

As an outcome of the 2013 Comprehensive Plan Update, Tualatin Hills Park & Recreation District (THPRD) is undertaking a review of several district policies and procedures. Following a public input and review process, any proposed changes to the policies and procedures will be taken to the THPRD Board of Directors (Board) for adoption if policy changes are needed. If procedural changes are warranted, staff will seek feedback from the Board prior to the general manager’s approval of the changes. Information about the different topic areas under review can be found on the district’s website at www.thprd.org/complan.

<p>Overview</p>	<p>The purpose of this effort is to review THPRD’s current policies and procedures to improve the effectiveness, clarify roles and address issues related to fundraising of advisory committees and friends groups. These bodies play an important role in helping the district to comply with Comprehensive Plan Goal 7, which states that THPRD will effectively communicate information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district Board, partnering agencies and other groups.</p>
<p>Current THPRD Guidance</p>	<p>THPRD’s Board-adopted Policy 3.12 states that standing advisory committees make reports and recommendations to the Board for each major service area. These reports are required at least once a year. The district currently has eight standing advisory committees:</p> <ul style="list-style-type: none"> • Parks • Trails • Aquatics • Natural Resources • Recreation • Sports • Historic Facilities • Stuhr Center <p>Ad-hoc committees are typically formed by the Board to assess the needs of the district and recommend long-range goals, practices or priorities. These committees are often tasked with evaluating an existing program area or facility. The Board provides ad-hoc committees with a written statement or charge regarding its assigned responsibilities. Once their recommendations have been presented to the Board, ad-hoc committees are disbanded.</p>
<p>Reason for Review</p>	<p>THPRD’s 2013 Comprehensive Plan Update recommended that the district consider several implementation strategies identified in the Service and Financial Sustainability Plan. The specific strategies related to advisory committees and friends groups are identified on the following page.</p>

<p>Reason for Review (con't)</p>	<p>Target 20: Improve effectiveness of Friends' Groups and Advisory Committees for appropriate fundraising efforts.</p> <p>Strategy 20.a. THPRD will continue to align Friends' groups with the District Vision, Mission, and Values to ensure that fundraising efforts support District needs.</p> <p>Strategy 20.b. THPRD will engage Advisory Committees to advise staff on interest area specific services.</p>
<p>Key Policy Review Objectives</p>	<p>THPRD staff's review of advisory committees and friends groups will include the following steps:</p> <ul style="list-style-type: none"> • Review advisory committee charge and bylaws – suggest changes or leave as-is • Develop recommendations regarding potential elimination or combination of advisory committees • Standardize friends groups' charges and bylaws • Design transition of fundraising from advisory committees to friends groups • Make recommendation for appropriate role of friends groups as possible fundraising bodies to ensure fundraising efforts support district needs • Review revenue sources for friends groups and advisory committees • Design plan for staff to work with friends groups to revitalize them or work with community members to create new groups to support THPRD programs and facilities • Develop fundraising goals based on program and facility objectives or specific initiatives and programs <p>Proposed amendments to policies and/or procedures will be reviewed by patrons and discussed at public open houses. Any policy changes will be presented to the Board for approval; proposed changes to operating procedures will be shared with the Board and ultimately approved by the general manager.</p>
<p>Next Steps</p>	<ul style="list-style-type: none"> • Late March 2014 – Project website launched • July 2014 – Meetings held with THPRD advisory committees • September 2014 – Briefing for THPRD Board of Directors • Late September 2014 - Open houses held to provide information and solicit public comments • October 2014 – Draft policy and/or procedures revised to reflect comments received • November 2014 – Preferred policy and/or procedures presented to the board of directors
<p>For more information</p>	<p>Bruce Barbarasch, Superintendent of Natural Resources & Trails Management 503/629-6305 x2760 bbarbara@thprd.org http://www.thprd.org/compplan/</p>