



CPRS District 3 Board Meeting Minutes
Thursday, September 6, 2018, 2pm-4pm
California State University, East Bay
25800 Carlos Bee Blvd, Hayward, CA 94542
Room AE-143

Call in number 712-770-4010
Access code – 702040#

1. Call Meeting to Order - 2:20pm Adam

In attendance: Heather, Adam, Andrew, Kathryn, Korey, Matthew, Rachel, Barbie,

Guests: RJ, Lindsay, Josh, Jenel, Danielle, Lisa,

2. Approval of Minutes (August 2, 2018) Andrew
- a. Two corrections from Adam.
 - i. Motion as corrected - Matthew
 - ii. 2nd Motion - Heather
 - iii. All in Favor - Yes

3. Officer Reports

- A. President Adam

- i. Unity Day - October 24, 2018
 - 1. How will board honor Unity Day?
 - a. Take a picture like we did last year.
 - 2. Kathryn - Looking into how to incorporate at Fall Institute.
 - a. Cards that everybody will sign.
 - b. Yes. Let's do this.
 - c. Kathryn will follow up with Stacey.
 - d. Get info to Adam and he can e-mail to the membership to let them know.
 - 3. Think about how to incorporate at your agencies.
 - a. City of Concord and City of San Pablo are both planning on honoring Unity Day.
 - b. City of San Pablo will send out their proclamation so that others can use it as an example.
- ii. Conference Rookie Name Badges
 - 1. #CPRSrookies - 1 vote
 - 2. #RookieCrew
 - 3. #RookieConnection
 - 4. #RookiesUnite
 - 5. Students - What name badge would you be willing to work?
 - 6. Perhaps apprentice, new kid on the block, and greenhorn
- iii. Region 1 Retreat
 - 1. Presentation of Membership Survey

- a. Adam will email out to the board.
 - b. District 3 Numbers
 - c. Zoom Conference Call - 9/7
 - d. To review the presentation and membership numbers.
 - e. Survey will be done every 2 - 3 years.
- 2. Huge turn out from District 3.
- 3. Feedback
 - a. 2017 Last year was more useful.
 - b. Awesome to connect with other boards in the same positions.
 - c. Need more time for breakout sessions.
 - d. Section breakout could be more productive.
 - e. Specific questions or information to review for breakout sessions. More focus.
 - f. Prompts to lead breakout sessions would be helpful.
 - g. Nice to meet other people.
 - h. Districts function at different levels.
 - i. Good questions about D3 events. We gave out more information than we received.
 - i. Need a recap of everything that we discussed.
 - j. Should consider doing it in the beginning of the year.
 - k. Great speaker that discussed his City.
- B. President – Elect Rachel
 - i. Save update for Fall Institute
- C. Vice President Matthew
 - i. Nothing to report on State Legislative phone call.
 - ii. District 2 Lunch and Learn Topics
- D. Secretary Andrew
 - i. Looking for speakers on Customer Service.
- E. Treasurer Andrea
 - i. Budget report format.
 - 1. Looking for feedback if the new format will work.
 - 2. Let Andrea know if there is anything else needed.
 - 3. D2 has a website that they take registration through which helps out with issues regarding PayPal.
 - a. Do we need want to create our own web page?
 - b. Adam will follow up to see if this possible.
 - c. We believe that we have to use the CPRS website.
 - d. HTML code needed for PayPal link.
 - e. EventBrite works very well.
 - i. Costs a lot of money.
 - f. Looking for comparison on different systems and their costs so that we can make a decision.
 - g. Not getting the information that we need for reporting or financial reports on the current set up.

- h. This will possibly increase the cost of Rec U from \$25 to \$30 if we have to add the cost of using EventBrite into the registration fee.
- i. Possibly setting up multiple PayPal accounts for each event.
- j. What is our intended outcome?
 - i. To get a better fee collection system.
 - ii. Is it to improve registration?
 - iii. Heather needs the number of people that we serve on annual basis.
 - 1. This could possibly help justify what system that we use.
- k. Andrea to contact CPRS to verify the costs of using CPRS website, percentages for PayPal and EventBrite. This will provide the board with information so that we can make decision. Present findings at the October board meeting.
- 4. Have not created 3rd bank account as of today.
 - a. Andrea can you set up an appoint so that this can take place.
- 5. CPRS wants us to use US Bank.
 - a. We should not have separate bank accounts.
 - b. CPRS will provide us more information and how to move forward.

F. Director of Membership

Kathryn

i. Membership Report

- 1. Started tracking membership so that we can identify trends of when membership drops. We can use this to see when we need to ramp up membership recruitments.
- 2. October - Will have election information next meeting.
- 3. Look at elections and bylaws. Now would be the time to make decisions.
 - a. Things were missed when we approved the bylaws.
- 4. Possibly look at the resource manual.
- 5. Look at the bylaws and resource manual for the October meeting.

G. Director of Programs

Tamara

i. No report.

4. Section Representative Reports

A. Administrative Section

Todd

a. No report

B. Aging Section

Laura

a. No report

- b. Lunch and Learn took place and was successful. Will provide an official report.

