

WEST LINN MEETING NOTICE

Parks & Recreation Advisory Board

Thursday, November 14, 2024, Bolton Room and WebEx (Virtual)

Staff Liaison: Megan Big John, mbigjohn@westlinnoregon.gov

	Item	Facilitator	Estimated Time
1.	Opening Call to Order Introductions Approval of Today's Agenda Approval of Summary Notes	John	5 minutes
2.	Community Comments	Tarra and Vicki	3 /person
3.	Adult Community Center	Tarra, Tiffany & Nicole	15 minutes
4.	Discussion on Megans's shared materials	Tarra and Vicki	10 minutes
5.	Year in Review Reflections	Vicki	20 minutes
6.	Events and Recreation Update	Tarra	5 minutes
7.	Items of Interest from Board Members	Vicki	5 minutes
8.	Events and Recreation Updates	Tarra Wiencken	5 minutes
9.	Items of Interest and Feedback from City Council	Council Liaison	5 minutes
10.	Meeting Summary and Closure	Vicki	5 minutes
11.	Next Meeting December 12		

West Linn Parks and Recreation Advisory Board Members

- Co- Chair: Vicki Handy
- Co-Chair: John Linman
- Chris Owens
- Stacy Epsteen
- Diana Lavery
- Karen Kellog
- Todd Olson
- Council Liaison: Kevin Bonnington
- Staff: Megan Big John
- Staff: Tarra Wiencken

West Linn Parks and Recreation Advisory Board Meeting Notes

The West Linn Parks and Recreation Advisory Board meeting will be conducted in a hybrid format with some Advisory Members, staff, presenters, and members of the public attending virtually and others attending in-person. The public can watch the meeting online at <https://youtube.com/live/qBqGiCXUfs?feature=share>

Submit written comments to staff by 12:00pm on the meeting day to twiencken@westlinnoregon.gov To participate virtually during the meeting, please complete the form at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00pm on the meeting day. Staff will email meeting participation instructions.

To request an interpreter or other communication aids, please contact Tarra Wiencken at 503-742-6048 or twiencken@westlinnoregon.gov

West Linn Parks and Recreation Advisory Board Meeting Protocol

PRAB protocol standards will be printed on each agenda.

1. PRAB Chair will enforce Protocol and Ground rules for all PRAB members, community and staff with support of all PRAB members.
2. Community Comments:
 - a. Open each meeting with community comments. Total time allowed for this item to 10 minutes.
 - b. Maximum of 3 minutes per person at the beginning of the meeting.
 - c. PRAB members hold their questions to follow the 3 minute comments. PRAB should limit the question and answer section to no more than 3 minutes.
 - d. We should have no public comments during the agenda items unless invited by Chair.
 - e. A member of the PRAB will be responsible for the time keeper role using a timer.
3. Use and enforce PRAB Administration Ground rules (list created and approved 2012).
 - a. Demonstrate collaborative teamwork
 - b. Promote innovative thinking and problem solving
 - c. Always sustain an environment and behaviors that are respectful of each other and all citizens and staff
 - d. Model listening to all stakeholders
 - e. Distribute minutes