



CPRS District 3 Board Meeting Minutes

Thursday, August 2, 2018, 10am-12pm

San Ramon City Hall

7000 Bollinger Canyon Road, San Ramon, CA 94583

Call in number 712-770-4010

Access code – 702040#

1. Call Meeting to Order - 10:06 AM

Adam

In Attendance: Laura, Barbie, Todd, Adam, Keifer, Jessica, Andrea, Rachel, Matt, Katie, Andrew, Kathryn

2. Approval of Minutes (June 7, July 5)

Andrew

a. June 7, 2018

- i. Rachel - Motion
- ii. Jessica - 2nd Motion
- iii. All in Favor - Yes
- iv. Abstain - Andrea

b. July 5, 2018

- i. Todd - Motion
- ii. Matt - 2nd Motion
- iii. All in Favor - Yes
- iv. Abstain - Andrea

3. Officer Reports

A. President

Adam

- i. Region 1 Leadership Retreat
 - 1. Wednesday August 29 - 11 AM - 2 PM - Suisun City
 - 2. Joe Nelson Community Center
- ii. Aquatics Survey Request from Derek Schweigart
- iii. Membership e-mail - If you have something send to Adam on August 2nd.
 - 1. Add a call to speak at the fall forum
 - 2. Call Henry to introduce Lydie

B. President – Elect

Rachel

- i. Fall Institute Report will come later on agenda.

C. Vice President

Matthew

- i. AB 1964 - Camps registered with ACA. Receive accreditation. Watching this bill.
- ii. AB 1766 - Swimming Pool - Public Pools must have AED on site. Supporting this bill.
- iii. There is legislation regarding banning smoking in Public Parks.

D. Secretary

Andrew

E. Treasurer

Andrea

- i. Treasurer Report - July - Checking just over \$10,000 / Savings - \$1,300 / PayPal - \$2,800

- ii. Can transfer money from Pay Pal to checking, should be done on a monthly basis.
 - 1. Concerns with Pay Pal. Hard to track who payments belong to. Names do not match email addresses. Email addresses are hard to associate with an individual.
 - 2. Issues with automatic refunds. Individuals attended the event and then processed an automatic refund.
 - 3. Users are also having issues with Pay Pal.
 - iii. Talk to D1 to see what service they utilize.
 - iv. Research other services available to ensure that these issues are resolved.
 - F. Director of Membership Kathryn
 - i. No report.
 - ii. Last report was just over 400 members. Roughly the same as previous months.
 - G. Director of Programs Tamara
 - i. No report.
- 4. Section Representative Reports
 - A. Administrative Section Todd
 - a. Was unable to attend conference call last month.
 - b. Contra Costa County Directors Forum / Admin Staff
 - i. Meeting - August 9 in Martinez
 - ii. Every other month group meet to discuss topics.
 - B. Aging Section Laura
 - a. Lunch N Learn Seniors Matter
 - b. August 22 in Richmond
 - C. Aquatic Section Korey
 - a. BAPPOA - Lifeguard Games
 - b. Pete DeQuincy Trainings for Pool Managers
 - c. Will work on lunch for fall institute when she returns from vacation.
 - D. Development & Operations TBD
 - a. Still working to find DNO rep
 - E. Education Section Heather
 - a. No report
 - F. Recreation Section Tamara
 - a. Karen Heaston - Martin to replace Tamara in this position.
 - G. Therapeutic Section Jessica
 - a. No report.
- 5. Other Reports
 - A. Region 1 Representative Cindy
 - a. Prop 68 - Provide guidelines on how to spend money in parks?
 - b. Review CAP
 - i. Help contribute to add specific items to the CAP.
 - ii. Take a look and see if you would like to contribute to this project.
 - B. Past President Barbie

- a. No report.
- C. Student Representative Steven & Katie
 - a. Looking for games to bring to BBQ.
 - b. September 6 @ 2pm
 - c. Cal State East Bay
 - d. Board meeting at 2pm - BBQ at 4pm
 - e. Post on FaceBook, push out to Colleges
 - i. Send to Matt
 - f. Send the flyer to Adam
 - g. Hub needs to update board letterhead with new board members.
- D. YTRS RJ
 - a. Not present
- E. SANCRA Andrea
 - a. Bowling Mixer
 - i. August 17 at 2pm in Dublin
 - b. Youth Sports Roundtable
 - i. September 14 Friday
 - ii. San Pablo Community Center
 - iii. Guest Speaker - 49ers Youth Flag Football Program
 - iv. Joint training with CPRS
- F. BAPPOA Korey
 - a. See report from above.

