

# WEST LINN MEETING NOTICE

## Parks & Recreation Advisory Board

Thursday, December 12, 2024, Bolton Room and WebEx (Virtual)

Staff Liaison: Megan Big John, [mbigjohn@westlinnoregon.gov](mailto:mbigjohn@westlinnoregon.gov)

Please read through the draft of the 2024 PRAB Report initiated at the November meeting.

	Item	Facilitator	Estimated Time
1.	<b>Opening</b> Call to Order Introductions Approval of Today's Agenda Approval of Summary Notes	John	5 minutes
2.	<b>Community Comments</b>	Tarra and Vicki	3 /person
3.	<b>Best Practice Sharing from the Conference</b>	Megan and Tarra	15 minutes
4.	<b>2024 PRAB Report</b>	Vicki	15 minutes
5.	<b>Department and Projects Update</b>	Megan	15 minutes
6.	<b>Events and Recreation Update</b>	Tarra	5 minutes
7.	<b>Items of Interest from Board Members</b>	Vicki	5 minutes
8.	<b>Events and Recreation Updates</b>	Tarra Wiencken	5 minutes
9.	<b>Items of Interest and Feedback from City Council</b>	Council Liaison	5 minutes
10.	<b>Meeting Summary and Closure</b>	Vicki	5 minutes
11.	<b>Next Meeting January 9, 2025</b>		

### West Linn Parks and Recreation Advisory Board Members

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

- Staff: Megan Big John

- Staff: Tarra Wiencken

## West Linn Parks and Recreation Advisory Board Meeting Notes

*This Community Advisory Group meeting will be conducted in a hybrid format with some Councilors, staff, presenters, and members of the public attending remotely via Webex and others attending in person. The public can watch this meeting online via YouTube: <https://youtube.com/live/Pyk1dxOkZqk?feature=share>*

*Submit written comments by email to [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov), or to the staff liaison. All comments must be received before noon on the meeting day to be forwarded to the Board.*

*To speak during the meeting, please complete the form located at: <https://westlinnoregon.gov/citycouncil/meetingrequest-speak-signup> by 4:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.*

*If you require special assistance under the Americans with Disabilities Act, please call City Hall two business days before the meeting date, 503-657-0331.*

## 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 timekeeper 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