



**CPRS District 3 Board Meeting Minutes**  
**Wednesday, April 01, 2020 | 4-5pm**  
**Location: Zoom Meeting due to COVID-19 Closures**  
**Zoom: <https://zoom.us/j/850498070>**

1. Call Meeting to Order - 4:10pm

Matt

Present: Matt, Tamara, Nicole, Michele, Jennifer, Kathryn, Korey, Todd, Heather, Laura

Not Present: Liz, Jessica, Karen, Chris, Katie, Isaac, Andrea, RJ, Rachel, Adam

2. Review CPRS Answer Book

Matt

- a. Reviewed the CPRS Answer Book
- b. Review the District 3 bylaws at the next installment of the board retreat. Look to plan the General Membership Meeting in advance, look at ways to increase attendance. The General Membership Meeting must be held within the District.
- c. Agendas should be sent out 1 week in advance to Board Members and the General Membership. Minutes should be posted within 10 days of the meeting, and can be emailed out as well.
- d. Board Members should review the Resource Manual which can be found on the Google Drive. Review your job responsibilities.
- e. The District 3 Board will have four positions available this election. The board should get the election materials out early to start the recruitment process. The board should have a discussion in the future regarding campaigning and how the district would like to handle it moving forward. Make sure we as board members are remaining neutral with all candidates.
- f. The board is responsible for submitting the year-end financials report by May 31 to state. Fiscal year is May 1 - April 30. This year the treasurer will provide a report every month, and the board will vote to approve. If approved, the treasurer will sign, and two members of the presidential series. There will be three members signing off each month.
- g. Pre-event worksheets should be submitted two months prior to the event. State has a check request form that Matt will send out to the board that we can use to submit once the worksheet has been approved. Post-event worksheets will be due the meeting following the event.
- h. Matt will email out the Conflict of Interest form, which will be due by May 1, 2020.
- i. State would like everyone to remember that all facilities that are booked for CPRS events need to be ADA compliant. We also need to ask questions at registration if anyone attending needs special accommodations. The board is required to pay for any accommodations required.

3. Discussion on COVID-19 response from district agencies Tamara
  - a. Talked about as a group what everyone's agencies are doing in response to the Shelter In Place order.
4. Adjournment - 5:10pm

Next Board Meeting: April 8, 2020; 4-5pm

*The California Park & Recreation Society of District 3 provides leadership to advance the positive impact and value of the profession in Alameda and Contra Costa counties.*