

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
SPECIAL MEETING MINUTES
April 8, 2019

The MetroParks of Butler County Board of Park Commissioners met in special session on Monday, April 8, 2019, in the Conference Room at the Welcome Center, Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013, for the purpose of strategic planning.

I. - Call to Order

The meeting was called to order at 8:30 a.m. by President Cynamon T. Trokhan.

II. - Roll Call and Agenda

Members present for purposes of roll call were Gregory T. Amend, Daryl Nelson, and Cynamon T. Trokhan.

The Board worked from the following agenda:

AGENDA

- I. Call to Order – 8:30 a.m.**
- II. Roll Call**
- III. Public Comment Regarding Agenda Items ***
- IV. Approval of Minutes - None**
- V. Consent Agenda - None**
- VI. Old Business - None**
- VII. New Business**
 - a. Board Determination of the Scope and Process Relative to Organizational Strategic Planning
 - 1. Objectives of Strategic Planning
 - 2. Input and Sources of Information
 - i. Public Role
 - ii. Board Role
 - iii. Affiliated Groups/Partner Roles
 - iv. Staff Role
 - v. Other Input
 - 3. Content/Topics to Be Examined During Strategic Planning
 - 4. General Schedule of Strategic Planning
 - b. Review of Organizational Mission Statement and Vision

- VIII. Executive Session - None Anticipated
- IX. Miscellaneous Relative to Executive Session - None Anticipated
- X. Adjournment

*** Called for the purpose of Strategic Planning and for any other matter which may come before the Board.

III. - Public Comment Regarding Agenda Items

No comments were offered.

IV. - Approval of Minutes

None.

V. - Consent Agenda

None.

VI. - Old Business

None.

VII. - New Business

VII.a. Board Determination of the Scope and Process Relative to Organizational Strategic Planning

The following documents had been sent to the Board via email and hard copies were distributed at this meeting: The meeting "Agenda", "Supplemental Information for Strategic Planning Session(s)" (list of possible topics to be discussed as a part of the strategic planning process prepared by Executive Director Jonathan Granville), and the "Mission and Operating Parameters" document which had been approved by the Board of Park Commissioners at the February 16, 2016, Board meeting.

(see documents in Proceedings Book)

There was a general discussion regarding the purpose of strategic planning and the duration for which the results were to serve and methods to be used to proceed with the process.

Mr. Granville asked Park Planner/Project Manager Matt Latham to explain what process had been used to create master plans for individual parks. Afterward, there was discussion regarding how strategic planning was to serve a different need than that of an individual park master plan.

By consensus, the Board decided that in the interest of time and in light of the intent of the Board to hold short discussions on strategic planning topics as part of regular public monthly Board meetings where public comments would be collected, it was determined to be unnecessary to have a special committee or public hearings/special meetings only for strategic planning purposes. A Board member also noted that there were several affiliated nonprofit and partner organizations from which to gather opinions if more information were needed on specific topics than might be provided by the Board members, Administration, and existing recent surveys and polling which had been conducted by MetroParks. The Board approved by consensus the basic outline of topics which had been presented to it.

Mr. Granville said that an updated strategic plan and mission statement would help in planning each annual budget making sure that funds were directed toward the items considered most important as identified in those documents.

A Board member suggested that the strategic plan shouldn't be park specific but should rather focus on what MetroParks' general purpose and focus should be for the next five years, noting that the MetroParks Board had decided years ago that MetroParks' focus would be on large regional parks. And by consensus, it was agreed that a strategic plan should focus on 3 things: (1) What is MetroParks going to do with its regional parks? (2) Where/how does MetroParks grow? (3) How is MetroParks going to prioritize spending its money? Also, it was noted that the plan should define the goals or guideposts well enough to enable periodic measurements to determine if goals are being met.

There was a general discussion on which particular parks already owned and open by MetroParks should be focused on in the future. The conclusion seemed to be Voice of America, Forest Run, Rentschler Forest, Elk Creek, major regionally significant multi-purpose trail corridors, and later the Davidson Woods/Hueston Farm properties and also any newly acquired or assembled large acreage areas. It was suggested that accounting reports need to enable clarity on how MetroParks is spending funding on these large parks.

A Board member reiterated the need to "hyper-focus" on major parks and major trails located in or near high population bases.

VII. b. Review of Organizational Mission Statement and Vision Statements

A Board member inquired as to how MetroParks was measuring the three main facets of the mission statement which are conservation, education, and recreation and what were MetroParks benchmarks for knowing if it was hitting the mark of being a "superior" park system.

Mr. Granville suggested that one measurement might be to compare MetroParks against other park systems or Ohio park districts of the same size or population.

Another might be the collection of polling or survey data. He also commented that as a part of each agenda/meeting preparation, each action item could be coded as to which part of the mission statement was being fulfilled. As an example, a Board member said regarding the mission statement, what is recreation or at least how do we at MetroParks define the term? Does it fit parameters of our mission goals?

There was discussion of the word "system" and consensus was that not all individual parks would necessarily meet the standards of the mission statement, but that the park system as a whole was intended to meet those standards.

Having reviewed the mission statement word for word, the Board, by consensus, agreed that the word "superior" should be changed to "exceptional" in the current phrasing.

VIII. - Executive Session

None.

IX. - Actions Relative to Executive Session

None.

X. - Adjournment

MOTION: To adjourn the meeting at 10:18 a.m. Ms. Trokhan moved, seconded by Mr. Nelson. *Motion No. 27.19*

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The president declared the motion carried unanimously.

Adoption: The above minutes are a true and accurate record of the meeting as adopted by the Board of Park Commissioners, MetroParks of Butler County.

Approved: 

Attest: 

Presiding Officer of the Board

Executive Director/Secretary

4/18/2019
Date

President
Title

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for April 18, 2019, at 8:00 a.m. in the **Community Room** - Ronald Reagan Lodge-Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.