

# MEMORANDUM



Bellevue Parks &  
Community Services

**Date:** June 14, 2024

**To:** Parks & Community Services Board

**From:** Camron Parker – Assistant Director  
Parks & Community Services

**Subject:** Amendment to November 2023 Meeting Minutes  
*Board action requested*

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**Proposed Motion:** Move to amend the November 14, 2023 minutes, as presented.

## Background

During a recent staff review of the November 14, 2023 meeting minutes, an error was identified in the documented motion for the Recreation Program Plan Update item. The minutes incorrectly state “Motion...to *recommend that City Council approve* the 2023 Parks & Community Services Recreation Program Plan, as presented.” However, the motion as it was verbally stated during the meeting was that the Board endorsed the Recreation Program Plan, as presented. Staff confirmed that the motion can be heard on the [11/14/2023 meeting recording](#). The proposed amendment below matches the verbal motion presented at the meeting.

## Proposed Amendment

The following correction is proposed to the meeting minutes to match the actual motion voted on and approved by the board:

Motion by Boardmember Trescases and second by Boardmember Kronoff to **endorse** the 2023 Parks & Community Services Recreation Program Plan, as presented.

If you have any questions on this subject, please contact me at 425-452-2032.

## Attachment

A. Corrected Minutes – November 14, 2023