

Form Name: 2025 Annual Reports for Boards, Commissions and Similar Entities
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2025 Annual Report For Boards and Commissions

Name of Board, Commission or Similar Entity PRCF Advisory Board

Current members (indicate chair, vice-chair, etc.) Brook Rich, Chair, 2nd
Sam Jones, Vice, 4th
Samantha Hudson, Secretary, 7th
Charles Willis, Parliamentarian, 8th
Charlie Williams, 1st
David Lambert, 3rd
Lisa Mischley, 5th
Anitra Carter, 9th
Tom Briggs, At-large
Vik Murthy, At-large

Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act? No

Meeting Dates of meetings held in 2025 Jan 21
Feb 8 (facilities Tour)
April-No Meeting
March 18
May 20
June 14
July/Aug Summer Recess
Sept 16
Oct 21
Nov-No meeting
Dec 11

Is the 2025 meeting attendance record included? Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18963481523>

Is a copy of the body's current by-laws or rules of procedures attached? Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18963481525>

**If there is additional information
the body would like to share,
please upload the documents or
share in the box below.**

<https://www.formstack.com/admin/download/file/18963481526>

Attendance Record 2025

X = Present

Note: No meeting held in April, July, August, or November

NAME		January	February	March	April	May	June	July	August	September	October	November	December	#	%
1	Brook Rich	X	X	X		X	X			X	X		X	8	100.0%
2	Charlie Williams	X	X	X		X	X			X	X		X	8	100.0%
3	Samuel Jones	X	X	X		X	X			X	X		X	8	100.0%
4	Badia Hiwott	X	X	X										3	37.5%
5	Daniel Vetter	X		X		X			X	X				5	62.5%
6	Samantha Hudson	X		X		X	X			X		X		6	75.0%
7	Charles Willis			X			X		X	X		X		5	62.5%
8	David Lambert		X						X	X		X		4	50.0%
9	Chris Frelke	X	X	X		X	X		X	X		X		8	100.0%
10	Lisa Mischley			X		X			X			X		4	50.0%
11	Eddie Archer													0	0.0%
12	Thomas Briggs								X	X				2	25.0%
13	Vik Murphy								X	X		X		3	37.5%
14	Anitra Carter											X		1	12.5%
15														0	0.0%
16														0	0.0%
17														0	0.0%
18														0	0.0%
19														0	0.0%
20														0	0.0%
21														0	0.0%
22														0	0.0%
23														0	0.0%
24														0	0.0%
25														0	0.0%
# in Attendance:		7	6	9	0	7	6	0	0	10	10	0	10		

PRCF Advisory Board End of Year Summary

The Advisory Board met 8 times in 2025. Our Board's calendar year runs from July 1-June 30 and we elect a new board each year in June.

Our goals for 2025 included 3 main objectives:

1. Fill all board positions. We started the year with 3 vacancies and lost another member in March to bring us to 4 vacancies. As of this writing we have filled all positions except for the 6th District Representative.
2. Work with PRCF to engage community members of the Parks' Master Plan (Richmond Inspire). Our board members have sent emails to community organizations in their districts, attended the Richmond Inspire community events, passed out cards with the QR code for engagement, posted park signs, attended their district meetings to support the teams from Richmond Inspire and held briefings during regular board meetings.
3. Establish regular communication with our members of City Council. This year we have to send at least quarterly emails to our Councilors to inform them of our discussions during regular meetings. In addition some Board members have attended facility tours with their Councilors and staff from PRCF. This option is open to all Councilors at any time.

2025 has been a busy year for the Parks Department, but they have always found time to keep the Board informed. Our meeting topics this year have included:

- The Mayor's Budget and priorities - January
- Facilities Tour (Pine Camp, Hotchkiss, East End and Evergreen Cemeteries, Gillies Creek, Dock Street, Mayo Island, Jefferson Park, Lucks Field, Whitcomb and Calhoun)- February
- James River Park System, Richmond InSpire - March
- Cancer Retreat Center, Capital Trees - May
- Code of Ethics for PRCF Board, Cemeteries Update - September
- Youth and Athletic Participation, Fiscal Year Revenue breakdown, Mayo Island progress- October
- Master plan draft and update - December

Job Description: Advisory Board Member

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Attend at least 75% of scheduled Board meetings.
- Attend scheduled Board trainings, retreats, or other special events.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events in your district, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.
- Serve as a liaison between PRCF and your local district community members.
- Remain compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend at least 75% of scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to being part of a diverse Board and participating in an inclusive culture.

