



**CPRS District 3 Board Meeting Minutes**  
**Wednesday, November 14, 2018, 1pm-3pm**

San Ramon City Hall  
7000 Bollinger Canyon Road, San Ramon, CA 94583  
Large Conference Room (Upstairs)

**Zoom:** <https://csueb.zoom.us/j/944858755>

1. Call Meeting to Order - 1:10pm Adam

In attendance: Jessica, Heather, Laura, Karen, Katie, Tamara, Adam, Andrew, Steven, Rachel, Todd, Andrea, Korey

2. Approval of Minutes (October 3) Andrew

- a. Motion - Tamara
- b. 2nd Motion - Jessica
- c. All in Favor - Yes

3. Officer Reports

A. President Adam

- i. Leadership Meeting
- ii. Yearly Schedule Summary
  - 1. Send out January events ASAP

B. President – Elect Rachel

- i. Next meeting start planning 2019/20 schedule. Bring ideas.

C. Vice President Matt

- i. No report
- ii. Formalizing legislative committee

D. Secretary Andrew

- i. No report

E. Treasurer Andrea

- i. Spoke with John about registration and CPRS Website
- ii. No fees associated with CPRS collecting registration.
- iii. John provided step by step process on how to create registrations.
- iv. Eventbrite is working really well. We are using it for holiday luncheon.
- v. Heather will research CPRS collecting money for district events.
- vi. John is helping Andrea with Pay Pal issues.

F. Director of Membership Kathryn

- i. Election Summary - 6 applicants for 4 open positions
- ii. Election Qualifications and assisting promote candidates.
  - 1. E-Mails
  - 2. Facebook Album
  - 3. Incentive for Voting - Would prefer to avoid incentives.
  - 4. I voted D3 stickers
  - 5. Membership lists sharing with members

- a. We are not going to share the list with individual candidates.
  - G. Director of Programs Tamara
    - i. Accepted new job in Pleasanton as Manager.
- 4. Section Representative Reports
  - A. Administrative Section Todd
    - a. Did not attend last admin section meeting. Next meeting will be held next week.
    - b. Vending on City Sidewalks - Assembly Bill
  - B. Aging Section Laura
    - a. Working with Ed on Lunch and Learn - January 23rd
    - b. Volunteers
    - c. Will be a free event.
  - C. Aquatic Section Korey
    - a. CAMS wrap up
    - b. CPRS Conference
      - i. Social
      - ii. Movie - Special Needs and Aquatics Programs
  - D. Development & Operations TBD
  - E. Education Section Heather
    - a. Good conference call
    - b. Holding elections at the same time as everybody.
    - c. Career fair - February 12th Register Early
  - F. Recreation Section Karen
    - a. Rec Connect tomorrow - Activities and More
    - b. Awards Nomination for Rising Professionals Due Today
  - G. Therapeutic Section Jessica
    - a. Met with senators / representative regarding licensure
    - b. Working with health care providers and insurance companies
    - c. Can utilize Parks and Rec agencies to meet their service needs
    - d. Fundraising event to raise \$10,000 for licensure.
- 5. Other Reports
  - A. Region 1 Representative Cindy
    - a. Region 1 Phone Call next Monday
  - B. Past President Barbie
    - a. No report
  - C. Student Representative Steven & Katie
    - a. No report
  - D. YTRS RJ
    - a. No report
  - E. SANCRA Andrea
    - a. Connect with So Cal to collab
    - b. Increase membership
  - F. BAPPOA Korey
    - a. November meeting yesterday

- b. Awards Dinner / Reunion
- c. Next meeting in January

## 6. Unfinished Business

- A. Annual Budget & Reserve Policy Andrea
  - a. Adam and Andrea will discuss it offline.
- B. Fall Institute Review Rachel
  - a. Still calculating final numbers
  - b. 127 registered
  - c. 150 total in attendance
  - d. Will update final fiscal numbers at next meeting.
  - e. 24 responses on the survey
- C. RecTalk Live Adam
  - a. Will talk to Stephanie to follow up on who has submitted to present rec talks.
  - b. Working with state on this event.
  - c. Still working on getting a sponsor.
  - d. Will put together registration information and get sent out once speakers have been finalized
- D. Scholarships & Professional Grants Heather
  - a. Have been sent out
  - b. Have to live or work in District 3.
  - c. Matt, Hub, and Steven are on the selection committee.
- E. Bylaws Review Rachel
  - a. Discuss next time
- F. Resource Manual Review Matt
  - a. Discuss next time
- G. Board Elections 2019-2020 Kathryn
  - a. Discussed earlier in the meeting.

## 7. New Business

- A. Holiday Luncheon
  - a. Discounted rate for board members. Andrea will provide discount code. \$20
    - i. D3BEST
  - b. Need help with various items.
  - c. Jessica and Adam will help with hot chocolate and supplies from San Ramon.
  - d. Crock Pot - Heather and Karen
  - e. Mason Jars - Jessica
  - f. Table Cloths - Andrea
  - g. Henry will be emcee for gift baskets
  - h. Jessica / Laura - will make a fake fireplace
  - i. Do we need a program? Program will be placemat.
  - j. Arrive by 9:30am to set up.
  - k. Doors open at 11:30am.
  - l. Lunch at noon
  - m. Speaker at 1230p
  - n. Quarter Raffle 1245p

- o. Pie pick up. Place pie on each table. Serving knives needed.
    - p. Steven is bringing water. Korey will bring sodas.
    - q. Mug design selection
    - r. Adam / Hub pies. Heather will get knives.
    - s. 2019 Luncheon will be unicorns.
  - B. Annual Awards & Installation
    - a. Richmond possible location
    - b. Awards stuff out next month
- 8. Next Board Meeting : December 13, after luncheon or 3pm, San Ramon Community Center
- 9. Adjournment - 2:46pm

*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.*