



Midpeninsula Regional  
Open Space District

# Memorandum

DATE: February 19, 2015

MEMO TO: Legislation, Funding and Public Affairs Committee

THROUGH: Stephen E. Abbors, General Manager *SEA*

FROM: Paul McKowan, Volunteer Programs Manager

SUBJECT: District Memorial Bench and Program Project

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## SUMMARY

In 2013, the Legislative, Funding and Public Affairs Committee had received quite a few requests for memorial or honorary benches. None of the requests qualified based on the criteria set forth in Policy for Site Naming, Gifts and Special Recognition. The Committee asked the Public Affairs Department to look at other opportunities to offer some sort of memorial program in addition to benches that might suffice public requests. For FY 2014/15 Public Affairs added the memorial project to its action plan with the first step of creating an inventory of what was currently in the District preserves and to start the process of reviewing what other agencies offered as memorial/honorary opportunities. The following update summarizes the process thus far.

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## DISTRICT MEMORIAL INVENTORY PROGRAM

### **Project Description**

In fall 2014, a new volunteer program was created to upgrade coordination and management of memorials on District lands. The goal is to inventory all memorial sites/structures; create user-friendly documentation, including a 'big picture' detailed map; and provide a list of non-dedicated structures that are available for future memorial consideration.

### **Process**

The first step in developing the program was to assign Claudia Newbold as the Volunteer Project Manager. Ms. Newbold proposed this program to the Public Affairs Department, and her coordination skills, attention to detail, and dedication to the volunteer program make her a great fit for this assignment. Below is a quick recap of the process for managing the memorial structures:

- Develop inventory spreadsheet and on-line reporting forms
- Recruit and assign volunteers
- Perform field inventories and report memorial details

- Coordinate and process the field details including baseline GPS, photos and condition of each memorial as well as historical information, donor contact information and a photo of the honoree(s)
- Notify Field Staff of any recommended replacement or repair needs
- Create documentation that is available to Board and staff to assist with managing current structures and considering future memorial sites

**Status**

The goal is to complete the inventory aspect of the project by end of March 2015. Ms. Newbold and Volunteer Programs Manager Paul McKowan are working with the Planning Department to create a user-friendly list and map of current District memorial structures. Once these tools have been created, the system will be introduced to Board and staff. In addition, another District Volunteer is also assisting with a survey of other agencies regarding their memorial programs. Several agencies are being contacted via phone and/or on-line survey forms. A presentation will be given to a future the Legislative, Finance & Public Affairs Committee (LFPAC) featuring an explanation of the current inventory, a list of non-dedicated structures that will be helpful with future requests, and a list of potential ‘non-traditional’ structures to consider.