- Understanding of the value of PRCF facilities and programs to Richmond citizens.
- Commitment to supporting PRCF work and being an educated advocate for PRCF needs.

Job Description: Advisory Board Chair

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Set a yearly schedule of meetings and publish the schedule according to state and local requirements.
- Prepare Board meeting agendas with input from PRCF leadership.
- Disseminate meeting agendas and materials to Board members.
- Chair and lead all scheduled Board meetings.
- Lead the Board in setting priorities, strategy, and/or goals on a quarterly or annual basis.
- Prepare and submit the annual report to City Council's Education and Human Services Standing Committee.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.

- Serve as a liaison between PRCF and your local district community members.
- Ensure that the Board remains compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend all scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to leading a diverse Board and creating and maintaining an inclusive culture.
- Thorough understanding of the value of PRCF facilities and programs to Richmond citizens.
- Dedication to supporting PRCF work and being an educated advocate for PRCF needs.

Job Description: Advisory Board Secretary

Summary

The Member, Advisory Board, Parks, Recreation, and Community Facilities is appointed by the City Councilmember representing their district of residence. The Member may serve up to two consecutive three-year terms in office. The Member is a citizen volunteer who provides advice, advocacy, and support to the Department of Parks, Recreation, and Community Facilities (PRCF) staff. The Member also represents PRCF in their district of residence by supporting public awareness of PRCF programs, responding to and relaying community concerns, and advocating for PRCF budget and resource needs with City Council.

Value Proposition

Serving as an Advisory Board Member provides an opportunity to have a direct influence over a City government agency that has an immense impact on Richmond citizens' quality of life. Advisory Board Members are in a unique position to advocate for a department that provides programs, facilities, and amenities that historically serve neighborhoods that are most in need. If you are interested in City government and you have skills in public speaking, advocacy, or program evaluation, or want to develop those skills, you will enjoy serving in this role. This is also a good opportunity for anyone who cares deeply about their local neighborhoods and the public parks, recreation, and community facilities that serve them.

Primary Responsibilities

- Reside in the City of Richmond in the district you were appointed to represent.
- Attend all scheduled Board meetings.
- Attend scheduled Board trainings, retreats, or other special events.
- Take minutes at all official public meetings of the Board according to Code of Virginia requirements, including attendance logs.

- Present previous meeting's minutes for approval during regularly-scheduled Board meetings.
- Maintain up-to-date Board records, including:
 - Board Member roster and contact information
 - Board job descriptions
 - Board governance documents
 - Meeting minutes
- Provide Chair(s) with appropriate records for annual report to City Council standing committee.
- Represent PRCF and the PRCF Advisory Board at PRCF-sponsored events in your district, including ribbon cuttings, holiday events, or sports events.
- Represent PRCF and the PRCF Advisory Board at other public events in your district, such as City Councilmember public meetings, press conferences, or festivals.
- Help publicize PRCF events in Richmond and in your local district.
- Help publicize PRCF programs, facilities, and offerings in Richmond and in your local district.
- Serve as a liaison between PRCF and your City Councilmember.
- Serve as a liaison between PRCF and your local district community members.
- Remain compliant with Code of Virginia requirements for public meetings and public records.

Required Competencies and Qualifications

- Primary location of residence in the City of Richmond.
- Ability to attend all scheduled Board meetings in a calendar year (in person and virtual).
- Commitment to professionally representing PRCF at public events.
- Commitment to continuous learning.
- Commitment to being part of a diverse Board and participating in an inclusive culture.
- Understanding of the value of PRCF facilities and programs to Richmond citizens.
- Commitment to supporting PRCF work and being an educated advocate for PRCF needs.