

# **PARK OPERATIONS RESOURCE GROUP**

## **Meeting Minutes**

**November 14, 2017 1:30pm**

### **VRPS Office**

#### **In attendance:**

**Dan Smith, Chair**

**Marlie Creasey-Smith, Chair-elect**

**Alistar Perkinson, Recorder/Eastern Service Area Representative**

**Arlana Fauntleroy, Board Liason**

**Christen Fox, Northern Service Area Representative**

**Patricia McGrath, Eastern Service Area Representative**

**Shawn Sorrels, Southwest Service Area Representative**

- Review of Minutes from the VRPS Conference Meeting
  - Dan made motion to approve minutes from the VRPS Conference meeting, Marlie seconded. Motion was approved

#### Old Business

- Bylaws update
  - Marlie, Arlana, and Dan looked at and made changes. Final version was sent out to the group via e-mail
  - Currently a treasurer or budget are not included in bylaws
- Thoughts on PORG Day at Conference
  - Feedback from staff has been generally positive
  - Suggestions included creating more shorter sessions so that staff could access a greater number of topics in one day, as well as more hands-on sessions
  - Planning to offer more hands on and potentially off-site sessions for the 2018 Henrico conference

#### New Business

- Skills Database (system, process, updates)
  - Discussion on setting up a database that would list individuals around the state that have specific skills or knowledge in different aspects of park operations (i.e. athletic fields, cemeteries, trails, etc.)
    - Will need to determine the different categories of park operations

- Make inclusion on the list a one year commitment so it can be updated annually
  - Would be beneficial to have representatives from all services areas
  - Start by gathering information in each of our areas – then reach out to PORG, VRPS, etc.
  - Blast email to VRPS – also send to database of vendors. Marlie will coordinate this effort.
- Webinars or other training by service areas
  - Discussion on rotating training (webinars or on-site training) around to different service areas
    - Determined that each services area will provide two trainings in a rotating two month period, excluding July and December.
      - January-February– Central
      - March-April – Northern
      - May-June - TBD
      - August-September - TBD
      - October-November – Southwest
  - Alister will coordinate with PORG service area reps to start process
- Budget discussion
  - Determined that at this time we will use our existing resources – if we determine a need (speaker fee etc.) will address with VRPS board
  - Any expenses would need to be recovered through revenue
  - If budget needs are determined they need to be presented to the VRPS board which typically meets Jan-Apr-July-Nov. Plan one month ahead to get on VRPS board agenda.
- Meeting schedule
  - Discussion on future meeting schedule
    - The PORG board will meet quarterly in addition to the annual VRPS conference.
    - Meetings will be held in March, June, September, December on the 2<sup>nd</sup> Wednesday of the month @ 1:30pm
- Items for next meeting agenda
  - Continue budget discussion