



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Executive Director

FROM: Sara Baldwin, Deputy Director/COO

DATE: February 8, 2018

Agenda

Committee of the Whole
Wednesday, February 14, 2018 – 6:45 p.m.
Boardroom – Herrity Building
Chairman: William G. Bouie
Vice Chair: Ken Quincy

1. Approval of Friends Group Policy (w/presentation) – Action*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item
February 28, 2018

ACTION

Approval of Friends Group Policy

ISSUE:

Approval of Friends Group policy to ensure all Park Authority Friends Groups are protected and to provide the requirements for new Friends Groups.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Friends Group Policy 407.

TIMING:

Board action is requested on February 28, 2018.

BACKGROUND:

The Friends Group Project was initiated for the purposes of ensuring Friends Groups are protected and to help new Friends Groups get started. Over the last year, staff has worked to develop several deliverables which include: a Memorandum of Understanding (MOU), Park Authority Board Policy, a comprehensive Friends Handbook, a new Park Volunteer Team (PVT) Program, and the Friends Capacity Building Fund. Over the course of the project, staff held four Federation of Friends meetings, numerous individual meetings with specific Friends Groups, and three Taskforce meetings with Friends Groups representatives. Through this process, the MOU and policy went through multiple revisions with input from staff and Friends Groups. The Park Volunteer Team (PVT) Program and a Friends Capacity Building Fund were developed in response to Friends Groups' feedback during outreach and review sessions. Questions on the legal risks and insurance coverage were researched and communicated to the Friends Groups. In the fall of 2017 the Taskforce revised the Policy and MOU and developed the final versions. Those documents were presented to all Friends Groups through the project web page, and at the Federation of Friends meeting on January 26, 2018, without objection.

The new Friends Policy provides the fundamental requirements for all Park Authority Friends groups to ensure the groups are protected.

Board Agenda Item
February 28, 2018

FISCAL IMPACT:
None

ENCLOSED DOCUMENTS:
Attachment 1: Policy 407 Friends Groups

STAFF:
Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/CCO
Aimee L. Vosper, Deputy Director/CBD
David Bowden, Director, Planning & Development Division
Cindy Walsh, Director, Resource Management Division
Todd Brown, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
Roberta Longworth, Executive Director, Park Foundation



Friends Project Update

Committee of the Whole, Park
Authority Board
02/14/2018



Why we started this project

- To ensure Friends Groups are protected
- To provide tools for new Friends Groups to form
- Received requests from multiple Friends Groups to update agreements
- Friends support is essential to sustaining operations
- All park supporters should have a place in our system

Accomplishments Along the Way



- Surveyed Friends Groups
- Formed a staff working group
- Outlined the Friends Handbook
- Received guidance from Risk Management and County Attorney
- Shared initial findings with the Federation
- Drafted and revised the Policy and Memorandum of Understanding with multiple rounds of input from Friends Groups
- Created the Friends Group Project Page
- Met with Friends Groups individually
- Developed the Park Volunteer Team Program
- Friends Group Taskforce formed in response to suggestions from the Federation
- Presented the Friends Capacity Building Fund to the Park Foundation; approved November 2017
- Presented Taskforce's revised Policy and MOU Template to Federation January 2018



Who helped us along the way?

- Friends Groups
- County Risk Management, Insurance Manager
- Office of the County Attorney, Assistant County Attorney
- Park Authority Board members
- FCPA staff
- Park Foundation staff and Board
- Friends Taskforce



Friends Group Taskforce

- 3 Taskforce meetings
- Friends Group representatives
- County Attorney and Risk Management
- Reviewed MOU and Policy line by line
- Reviewed roles and responsibilities
- Reached consensus on the elements of the MOU
 - Identified customizable sections in the MOU
- Refined Capacity Building Fund

