the group was using and point out the need for a way to reach out to established partners or special interest groups. A discussion followed in which concerns were raised about how much time it would take to meet with every partner organization, possibility of using a forum instead of a focus group, using a written survey, etc. Matt promised to send out a list of partner organizations.

2) Matt also discussed the handout, a Washington State document that describes methods local parks and recreation agencies can use to plan.

Proposed Statement of Purpose

- The purpose of the long range planning committee is to design, execute, and implement the *Twenty Year Parks, Recreation and Open Space Comprehensive Plan.*
    - The committee agrees to this purpose.
- The name of the committee is the Jefferson County, Parks, Recreation, and Open Space Long Range Planning & Study Circles Committee.
    - The committee would like to use the name: Parks, Recreation and Open Space Planning Committee (PRO Plan Committee)

Proposed Operating Agreements

- The committee is subject to the Open Public Meetings Act, the Public Disclosure Act, and Appearance of Fairness Doctrine
    - The committee was briefly introduced to these Acts and what they mean
- The committee is acting in an official capacity and is commissioned by the Jefferson County Board of County Commissioners
    - The committee was briefed on when the plan was commissioned and by whom
- Committee process?
    - The committee chooses and informal group process based on a seminar or a workshop at this time. The committee may elect to choose parliamentary procedure or a consensus process a later time

Brief Presentation on Study Circles

- The power point that was given to the Jefferson County Board of Commissioners (BOCC) was given briefly to the committee. The power point explained the study circles. There was some discussion about how the study circles worked.

Study Circles Implementation Planning Session

1) Writing the study guide (Davis)

    a) Davis agrees to this. Matt agrees to start getting him information.

2) Contacting Jim Rough and arranging for facilitators (Matt)

    a) Matt has already contacted Jim Rough, who agrees to help find facilitators. Matt will invite Jim to the next meeting.

3) Study Circle = dialog to action
    a) Four meetings with the same group of people
    b) Using a trained facilitator and a written guide
    c) Leading to an action event = each group reports personal, collective, and policy level actions

4) What is an ambassador?
    a) A voice for a neighborhood, a workhorse, an organizer
    b) A person who builds the study circle group
    c) Is given a randomly selected list of people to invite
    d) Provides refreshments for meetings
    e) Opens meeting and introduces the facilitator
    f) Provides child care and transportation
    g) Insures participants will show up

        i) The ambassador concept was discussed in some detail. There were suggestions made about how to recruit them including advertising, public meetings, and working through established group. There was concern about finding people to do this work, and having to make a lot of cold calls to recruit people you did not know.

5) Nominating and recruiting ambassadors in each community area
    a) Brinnon & South to Mason County line & North to Mount Walker
    b) Quilcene & North to Discovery Bay
    c) Chimacum & East to Anderson Lake
    d) Port Hadlock, Oak Bay, & Marrowstone
    e) Irondale
    f) Port Ludlow & hills above
    g) Kala Point
    h) Cape George
    i) Port Townsend
    j) Gardiner & Discovery Bay

        i) There was discussion about this and it was decided to wait until the next meeting to decide how to recruit ambassadors.

6) Setting a date and time for a training program for the ambassadors.

The next meeting was set for August 12th, at 12:00 to 1:30pm at the PW office. The option of having more meetings on August 26th, or August 28th was discussed but not decided upon. Matt said he would invite Phil Johnson. Matt made the following list of things to do:

1. Write a job description for ambassadors
    a. Benefits to ambassadors
    b. Benefits for the community
    c. Hours it will require
    d. Summation of what we are doing
2. Write Draft newspaper ad

3. Find ways to provide the ambassadors with some certainty that this will be effective
4. Matt will send a draft to the committee
5. Write a press release stating the formation and charge of the committee
6. Make a timeline in a GANNT Chart format
7. Send list of partners to the committee
8. August 12th definite, possible 26th or 28th.