

## February 12, 2016 – Recreation Committee Programming Committee Meeting Outline

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### WHY ARE YOU HERE?

This group of prominent and influential recreation community stakeholders will assist the Recreation Commission and Town staff in the following tasks:

- a) Preparation of the facility workshops
- b) Assist in the implementation and facilitation of the workshops
- c) Assist in the collation of community input and prepare recommendations for the Recreation Commission's consideration for the proposed Community Multi-use Facilities at Mammoth Creek Park West.
- d) Champion the project in the community

Estimated commitment is 4-6 meetings between February and May for approximately 90 minutes each. Light snacks and refreshments will be served.

### Committee members:

Name	Contact	Affiliation
1. Chair Betsy Truax	<a href="mailto:betsydesk@gmail.com">betsydesk@gmail.com</a>	Recreation Commission
2. Commissioner Sean Turner	<a href="mailto:sean@mammothbrewingco.com">sean@mammothbrewingco.com</a>	Recreation Commission
3. Patrick Bernard	<a href="mailto:explore395@gmail.com">explore395@gmail.com</a>	Mammoth Lakes Youth Hockey
4. Jeff Posey	<a href="mailto:mammothhockey@gmail.com">mammothhockey@gmail.com</a>	Mammoth Adult Hockey
5. Peter Korfiatis	<a href="mailto:pkorfiatis@mammoth-mtn.com">pkorfiatis@mammoth-mtn.com</a>	MMST Athletic Director
6. Kendra Knight	<a href="mailto:kendra@monoarts.org">kendra@monoarts.org</a>	MCA
7. John Armstrong	<a href="mailto:jala@gte.net">jala@gte.net</a>	Community member
8. Ana Danielson	<a href="mailto:adanielson@monocoe.org">adanielson@monocoe.org</a>	Mammoth Lakes Library
9. Sandra Pearce	<a href="mailto:spearce@mono.ca.gov">spearce@mono.ca.gov</a>	Mono County
10. Laurel Martin	<a href="mailto:lmartin@disabledsportseasternsierra.org">lmartin@disabledsportseasternsierra.org</a>	DSES
11. Eric Clark	<a href="mailto:eclark@mammothresorts.com">eclark@mammothresorts.com</a>	MMSA/AYSO
12. Sandra DiDomizio	<a href="mailto:sandrad@greenfoxevents.com">sandrad@greenfoxevents.com</a>	Chamber of Commerce

**Staff:** Stu Brown, Warren Boling, Stephanie Daniel & John Connolly



The Recreation Commission has identified the following goals for the Community Multi-Use Facilities at Mammoth Creek Park:

- To enhance the quality of life for residents of Mammoth Lakes.
- To provide complementary multi-purpose, year-round, indoor and outdoor recreation opportunities accessible to all residents and visitors.
- To create a venue that encourages and facilitates community social interaction.
- To provide a 'recreation destination' that the entire community of Mammoth Lakes will actively enjoy, value and ultimately be proud to call 'Our Park.'
- To provide enhanced and innovative program offerings that promote 'healthy and active' lifestyles for all ages.
- To continue to allow for the passive enjoyment of the park that includes walking paths, open space and access to Mammoth Creek Park.

#### **HOW CAN YOU HELP?**

- You are influential, knowledgeable, and are leaders in your respective organizations
- You can help us maximize the charette process to acquire valuable public input for the programming of the facilities
  - What are we missing?
  - How can it be enhanced?
  - How can we get the right people to the workshop so we can get the input we need?
  - How do we get participants from your organizations, companies or agencies to attend and actively participate in the process?
  - What other methods could or should be deployed to gather the input that we require? (surveys, focus groups, stakeholder/board meetings, etc.)
  - You are our "raving fans" and our community "champions" for this project!

#### **DELIVERABLES – WHAT WE WANT!**

- Verbal, written and graphic definitive, descriptive and actionable programming inputs for the proposed facilities.
- We want to know what programming activities are complementary – how can we design the facilities to best deliver the programs the community needs?
- We want to create a comprehensive and community-driven library of programming activities that the facility designers can use to design a recreation destination that the community will use, enjoy and be proud to call their park.

## How we will achieve this...

- Verbal – capture comments from workshop on whiteboard, capture comments on social media, capture ‘coffee shop’ comments. We want it all!
- Written – complete programming matrix sheets from workshop; personal distribution; emails; website, etc.
- Graphic – capture workshop participant’s rough sketches of programming needs as they relate to facility design.

## COMMUNITY INPUT PROCESS – DESIGN CHARETTES

A charrette is a public involvement and interaction model that is time and place sensitive relying on verbal, written and graphic inputs; utilizing community and staff or committee interactions; shifting through different stages of developing, improving and refining the communities thoughtful input with the goal to achieve common goals and shared outcomes.

### 10 STEP PROCESS:

#### 1. Concept

- Do we have a clear, concise and agreed upon concept of both the process and desired end results?

#### 2. Facilitators

- How can the facilitator(s) be best used to (1) introduce the charrette process, (2) organize the participants into effective work teams, (3) assign each work group with applicable tasks, (4) oversee the information gathering process, (5) managing the verbal, written and graphic collection phase, and (6) bringing closure to the charettes.

#### 3. Time Frame

- Do we have sufficient time and opportunities to gather the required public input
- Who is managing the time-frame during the charettes?
- Are additional workshops required? If so, what are the triggers?

#### 4. Place

Is the venue appropriate (size, layout) for productive discussion, working groups, presentations, breaks, etc.

## 5. Pre-Event Materials

What information should be provided to the participants to make sure they are well-informed prior to the meeting and can be actively engaged?

- Site alternatives
- Programming alternatives (sideboards)
- Conceptual plans
- Other?

## 6. Invitations

- This is a general invitation to the entire community. Should personal invites be distributed? How do we make sure the right people attend the workshops so we get what we need?
- It is critically important that we have the individuals that are well informed and highly committed participate in the process.
- These are community leaders like you, people that represent special interest groups; youth sporting organizations, and are respected, thoughtful and have the best interest of the community “top of mind.”

## 7. Script

- Have we effectively organized, planned, designed and anticipated known elements?
- The participants will need to be organized into themes or programming elements – are these clearly defined? Review handout.
- Who will facilitate the working groups? – assign committee members to working groups

## 8. Charting Process

Are we prepared to capture the best thinking and input from the participants?

- Post it poster notes
- Whiteboard
- Writing paper
- Notes
- Video

## 9. Closure

- How do we make sure that we communicate to the participants that their time and effort invested in this process is valuable?

## 10. Evaluations

What tools do we use that provides participants with the opportunity to evaluate the process?

- Rating scale (quantifiable)
- Open ended questions

*Questions for the committee to evaluate after the Charette*

- How well did the charette work at accomplishing the public participation goals, and
- What quality input does the Town now have to use to better improve the planning process
- What are we missing!