



CPRS District 3 Board Meeting Minutes

Tuesday, March 27, 2018, 12-4pm

Amador Rancho Center
1998 Park Loop Rd, San Ramon

Call in number: 605-475-5950

Access code: 236688

1. Call Meeting to Order 12:40pm

In attendance: Andrea, Laura, Kathryn, Jessica, Matthew, Rachel, Adam, Heather, Korey, Stacey, Barbie, Cindy, Andrew

2. Team Building Activity
3. Board of Directors Roles & Responsibilities
 - A. Distribute Binders
 - B. Review Bylaws
 - C. Discuss Board Position Responsibilities
 - a. Matthew is appointed as the district legislative representative.
 - D. Review Answer Book
 - a. CPRS follows parliamentary procedures to conduct meeting versus Robert's Rules of Order
 - b. Matthew Needs access to the social media accounts.
 - c. Andrea & Matthew will be added to the district bank account
 - i. Barbie is shredding her card.
 - d. Update resource manual with Director of Membership responsibilities.
 - e. Resource manual will be located on the district google drive.
 - f. 8 board members must be present for a quorum
4. Review of 2017-2018
 - A. Education
 - a. Need to update lunch n learn section in the resource manual.
 - b. Add conference call # to training calendar
 - c. Keep facility / marketing / contract instructors roundtables.
 - d. Sanra Sponsorship at an Event
 - e. Front Line Roundtable Different Location / Speaker
 - B. Membership
 - C. Events
 - a. See attached 2017-18 event schedule.
 - D. Other

5. State Board Information & Update
 - A. Everything we do should relate to ENDS policies.
 - B. Entire Presidential Series and all Section Representatives will be invited to Region 1 phone calls.
 - C. Possible Region 1 Team Building Retreat
6. Goals for 2018-2019
 - A. Prop 68
 - a. More information on website.
 - b. Postcards to use to advocate for Prop 68
 - c. Two Fundraisers
 - i. One for Prop 68
 - ii. One for future lobbyist efforts
 - B. California Action Plan
 - a. Nothing is currently in the tool kit. This is coming soon.
 - b. See attached. This document is the guide.
 - c. Rec Talks - Will be posted online.
 - d. Advocacy Section needs the most work.
 - e. Liveable Document
 - f. Need help on committees. Let Cindy know if interested.
 - g. Legislative related items should be 25% role as a State Board Member.
 - C. Budget Overview
 - a. Reserve Fund Policy
 - i. Create a budget
 - ii. Cut down on reserves
 - b. Treasurer's Report Update
 - i. See attached.
 - D. File, Information & Supply Storage
 - a. Google Drive
 - i. Send out link to share google drive with board members.
 - b. Supply Inventory
 - i. Send out link to share supply inventory and location.
 - E. Education & Trainings
 - a. Review Survey Results
 - i. 15 Responses
 - b. Fall Institute
 - i. Tentative Date: October 25th
 - ii. Location: Pleasant Hill
 - iii. Region 2 Event on November 8
 - c. Lunch & Learn
 - i. Need date for Cal East Bay Meeting ASAP.
 - d. Others
 - i. Unity Day - October 24th
 - ii. Spring / Fall CSUEB Career Fairs - TBD
 - F. Membership

- a. General Membership Meeting
 - i. 4 Events. 1 in each region of the district. Quarterly. "Pocket Visits"
 - b. Membership Drive
 - c. Member Agency Visits
 - i. Meeting at staff meetings would be preferable.
 - ii. Have an agenda
 - iii. Have pointed items to discuss at each location.
 - iv. Prop 68 Campaign.
 - v. Scholarship for agency membership.
 - d. Mentoring & Connections
 - G. Partnerships
 - a. YRTS
 - b. SANCRA
 - c. CSUEB
 - d. BAPPOA
 - e. Try to partner with other agencies.
 - f. Reps at meetings to keep posted regarding what each group is doing.
 - H. Sponsor Procurement & Recognition
 - a. Contact Kompan
 - b. Barbie, Stacey, or Kathryn all have contact info.
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- 7. Event Calendar Planning Adam
 - A. Discuss at next meeting
 - 8. Phone Tree Hub
 - A. Discuss at next meeting
 - 9. Approval of Bank and Financial Access Adam
 - A. Phone Call to approve bank account holders - TBD
 - B. Need approved & signed minutes
 - 10. Awards & Installation Lunch Post Event Report Barbie
 - A. Finalize & approve at next meeting.
 - 11. Recruit Development & Operation Section Rep Adam
 - 12. Next Board Meeting: April 5, 2-4pm at San Ramon City Hall, EOC
 - 13. Adjournment 4:03pm

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.