



**CPRS District 3 Board Meeting Minutes**  
**Wednesday, April 10, 2019, 1pm - 3pm**  
Clarke Memorial Swim Center  
1750 Heather Drive, Walnut Creek, CA 94598

**Zoom:** <https://csueb.zoom.us/j/388459335>

1. Call Meeting to Order 1:09 PM

Rachel

In attendance: Laura, Matt, Liz, Korey, Rachel, Jennifer, Jessica, Katie, Steven, Karen, Andrea, CJ

2. Approval of Minutes (February 6)

Jennifer

- a. Motion - Korey
- b. 2nd Motion - Karen
- c. All in Favor - Yes

3. Officer Reports

A. President

Rachel

i.

B. President – Elect

Matt

i. Bylaws

1. Notes on the proposed changes from the committee:

- a. 2.5 - the bulleted letters should begin with A, not E
- b. 2.6 - specify District Bylaws in second sentence
- c. 3.2.1.G - State will have honorary members, such as retirees
- d. 3.2.1.J - each should select one member to vote
- e. 3.6 - references a Code of Conduct, but wasn't able to find Code of Conduct
- f. 4.2.1 - if all board positions are filled there is the potential of a tie, and nothing in the bylaws to break the tie
- g. 4.4 - there is nothing in the bylaws regarding the President's absence. The terms are not identical, so how many absences you can have in a year versus a term.
- h. 4.8 - is state position not a district
- i. 4.11 - line of succession for president - if everyone shifts up, the vice chair position filling in is only running for the current term and then goes out to election. This needs to be more specific/cleaned up in the bylaws.
- j. 4.11 E - remove because it is a State position, not District
- k. 5.4 - change specific to specified
- l. 7.5 - Add in the two options - 1. Board can vote to break the tie, or 2. Board can abstain the vote and send back out to the members for a vote at the State's expense.

2. Matt will put the changes in writing and submit to the State. Any items requiring a vote will be sent out to the membership for a vote.

- C. Vice President Tamara
  - i. Not present
  - ii. Legislative Update, see Watch List
- D. Secretary Jennifer
  - i. No Report
- E. Treasurer Andrea
  - i. Red Podium
    1. All Registrations through Red Podium - Fee & Free
    2. User (and Treasurer) Friendly
    3. Deposits money into our checking account each Monday
    4. When fees associated with a registration: 3% + \$0.30 + \$0.99 per transaction (we need to remember this and build into our fees)
    5. Check-in on APP, nice reports/stats
    6. Andrea will set up all registrations and provide a link & reg info as needed
    7. Coupon Codes:
      - a. D3BOARD
      - b. D3SPEAK
      - c. D3VIP (STATE BOARD REPS)
      - d. WINNER (Scholarships)
      - e. D3AWARD (Awards & Install)
      - f. STUDENT
  - ii. PayPal
    1. We will keep \$500 in this account
    2. Used for refunds, reimbursements and paying invoices
  - iii. Things to Remember
    1. Reimbursements:
      - a. Using form
      - b. Only D3 items on receipt (separate your personal items)
    2. Pre-Event Worksheets
      - a. Once approved and signed (files kept by Andrea & Rachel) no purchases outside of those listed are allowed – must bring back to the board for approval
    3. Post-Event Worksheets are due the meeting after your event
    4. Treasurers Reports for the prior month will be presented at each meeting
- F. Director of Membership Kathryn
  - i. Not present
- G. Director of Programs Laura
  - i. No report
- 4. Section Representative Reports
  - A. Administrative Section Todd
    - a. Not present

- b. Contract Classes Lunch N Learn, May 15th in Orinda. What You're Trying, What They're Buying and and What's Dying - 6 people registered

B. Aging Section

Liz

- a. Connected Horse program for people affected by dementia at Xenophon Therapeutic Riding Center on Friday, April 26, 2019 from 10:30am-1:00pm
- b. Lunch N Learn in September will be hosted in Dublin

C. Aquatic Section

Korey

- a. Retreat for the section board is April 19, 2019
- b. CAMs scholarships are due June 21, 2019. CAMS will be held October 9th - 11, 2019.

D. Development & Operations

CJ

- a. No report

E. Education Section

Heather

- a. Not present

F. Recreation Section

Karen

- a. No report

G. Therapeutic Section

Jessica

- a. Utilizing a lobbyist to assist with a bill and letters. May announce a later date in May to convene in Sacramento to push for licensure.

5. Other Reports

A. Region 1 Representative

Cindy

- a. Not present

B. Past President

Adam

- a. Not present

C. Student Representative

Steven & Katie

- a. Camps and Lifeguard hiring is coming up, Handshake is a tool for students for hiring college age students.
- b. Reach out to your local schools because students need to complete volunteer hours and internship hours.
- c. Student BBQ may be moved up to a lunch BBQ, more students will probably attend at that time. The general meeting would need to be shifted up prior to the BBQ.

D. YTRS

RJ

- a. Not present
- b. YAC Attack has been cancelled.
- c. May 7, 2019 from 11:30-1pm in Danville. Please share with the Youth and Teen Coordinators.

E. SANCRA

Andrea

- a. May 10, 2019 is SANCRA A's Game at 5:00pm

F. BAPPOA

Korey

- a. Lifeguard Training and Chemical Handling trainings were held
- b. Membership Meeting is May 14 in Mill Valley

6. Unfinished Business

- a. Lunch & Learn Rachel
  - i. Discuss during the D3 Calendar item
- b. D3 Calendar 2019/2020 Rachel
  - i. Dates were confirmed for the upcoming calendar year. Rachel will send out calendar on Monday.
- 7. New Business
  - a. 30 under 30 & 50 over 50 Rachel
    - i. New initiatives: Find 30 professionals under 30 who can present, along with 50 professionals over 50 who can provide testimonials. Goal is to engage all members. This topic will be added to the May agenda to discuss different ideas on how to assist.
- 8. Next Board Meeting : May 1, 1-3pm, Clarke Memorial Swim Center, Walnut Creek
- 9. Adjournment - 2:50 PM

*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.*