6. Unfinished Business

- A. Annual Budget & Reserve Policy Andrea
 - a. Tabled until next meeting.
 - b. Add actuals to budget to get an idea of what is going on so that we can develop an accurate budget in the future.
- B. Fall Institute Rachel
 - a. October 10 - Save the date and make sure that you attend the event.
 - i. All hands on deck for this event
 - ii. Board members pay discounted rate of \$15 since they are working.
 - b. Pre-Event Worksheet
 - i. Motion - Kathryn
 - ii. 2nd Motion - Jessica
 - iii. All in Favor - Yes
 - c. Coffee Caterer - \$900
 - i. Coffee Bar
 - ii. Use sponsors money for this event
 - iii. Possibly find new sponsors
 - 1. Lincoln
 - 2. Kompan
 - d. Have SANCRA conduct a session at the fall institute
 - e. Speakers:
 - i. Send list of people who have submitted speakers.
 - ii. Know of 3-4 speaker as of right now.

- iii. Send out another reminder to get more speakers
 - f. Pirates Shirts
 - i. Korey has a staff member who can make them.
 - ii. Give your t-shirt sizes to Rachel.
 - g. Schedule:
 - i. Section Overview
 - 1. To promote sections, have section reps explain their section to recruit members.
 - 2. Should we try this? Yes
 - 3. It should be in between sessions versus at the end of the day.
 - 4. It could be after lunch before first session another day.
 - ii. Section reps should help recruit people to speak at the fall institute.
 - h. Lunch / Social - Korey
 - i. Decorations - Jessica
 - i. Library has pirate stuff
 - j. Coffee Bar - Tamara
 - i. Will have her lock in the company
 - k. Flyers / Advertising / Marketing - Tamara
 - l. Evaluations - Do we do these?
 - i. Jessica will help making speaker evals.
 - m. Room Hosts - Do we want these?
 - i. Students / Volunteers - Katie will help
 - ii. Students will attend the event for free
 - n. Adam will talk to Henry
 - i. Ask him for a session -
 - ii. What topic do you want him to speak on?
 - 1. Leadership / Take 5
 - o. Invite Cindy to attend Fall Institute
 - i. What topic?
 - p. What are participants looking for?
 - i. Send out survey to membership to help figure out what topics are needed.
 - q. Jessica will make a google forum for pre-event survey.
 - r. We need to invite CPRS state office - Rachel will call to invite.
 - s. Adam will send out the Save the Date.
 - t. State hosting an event the day before in Pleasant Hill. We will help each other promote each event.
- C. General Membership Meeting & A's Game/Tailgate Kathryn
 - a. Can be done better in the future
 - b. Poor timing for event for board members to attend.
 - c. Next year do event in September. Hard to do event in July.
 - d. Post Event Worksheet - Kathryn will put this together.
- D. Student BBQ Steven & Katie
 - a. Talked about this in Student Representative Report above.
- E. Park Maintenance Rodeo Adam

- a. Have not made much progress on this event.
- b. Need to get details from D2 to plan this out so that we can offer our own event.

7. New Business

A. Board Vacancy Appointments

Adam

- a. Appoint Karen Heaston Martin to fill the Recreation Section Representative position.
 - i. Motion - Matt
 - ii. 2nd Motion - Todd
 - iii. All in Favor - Yes

B. RecTalk Event

Adam

- a. Talking with Chris Chamberlain / Stephanie Stephens
 - i. Working with Heather
- b. TED Talk event for Rec Talks
 - i. 9 Rec Talks
 - ii. Minimal Costs
 - iii. Snacks Provided
 - iv. Film the Rec Talks and post on the website.
 - v. CEU's available
- c. State Board excited about this.
- d. Open to District 1 - 5 for registration.
- e. Do not have to be parks and rec professionals delivering the rec talks.
 - i. Must be related to our profession
- f. 3 hour event
- g. Looking for help finding speakers / help day of the event.
- h. Looking for the best format for event
 - i. First hour leadership
 - ii. Second hour - another topic
- i. Rec talks are meant to be broad and anybody can talk on this.
- j. No budget for this event. Looking for free speakers.

C. Meeting Day/Time

- a. Meeting conflicts now that there are new board members.
- b. Send out a doodle to figure out what works best for everybody.
- c. May need to change meeting dates and times in the future.

8. Next Board Meeting : September 6 at 2pm, Cal State East Bay, BBQ to follow

9. Adjournment - 11:28 AM

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.