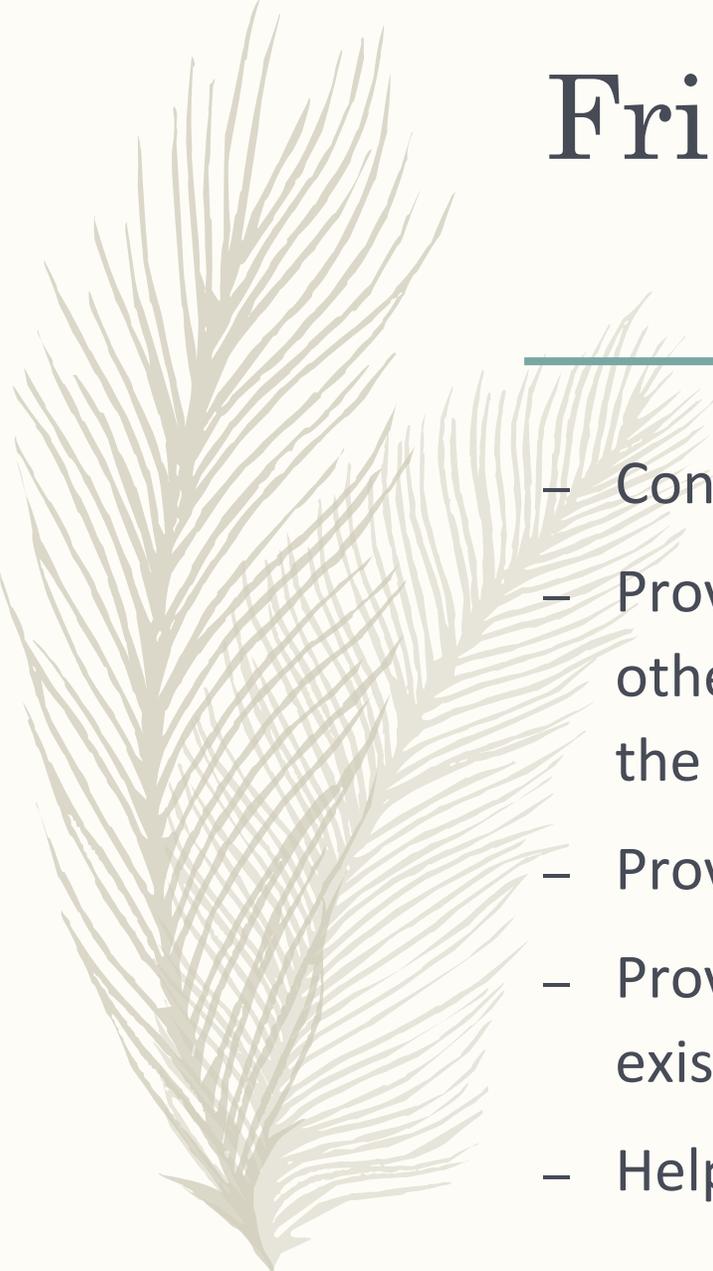
Friends Groups Involved

- Friends of Accotink Creek
- Friends of Fairfax County Archaeological and Cultural Resources
- Friends of Frying Pan
- Friends of Green Spring
- Friends of Hidden Oaks
- Friends of Historic Huntley
- Friends of Huntley Meadows Park
- Friends of Riverbend
- Westgrove PACK



Park Volunteer Team (PVT)

- A PVT is a Park Authority volunteer program, not a separate group
- Provides support to a park or agencywide project
- Covered by the County’s Volunteer Insurance Policy
- Organized by a Team Lead or Co-Leads
- Works with the Site Liaison to plan projects, programs, fundraising, etc.
- May use park names in the “Park Volunteer Team” context, such as “Cub Run Park Volunteer Team”
- Possible stepping stone to a Friends Group



Friends Capacity Building Fund

- Concept approved by the Park Foundation Board 11/14/2017
- Provides funding for Friends Groups' projects, programs, and other initiatives that further the missions of the Friends Group, the Site/Program, and the Park Authority
- Provides a benefit to being a Friends Group
- Provide tools for new friends groups to form and a way to support existing friends groups
- Helps ensure that Friends Groups will be protected

Where we are now & Where we are going



Present Friends Group Policy to Park Authority Board for final approval

- Committee of the Whole: Wednesday, February 14, 2018
- Park Authority Board meeting: Wednesday, February 28, 2018
- Meet with Individual Friends Groups and PVTs
 - With Friends: Customize and sign MOUs to be recognized by the Park Authority as a Friends Groups
 - With PVTs: Establish the PVT with the Site Liaison and in VMS
- Work with Friends Groups to develop the Friends Handbook



Friends Group Policy – Policy 409



Questions?



Policy 407	Title: Friends Groups	
Date Approved: Click here to enter a date.	Last reviewed: N/A	
Objective: 400		

Purpose: Friends Groups provide great value and benefit to specific parks, facilities, agency-wide programs and, thus, the entire park system. This policy establishes a definition of Friends Groups and a framework for the partnership between the Friends Groups and the Fairfax County Park Authority.

Policy Statement: Friends Groups are community-led, independent organizations who may support, educate, advocate, and/or fundraise for a park, facility, or program. The Park Authority welcomes and applauds partnerships with and contributions from Friends Groups. The partnership promotes a cooperative working relationship between the Friends Groups and Park Authority Board members and/or staff in order to represent the community's views. The partnership also promotes coordination between the Friends Groups and Park Authority staff to offer services to the community and improve parks and services.

The Park Authority is entrusted to protect the public's land, offer park facilities and services for public use, and assist those who contribute to this mission. The Park Authority encourages Friends Groups to form, grow, and support parks, facilities, and programs. The Park Authority may grant Friends Groups permission to use park names, provide services, and conduct business on parkland. The Park Authority is committed to providing resources to Friends Groups to help them advance their missions.

To ensure good will between the local community and the parks and to protect the Friends Groups Board, members, and volunteers, Friends Groups will incorporate; hold a signed and current Friends Group Memorandum of Understanding; register as a non-profit organization; maintain their own insurance coverage; and meet state and local charitable solicitation requirements.