

Form Name: Annual Reports for Boards, Commissions and Similar Entities
Submission Time: December 16, 2024 11:40 am
Browser: Safari 18.0.1 / OS X
IP Address: 67.187.23.171
Unique ID: 1297421275
Location: 37.5537, -77.4602

2024 Annual Report For Boards and Commissions

Name of Board/Commission	Advisory Board of Recreation and Parks
Current members (indicate chair, vice-chair, etc.)	Christopher Frelke-Director of Parks and Rec Anne Brooks Rich-Chair Charles Williams- Vice Samuel Jones-Secretary Badia Hiwott Samantha Hudson David Lambert - Parliamentarian Daniel Vetter Charles Willis
Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act?	No
Meeting Dates of meetings held in 2024	February 13, 2024 April 9, 2024 June 11,2024 August 24, 2024 - Facilities Tour September 24, 2024 October 15, 2024 December 5, 2024
Is there any information that may have been requested by the standing committee to which the board or commission is assigned to report?	No
Is the 2024 meeting attendance record included?	Yes - Select Yes to upload documents https://www.formstack.com/admin/download/file/17345608182
Is a copy of the body's current by-laws or rules of procedures attached?	Yes - Select Yes to upload documents https://www.formstack.com/admin/download/file/17345608184

New Projects

1. Advisory Board has been working to support the Parks Department's design of a new Master Plan by posting signs, attending meetings and getting the word out to community groups through newsletters.
2. Advisory Board is working on a communication strategy to help spread the word on programs and facilities updates to the Richmond communities
3. Advisory Board is working on a plan to better work with and communicate with Council Members.

Long Answer

The Board worked with Councilor Jordan to adjust the make-up of our board members in 2024. Through legislation passed by Council Members this year, our board feels we better represent the city and allow for a more complete Board. With the adjustment in board make-up, we have 3 vacancies and are looking to have all Board positions filled by the second quarter of 2025. At the beginning of 2024, the Advisory Board was not active and had limited attendance. We now see an active participation rate of 88% at our regular meetings. Meeting topics in 2024 included: food insecurity and ways PRCF helps through community gardens and summer food programs; gun violence and programs that help children that have been exposed to guns; work force development to include Teens of Richmond in Parks, skills development, and Counselor in Training programs; facilities expansion to include maintenance, staffing and long term plans; updates on the PRCF master Plan; and finally, budgets. The Board has set meeting dates for 2025 along with topics for discussion.

Attendance Record 2024

X = Present E=Excused

	PRCF Advisory Board	<i>January- No Mtg</i>	<i>February</i>	<i>March-No Mtg</i>	<i>April</i>	<i>May-NoMtg</i>	<i>June</i>	<i>July-No Mtg</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November-No</i>	<i>December</i>	#	%
1	Charlie Williams		X		E		X		X	X	X		X	7	63.6%
2	Anne Brooks Rich		X		X		X		X	X	X		E	7	63.6%
3	David Lambert				X		X		X					3	27.3%
4	Samuel Jones (Sept 24)									X	X		X	3	27.3%
5	Kimberly Mouldon (Depart 10/24)													0	0.0%
6	Badia Hewitt		X		X		X		X	X	X		X	7	63.6%
7	Samantha Hudson (Sept 24)									X	X		X	3	27.3%
8	Charles Willis (May 2024)						X		X	X	E		X	5	45.5%
9	Eddie Archer													0	0.0%
10	Chris Frelke		X		X		X		X	X	X		X	7	63.6%
11	Daniel Vetter (March 24)				X		E		X	X	E		X	6	54.5%
12	EnRichmond													0	0.0%
13	Monroe Park Conservancy													0	0.0%
14														0	0.0%
15	Nathan Burrell (term exp)		X											1	9.1%
16	Parke Richeson(term exp)		X											1	9.1%
17	Tia Palmer(term exp)		X											1	9.1%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
# in Attendance:		0	7	0	6	0	7	0	7	8	8	0	8		

Job Description: Advisory Board Member

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Attend at least 75% of scheduled Board meetings.
- Attend scheduled Board trainings, retreats, or other special events.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events in your district, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.
- Serve as a liaison between PRCF and your local district community members.
- Remain compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend at least 75% of scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to being part of a diverse Board and participating in an inclusive culture.

- Understanding of the value of PRCF facilities and programs to Richmond citizens.
- Commitment to supporting PRCF work and being an educated advocate for PRCF needs.

Job Description: Advisory Board Chair

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Set a yearly schedule of meetings and publish the schedule according to state and local requirements.
- Prepare Board meeting agendas with input from PRCF leadership.
- Disseminate meeting agendas and materials to Board members.
- Chair and lead all scheduled Board meetings.
- Lead the Board in setting priorities, strategy, and/or goals on a quarterly or annual basis.
- Prepare and submit the annual report to City Council's Education and Human Services Standing Committee.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.

- Serve as a liaison between PRCF and your local district community members.
- Ensure that the Board remains compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend all scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to leading a diverse Board and creating and maintaining an inclusive culture.
- Thorough understanding of the value of PRCF facilities and programs to Richmond citizens.
- Dedication to supporting PRCF work and being an educated advocate for PRCF needs.

Job Description: Advisory Board Secretary

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Attend all scheduled Board meetings.
- Attend scheduled Board trainings, retreats, or other special events.
- Take minutes at all official public meetings of the Board according to Code of Virginia requirements, including attendance logs.

- Present previous meeting's minutes for approval during regularly-scheduled Board meetings.
- Maintain up-to-date Board records, including:
 - Board Member roster and contact information
 - Board job descriptions
 - Board governance documents
 - Meeting minutes
- Provide Chair(s) with appropriate records for annual report to City Council standing committee.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events in your district, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.
- Serve as a liaison between PRCF and your local district community members.
- Remain compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend all scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to being part of a diverse Board and participating in an inclusive culture.
- Understanding of the value of PRCF facilities and programs to Richmond citizens.
- Commitment to supporting PRCF work and being an educated advocate for PRCF needs.