

**MINUTES
PARKS AND RECREATION BOARD**

**ANNUAL RETREAT MEETING
REICHER RANCH**

September 28, 1996

The Annual Retreat of the Parks and Recreation Board was held on Saturday, September 28, 1996, at 9:00 a.m. in Cana House located on Reicher Ranch, 3635 Ranch Road 620 South, Austin (Travis County), Texas 78734. Board members present were Rosemary Castleberry, Chair, Rocky Medrano, , Phil Friday, Erma Linda Cruz-Torres, Marianne Dwight, Elaine Carter, Dewayne Naumann, Hermelinda Zamarripa and Mary K. Isaacs.

Staff members present were Jesus M. Olivares, Kim Jamail Mitchell, Warren Struss, Ray Lopez, Randy Russell, Stuart Strong, Mary Ybarbo, Kim Braun, Juan Valera-Lema, Maria Ciccicarelli, Sandra Aguirre.

CALL TO ORDER

The meeting was called to order at 9:20 a.m. by Rosemary Castleberry, Chair.

WELCOME AND PURPOSE FOR RETREAT

Rosemary Castleberry welcomed everyone and stated the purpose of the retreat is to review the board's purpose.

BOARD AND COMMISSION UPDATES

Kim Jamail Mitchell asked each member to review the information submitted by the City Clerk's office regarding current membership and let her know if any corrections need to be made.

REVIEW OF PARKS BOARD BYLAWS

Rosemary Castleberry reviewed the Bylaws with the Board. Suggestions for changes were made. Phil Friday volunteered to rewrite the areas of concern.

REVIEW OF DRAFT ANNUAL REPORT

Kim Jamail Mitchell asked each member to review the draft copy of the Annual Report for 1995-96 and let her know of any corrections or questions. The Annual Report will be posted on the November 26 agenda.

GOALS PRESENTATIONS FROM PARKS BOARD COMMITTEES

For the Navigation Committee Dewayne Naumann read the proposed goals for the 1996/97 fiscal year. (see attached)

For the Programs Committee Erma Linda Cruz Torres stated most of the

1995/96 goals had been met. She will submit 1996/97 goals at a later date.
(see attached)

For the Land & Facilities Committee Mary K. Isaacs stated the 1996/97 goals will be submittd at a later date.

REVIEW OF COMMITTEE APPOINTMENTS & MEETING TIMES

The Board reviewed the committees and reaffirmed each member for PARD staff. Standing meeting times were given for 2 of the 3 committees.

BUDGET OVERVIEW

The budget overview was given by Jesus M. Olivares, Director of the Parks and Recreation Department. (see attached)

PRESENTATIONS

Organizational Development	Ray Lopez
Planning, Design & Construction	Stuart Strong
Financial Services	Warren Struss
Operations	Jesus M. Olivares
Sports Management	Randy Russell
Natural Resource Management	Juan Valera-Lema
Cultural Arts	Kim Braun and Maria Cicciarelli
Programs	Ray Lopez
Park Police	Warren Struss

The retreat adjourned at 4:30 p.m.

BYLAWS
THE AUSTIN PARKS AND RECREATION BOARD
AUSTIN, TEXAS

ARTICLE I.
Name

The name of this Board shall be the Austin Parks and Recreation Board of the City of Austin, Texas.

ARTICLE II.
Purpose

The purpose of this Board shall be to advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin. The Board shall establish guidelines to govern its activities.

ARTICLE III.
Members

- Section 1 The Board shall be composed of nine members, appointed by the Austin City Council, two with Navigation expertise.
- Section 2 Any resident of the City of Austin known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the City, shall be eligible for appointment to the Board.
- Section 3 Appointments shall be made in June of each year for a two-year period, with the Board members to assume their duties at the first regular meeting in June of each year. A term will expire June 1 of the second year thereafter. If the City Council does not make appointments in June for any reason, the Board Member may continue to fulfill that slot on the Board until the new appointment is made. Four members will be appointed in odd numbered years and five members in even numbered years.
- Section 4 Any member desiring to resign from the Board shall submit a letter of resignation to the Chairperson of the Board and to the Mayor and Councilmembers. Vacancies on the Board will be filled by the City Council, with the appointee to serve for the remainder of the term for which the member was originally appointed.
- Section 5 The City Council may appoint members emeriti who, by their expertise in parks and recreation matters, shall serve to advise the Board. A member emeritus may participate in debate, but shall not have the right to vote or make or second motions.
- Section 6 A member who, except in the case of illness, misses three consecutive regular meetings or one-third of all regular

meetings in a twelve month period shall, by ordinance, be removed from the Board.

ARTICLE IV.
Officers

- Section 1 The officers of the Board shall be a Chairperson, Vice Chairperson and Secretary/Parliamentarian.
- Section 2 The officers shall be elected by the Board at the first regular meeting two months after the annual appointment of members by the City Council to serve for a one year period, or until their successors are elected. The term of office shall begin at the first regular meeting following election.
- Section 3 No member shall hold more than one office at a time.
- Section 4 The Chairperson shall serve to preside at meetings of the Board, and to represent the Board at ceremonial functions. For all other actions, the Chairperson must have the approval of a majority of the entire Board in order to act.
- Section 5 The Vice Chairperson shall serve to preside at meetings of the Board, when the Chairperson is absent, and to represent the Board at ceremonial functions when asked by the Chairperson. For all other actions, the Vice Chairperson must have the approval of a majority of the entire Board in order to act.
- Section 6 The Secretary/Parliamentarian shall serve to preside at meetings of the Board, when both the Chairperson and Vice Chairperson are absent, and to maintain the order of meetings as described in Robert's Rules of Order.
- Section 7 The Chairperson may cast a vote on any issue that comes before the Board.

