



**CPRS District 3 Board Meeting Minutes**  
**Wednesday, April 08, 2020 | 4-5pm**  
**Location: Zoom Meeting due to COVID-19 Closures**  
**Zoom: <https://zoom.us/j/304420577>**

**1. Call Meeting to Order - 4:00pm**

**Matt**

Present: Matt, Tamara, Nicole, Michele, Jennifer, Kathryn, Korey, Todd, Heather, Laura, Karen, Liz, Isaac, Chris

Not Present: Jessica, Katie, Andrea, RJ, Rachel, Adam

**2. Review Bylaws**

**Matt**

- a. Any changes to the bylaws will need to be written, submitted to the State Secretary for approval, and then go out to the membership for a vote.
- b. 2.4 - Council of Sections Representative information is not current.
- c. 4.4 - 14 Directors have a vote, which leaves the potential to have a 7/7 tie. There is nothing in place to break the tie. Suggestions could be the executive team would then vote independent of the board to break the tie, or give the past president the ability to vote only in the case of a tie. The second option would have to go out to the membership for approval.
- d. 4.4 - In order to be excused for a meeting needs to be approved by the President. There is nothing in the bylaws to excuse the President's absence. An option could be the President-Elect can excuse the absence.
- e. 4.4 - The district directors are allowed to miss three meetings during their term of office. Everyone has different length terms, we could update that to a year basis.
- f. 4.11 - If an officer leaves the board, the section rep could fill their vacancy - this is not accurate any longer. They cannot fill two positions on board, and therefore have two votes. They could fill the position, however the board will need to fill the representatives place.
- g. 4.11 - If something happens to one of the presidential series roles, we can appoint them to fill the vacancy. However, they would not fall into the line of succession, we would have to go out for election.
- h. 4.8 - There is a section that needs to be removed - regarding the executive director position. The board does not have this position.

**3. Resource Manual**

**Matt**

- a. Reviewed the Resource Handbook
- b. Discussed the Facebook postings and talked about weekly postings to highlight other facilities, or programs. Thankful Thursdays or Facility Fridays, and Walkabout Wednesdays. Restart the Recreators in their Natural Habitat posts again. Would like

to introduce the board members, please send a brief writeup with fun or random facts with a photo to Nicole.

- c. Treasure Position talks about the PayPal account, we should make this more broad, such as manages auxiliary accounts. We can do most things through Red Podium now, so we can probably remove PayPal. The board shifted over to Red Podium to make it easier on everyone for registrations. The previous systems had very large fees (PayPal, Eventbrite).
- d. Look through the events section on the Resource Manual. We'll discuss it at the next meeting when we look at updating the calendar. Take note of anything that would need to be added under each of the events.
- e. Section Representatives - For the Fall Forum make sure you're bringing the proposals back to your sections, and you're providing session proposals that your section would want to attend at the event. This is very helpful to the members planning the event.

#### 4. Treasurer's Report

Michele

- a. One scholarship check has not been deposited, Heather will follow up. The board owes Laura for an event purchase. Reviewed the amount of funds the board has in various accounts. PayPal has funds, but has not been active. Eventbrite has no funds, and has not been active. The board has \$7,590, not including the money in PayPal (\$1,924.98).
  - i. The Aquatics Section leaves \$500 in the PayPal account in case they need it for refunds, etc.
  - ii. There is one questionable repeating charge to research - January and February (\$500 each). Michele and Matt will work to flag the charges as fraudulent, and Michele will look further back to see if it has happened.
- b. Motion to Approve the Treasurer's Report, minus the two \$500 outstanding payments - Michele
  - i. 2nd - Tamara
  - ii. Motion passes with a vote of 12 Yes, 1 Opposed

#### 5. Hosting a D3 after hours Zoom Social

Matt

- a. Heather can assist with the Zoom portion, and Laura and Nicole can take on the creative side of the call.

#### 6. Adjournment - 5:07pm

Next Board Meeting: April 15, 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.*