

LIVERMORE AREA RECREATION AND PARK DISTRICT

**PROGRAM COMMITTEE**

**MINUTES**

**TUESDAY, JUNE 13, 2023**

**10:00 A.M.**

**Committee Members Present:** Maryalice Faltings, David Furst

**Staff Present:** Mat Fuzie, Linda VanBuskirk, Jill Kirk, David Weisgerber, Pamela Healy, Michelle Kleman, Jeff Schneider

**Members of the Public Present:** None

1. **Call to Order:** Chair Faltings called the meeting to order at 10:00 a.m.
2. **Public Comment:** There was no public comment. Chair Faltings closed the public comment period.
3. **Approval of the Minutes of the Program Committee on May 9, 2023:** The minutes were approved as written.

Director Furst asked for a status update on Item 4, Advertising Policy. GM Fuzie indicated that staff are currently working on the policy revision. When it is completed, it will be brought back to the Program Committee for further review.

**Action:** The Minutes from May 9, 2023, were approved unanimously, as written.

4. **Role of the Program Committee and Larger Board in Determining Programs Held During the Year:** Director Furst requested this agenda item. He commented that historically, the Board has decided what programs would be run during the year. He recalled a previous cancellation of the Children's Fair was decided by the Finance Committee in 2020 instead of the full Board. He expressed that staff may have taken on the role of deciding programs and believes this should be a Board decision, not a staff decision. He would like the Program Committee to propose to the Board that they be responsible for identifying and planning programs for the following year. Director Faltings agreed.

**Committee Comments and Questions:**

- GM Fuzie briefly reviewed current Board policy specific to the function of the Program Committee.
- The Board should have the primary role in determining programs, with staff input as to viability, staffing, etc.
- Community Services Manager (CSM) Jill Kirk asked for clarification on what was meant by "programming" and "programs". Director Furst clarified, he was referring to ongoing special events (once-a-year events), not to our ongoing regular programs.
- Board members periodically have a special interest in certain programs, therefore, each of the five Board members ought to be able to have influence from a

programmatic aspect. Director Furst commented that he sees this happening within the context of each Committee.

- There needs to be constant cooperation between the Board and staff.
- Community Outreach Supervisor (COS) David Weisgerber suggested that staff should bring recommendations for such events and other one-time programs to the Board at specific times for review and approval.
- Committee members suggested that staff bring their recommendations to Committees and the Board as ideas or proposals, not as programs already decided by staff.
- An ice-skating rink is an example of a one-time special event (similar to the Children's Fair and Dogtober). If planned early enough to determine budget, staffing, etc., this kind of event can be done.

**Action:** The Committee consensus was that one-time special events should be brought to the Board for their input and final decision prior to staff acting on them.

## 5. Ravenswood:

Director Faltings shared that the Livermore Heritage Guild is celebrating their 50-year anniversary. A flyer that was sent out for one of the celebratory events erroneously stated the public can tour the Ravenswood winery ruins built by William Buckley. She emphasized that Ravenswood was built by Christopher Buckley not William Buckley. The Heritage Guild has been charging \$50.00 per person for a tour of our winery ruins. District policy says if an outside organization is doing a fundraiser at one of our facilities, a permit is required.

### Committee Comments and Questions:

- What can be done to prevent the use of District facilities without a permit from happening again?
- This is a matter for additional staff education.
- Previous Ranger staff were perceived to make independent decisions on activities/programs without consulting management. Current staff have been educated on proper procedure and no longer do this.
- Staff are working on streamlining the online event signup process, to include an electronic Terms/Conditions acknowledgment.
- Director Faltings noted she has been strongly advocating for District staff members to be assigned on days that the Ravenswood Progress League volunteers are doing docent tours. She is requesting that staff remain on site the entire time volunteers are present, not simply to open the site and leave.

### Current Programming at Ravenswood:

- Some Livermore elementary schools participated in Ravenswood Day. (Nov-Feb)
- Ongoing Senior programming outdoors
- Rentals, including weddings, etc. almost every weekend. Additionally, there are retirement, birthday parties, etc. held here. Most renters are Livermore residents.
- The LARPD Foundation loved having their "Wine Down in the Grove" fundraiser there.
- The LARPD Volunteer Appreciation event was also held there.

### Action:

- This was a discussion only; no Committee action was taken.

## 6. Revised Draft LARPD Foundation MOU:

COS Weisgerber reviewed the most recently updated draft MOU (included with the agenda), as reviewed by the Finance Committee on May 15<sup>th</sup>, showing minor changes in red. He noted that the draft will go to the Facilities Committee and then to the full Board on July 26<sup>th</sup>.

**Committee Comments and Questions:**

- Director Furst suggested the following edits:
  - Page 1- at the end of the first paragraph, "...Livermore California..." should read: "...Livermore, California..." with a comma inserted before California.
  - Page 2, number 5, please replace the word "interfere".
  - Page 3 section 3 number 1: remove "qualified charitable organization" verbiage as it is incorrect. (Change this whole paragraph).
  - Page 5, number 3: Annual Report – add a time frame, such as " the end of the FY" or other specific time frame.
  - Page 6 Section 13 Designation as a Gift: Why is this here? *This refers to the memorial bench program (the cost of the bench). The second sentence explains this.*
  - Page 7, Section 16 Termination; please also remove "qualified charitable organization" verbiage.

**Action:** This document will be brought to the Facilities Committee for further review, then to the full Board on July 26<sup>th</sup>.

**7. Directors' Reports and/or GM Reports and Announcements:**

- Director Furst asked when the Advertising Policy will come back to the Program Committee. GM Fuzie responded, the exact date is not yet known, but it will be brought back to a future meeting.
- Director Faltings asked for a copy of the Board policy referenced by GM Fuzie earlier in the meeting, relating to the function of the Program Committee. (Policy #4060, Committees of the Board of Directors.)
- GM Fuzie shared the following:
  - The Strategic Plan is done and will be given to the Board members tomorrow, at the Board Retreat.
  - He will be out of the country from July 1- July 15. His means of communication during that time will be limited to text messages. He will assign a stand-in during his absence.
- COS Weisgerber shared, the LARPD Foundation fundraiser earned \$30k towards the Community Support program. Last year they raised about \$12k, and all are very happy with this year's result. Director Furst commented that more marketing is needed for that event.

**8. Adjournment:** The meeting was adjourned at 10:53 a.m.

/ph