C. Aquatic Section

Korey

a. BAPPOA Meeting next week in Concord.

i. Tuesday - September 11, 2018

- b. Guard Games took place and were successful.

- D. Development & Operations TBD
 - a. No representative
- E. Education Section Heather
 - a. Education area at state conference
 - b. Alumni social at state conference
 - c. Rec U filled in five days.
 - d. Looking at doing a Rec U in District 2.
 - i. Getting more registrations from outside of District 3.
 - ii. Give more time to District 3 members to register in the future.
- F. Recreation Section Karen
 - a. No report.
- G. Therapeutic Section Jessica
 - a. No report.
- 5. Other Reports
 - A. Region 1 Representative Cindy
 - a. Information from above on retreat.
 - B. Past President Barbie
 - a. No report.
 - C. Student Representative Steven & Katie
 - a. Getting prepared for BBQ.
 - D. YTRS RJ
 - a. Youth Teens Recreation Service Committee
 - b. Resuming meeting on September 25 11a-1p in Danville.
 - c. Last meeting - Camp Games Training
 - d. Next meeting - How did Summer go? Start preparing for next summer.
 - e. Working on leadership conference in March.
 - i. Hosted in Orinda.
 - f. 10 core members
 - g. 25 on the mailing list.
 - h. If you want to host, let RJ know.
 - E. SANCRA Andrea
 - a. Youth Sports roundtable next Friday in San Pablo.
 - i. 11a-1p.
 - ii. 49ers members will be speaking
 - iii. Invite part timers as well.
 - 1. Good ideas at the roundtables.
 - 2. Invite program assistants.
 - iv. Adam will send out the flyer again to the membership.
 - F. BAPPOA Korey
 - a. Pete DeQuincy did trainings for BAPPOA in August.
 - i. Water Based Training Train the Trainer
 - ii. Train the Trainer On Land Training
- 6. Unfinished Business
 - A. Annual Budget & Reserve Policy Andrea

- a. No other district has a reserve policy.
 - b. There is a step by step guide online.
 - c. Andrea will start researching a reserve policy.
 - i. What is the percentage of the Operating budget.
 - ii. What is our plan to re-invest back into the membership and to district programs.
 - d. Will need to add into the resource manual.
- B. Fall Institute Rachel
- a. All board members need to be present at 7am on Oct 10.
 - b. Lydie will be closing out the day instead of doing opening session. She is still the keynote speaker. This is due to logistics of flights.
 - c. There are additional payments that Rachel will need to submit. Rachel will email Adam and Andrea.
 - d. 7 sessions that have been submitted for event.
 - i. Reached out to state to get the approved sessions that have been recently approved for state conference.
 - ii. Looking at contacting each of these peoples to present.
 - iii. Chris Chamberlain will be present at the event. Tell him what topic you want him to talk on.
 - iv. Cyndi offered to speak.
 - v. Henry will do an introduction
 - e. Food
 - i. Local Business - Box Lunch
 - 1. Sandwiches, pasta salad, and pickle.
 - 2. Do they have vegetarian, gluten free options?
 - 3. Adam can send email to see if there are any dietary restrictions.
 - 4. Add to eventbrite.
 - 5. Pleasant Hill swim team will sell sodas to board for 25 cents a soda.
 - 6. Korey will check math to see what cost difference would be if we bought sodas ourselves.
 - ii. Water - They do not have water.
 - iii. No paper products needed if we go with box lunch.
 - iv. Breakfast snacks needed.
 - v. Student / Board Member Rate
 - 1. Through September 14 - \$15
 - 2. After September 14 - \$25
 - f. CEU's
 - i. CEU forms need to be approved.
 - ii. Heather will help Rachel figure out CEU process.
 - iii. CEU approval process is different than Session approval process.
- C. General Membership Meeting & A's Game/Tailgate Kathryn
- a. Post Event Report - See attached
 - i. 100 people attended
- D. Student BBQ Steven & Katie

- a. Will take place after the meeting.
 - E. RecTalk Event Adam
 - a. RecTalk Live
 - b. January 17th at the Village Theater in Danville. 9am - 1pm.
 - c. Call for speakers
 - i. Leadership, Solutions to complex problems, Innovations.
 - d. Lunch incorporated into the event.
 - e. Sponsor - Will ask state to help find sponsors for this.
 - f. Fee - \$10
 - g. Will be added to the CPRS You Tube channel.
 - i. This is where the previous Rec Talks are as well.
 - F. Meeting Day/Time Adam
 - a. 1 Wednesday of the month from 1 - 3pm.
 - b. Next meeting October 3 at San Ramon City Hall.
7. New Business
- A. Scholarships & Professional Grants Heather
 - a. Update the scholarship and professional grants.
 - b. Get professionals to attend the conference.
 - c. Want to also encourage part time staff to be able to attend the conference.
 - d. Want to also give out smaller scholarships for smaller events.
 - e. Think about it and we will discuss in October.
 - f. Application goes out in November time frame.
 - g. Student feedback
 - i. Disperse a small amount to everybody
 - ii. Unless somebody stand out then they can get a larger amount.
8. Next Board Meeting : October 3, 1-3pm, San Ramon City Hall
9. Adjournment - 4:05pm

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.