ARTICLE V
Meetings

- Section 1 The regular meetings of the Board shall be held on the second and fourth Tuesday nights of each month, unless otherwise determined by the Board. Additional information meetings for Board Members may be scheduled by the Chairperson, but these meetings are not considered regular meetings for attendance purposes and no business will be conducted. The evening meetings shall have a time limit of 11 p.m.
- Section 2 The first regular meeting before the annual report is due to City Council shall be known as the annual meeting, and shall be for the purpose of reviewing the annual report and for any other business that may arise.
- Section 3 Special meetings may be called by the Chairperson, and shall be called upon by a written request from three members of the Board. The purpose of the meeting shall be stated in the

call. Except in cases of emergency, at least three days notice shall be given for a special meeting.

Section 4 A majority of the current voting membership of the Board shall constitute a quorum.

Section 5 The deadline for submission of proposed agenda items is 10 days prior to the meeting.

ARTICLE VI Committees

Section 1 The Board shall establish and maintain the following three standing committees: 1) Navigation; 2) Programming; and 3) Land and Facilities.

Section 2 Each standing committee shall consist of at least three members of the Board appointed by the Chairperson, and a Parks and Recreation Department staff member appointed by the Director. This staff member is an ex officio and non-voting member of the committee.

Section 3 The Chairperson of the entire Board shall appoint the Chairperson of each committee from among the members of that committee with the member's consent.

Section 4 Each standing committee will meet on a regularly scheduled basis at least once a month.

Section 5 Each standing committee shall be required to make a formal annual report to the Board at an annual Board retreat to be held in August. The committee's annual report will include but not be limited to short and long term planning, progress under CIP funding and the effects of programming on the operating budget.

Section 6 Each committee shall be responsible for reviewing proposals made by members of the Board, Parks and Recreation Department staff and private citizens regarding the respective areas of responsibility, prior to their presentation to the Board.

Section 7 Recommendations shall meet the following requirements before submission to the Board for its consideration and approval:

A. Develop short and long range plans for major areas within Board jurisdiction.

B. Document relevant citizen input, from inception through each developmental stage of the proposal.

C. Presentation shall be organized in such a manner that related materials are clearly defined. Historical precedents, when applicable, should be explained carefully. It is possible for some items to be presented by the Board as a consent package, or as separate items for the Board agenda.

D. Review by Parks and Recreation Department staff.

E. Minority reports may be submitted by any Board member.

Section 8 In addition to the standing committees, special committees shall be appointed by the Chairperson on approval of the Board, from time-to-time, as necessary to carry out the work of the Board.

Prior notice of intent to make such appointment shall be provided to all board members.

Section 9 The Chairperson shall be an ex-officio, non-voting member of all committees.

ARTICLE VII Parliamentary Authority

The rules contained in the current addition of Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the Board or City Council may adopt.

ARTICLE VIII Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Board by a two-thirds vote of the members present, if a quorum is present, provided that the amendment has been submitted in writing at the previous regular meeting.

Revised and Adopted by Park's and Recreation Board on August 19, 1992.

REVIEW OF PARKS BOARD BYLAWS

Proposed Amendments to Bylaws

Amend article V. "Meetings", Section 5, to read: The deadline for submission of proposed agenda items is 5 days prior to the meeting.

C. Presentation should ~~(shall)~~ be organized....amend article V, "Meetings", Section 3, to read: Special meetings...shall be called upon (by) a written request from three members of the Board delivered to the Chairperson and the Staff liaison.

Amend article VI, "Committees", to read: Section 6. Each committee may review ~~(shall be responsible for reviewing)~~ proposals....

Section 7 Recommendations may include the following components ~~(shall meet the following requirements)~~ before submission.....

Submitted by Phil Friday at Retreat Meeting 9-28-96

**PARKS BOARD
STANDING COMMITTEES**

NAVIGATION COMMITTEE

Dewayne Naumann, Chair
Phil Friday
Louise Nivison, Ex-Officio
Rosemary Castleberry (EO)
1st & 3rd Wednesday

LAND & FACILITIES COMMITTEE

Mary K. Isaacs, Chair
Elaine Carter
Phil Friday
Hermelinda Zamarripa
Rosemary Castleberry (EO)
5:30 p.m. before each meeting

PROGRAMS COMMITTEE

Erma Linda Cruz-Torres, Chair
Rocky Medrano
Marianne Dwight
Rosemary Castleberry (EO)
1st & 3rd Mondays

CULTURAL ARTS APPEALS PANEL

Mary K. Isaacs
Elaine Carter
Rosemary Castleberry

CITIZEN'S PLANNING COMMITTEE

Phil Friday

CONCESSION COMMITTEE

Elaine Carter
Mary K. Isaacs
Phil Friday