



**CPRS District 3 Board Meeting Minutes**  
**Wednesday, August 8, 2019, 1pm - 3pm**  
Clarke Memorial Swim Center  
1750 Heather Dr. Walnut Creek, CA 94598

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

1. Call Meeting to Order 1:09 PM Rachel  
  
Present: Rachel, Matt, Jennifer, Jessica, Korey, Karen, Katie, Heather, Steven, Andrea, Kathryn  
  
Not Present: Todd, Anthony, Steven, RJ, Cindy, Adam, Tamara, Chris, Laura, Liz
  
2. Approval of Minutes (July 10) Jennifer
  - a. Motion - Korey
  - b. 2nd Motion - Heather
  - c. All in Favor - Yes
  
3. Officer Reports
  - A. President Rachel
    - i. No Report
  - B. President – Elect Matt
    - i. No Report
  - C. Vice President Tamara
    - i. Not Present
  - D. Secretary Jennifer
    - i. No Report
  - E. Treasurer Andrea
    - i. No payments in or out this month. Will send July’s report information out to the board.
  - F. Director of Membership Kathryn
    - i. 432 Members, up from last year (414). Delinquent report was high, included entire City of Dublin which may be the cause.
  - F. Director of Programs Laura
    - i. No Report
  
4. Section Representative Reports
  - A. Administrative Section Todd
    - a. Executive Summit is October 21, 2019 at the City of Folsom Zoo.
    - b. Todd will relay the interest for a Director Summit to be held at Fall Forum on November 7, 2019.
  - B. Aging Section Liz
    - a. Push for a senior forum, all of the senior talks at the various trainings have been well attended. Senior symposium speakers should be encouraged to speak at fall forum.

- b. June 21, 2019 was the first Tri-Valley Senior Summit in Pleasanton. Was an informative and positive experience. Next summit will be held in Dublin.
    - c. Lunch N Learn Senior Trips 2.0 will be held September 19, 2019 will be hosted in Dublin.
    - d. Renaming the ballroom at the Dublin Senior Center. Discussed processes that agencies use to rename rooms.
  - C. Aquatic Section Korey
    - a. No Report
  - D. Development & Operations Chris
    - a. No Report
  - E. Education Section Heather
    - a. Rec U scheduled for early September, please send topics. They are working with the Rec Section to hold Rec U sessions in different areas in the State.
      - i. Staff and Organizations Learning how to prioritize.
      - ii. Basic Supervision Skills - Difficult Conversations
    - b. Therapeutic Rec, Customer Service, Evaluation are all going to be included this year.
    - c. Send Heather Conference Orientation ideas or suggestions.
    - d. Applications are available and due August 31st for CSUEB.
  - F. Recreation Section Karen
    - a. No Rec Connect July or August
    - b. Hosting School of Rec at Camp Commerce near Lake Arrowhead. They will be looking for individuals to help.
    - c. Creating a California Scorecard.
    - d. AB5132 Bill passed regarding food allergies, may affect summer camps. Anyone that's passing out food has to have a food handlers certificate. Karen will send out the article to the Board.
  - G. Therapeutic Section Jessica
    - a. No Report
- 5. Other Reports
  - A. Region 1 Representative Cindy
    - a. Not Present
  - B. Past President Adam
    - a. Not Present
  - C. Student Representative Katie
    - a. Student BBQ is September 5, 2019 from 11am-1pm.
  - D. YTRS RJ
    - a. Not Present
  - E. SANCRA Andrea
    - a. Not Present
  - F. BAPPOA Korey
    - a. Guard Games was held on August 4, 2019.
- 6. Unfinished Business
  - a. Holiday Lunch Laura
    - i. Not Present

b. Fall Forum

Matt

- i. Wild Wild West Theme with BBQ Caterer with gluten free and vegetarian options. Trying to keep the fee the same as 2018. Three sponsors have reached out for the event.
- ii. Matt is working on the education sessions. He sent out an email to each of the section reps, they will need to come up with one to two topic that will be offered at the event. Reps should work with their counterparts from the other districts to collaborate. Sessions will need to be in by September 1st for CEU approval. Would like 5 different tracks, and at the end of the day there will be a roundtable for each track.
- iii. Day of all 3 Districts will be present to help setup. Should have more information as we get closer. District 3 will provide room hosts.
- iv. Tara and Tom will be there in the morning, no keynote speaker.

7. New Business

a. General Membership Meeting/Student BBQ

Kathryn

- i. Meeting is from 9-11am. Everyone should reach out and advertise the event.
- ii. Items needed is ketchup and mustard, Korey has some she can bring. Cases of water and soda, Korey has a small bucket of sodas to bring. Table cloths, Andrea can bring. Paper plates and napkins, Heather has some to use.
- iii. Kathryn will send Rachel a draft to include in the membership email regarding the general membership meeting. Include parking information in the email.

8. Front Line Staff Lunch N Learn (October)

Karen

- a. Date is set for October 24th in Walnut Creek from 11am-1pm. Karen will gather information for the flyer and send to Laura. Andrew will setup the event on Red Podium.

9. YTRS

Rachel

- a. Rachel spoke with Lauren in District 4. YTRS is a committee within District 4. District 4's YTRS is also a fundraising group and they award scholarships to high school students. Rachel will send out the YTRS section from the District 4 Answer Book.
- b. YTRS is going to be a committee within District 3. Their budget will be within District 3's budget. YTRS will report to District 3 what they plan to do for the year, which will be included into the budget. They must bring in whatever they are going to spend, and the board will have to track what they have in their account. They will submit pre-event and post-event reports that will need to be approved by the Board.
- c. September 17th in Dublin will be the next meeting from 11:30am-1:30pm.

10. Next Board Meeting: September 5, 9-11am, CSUEB, Hayward

11. Adjournment - 2:10pm

*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.*