



**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.*