



## **CPRS District 3 Board Meeting Minutes** **Wednesday, October 3, 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/658532790>

1. Call Meeting to Order - 1:11pm Adam

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

2. Approval of Minutes (September 6) Andrew

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

3. Officer Reports

- A. President Adam

- i. No report from State Board
- ii. Unity Day
  - 1. Andrea has orange t-shirts for board to take photo after meeting.
  - 2. Pleasant Hill - Teen Center will be doing something. Last year they did a walk.
  - 3. Fall Institute - Kathryn has a plan for recognizing Unity Day at fall institute.

- B. President – Elect Rachel

- i. Will provide update during Fall Institute

- C. Vice President Matthew

- i. No report from legislative.

- D. Secretary Andrew

- i. Re-schedule Front Line Staff Lunch and Learn to February.
- ii. Looking at Concord
- iii. Week of February 4

- E. Treasurer Andrea

- i. Taking payments for fall institute.
- ii. Participants are getting refunds from CPRS through Pay Pal.
  - 1. Andrea is investigating why this is happening. Followed up with Pay Pal. Barbie needs to relinquish her name from Pay Pal so that Andrea can actually make changes and fix this issue.
  - 2. This is most likely due to Rec U participants. Most participants have attended the events, but still are getting refunds not authorized by CPRS.
  - 3. CPRS D3 is currently losing money.

4. Have not researched alternative solutions to payment system issues.
  - a. CPRS Website - \$5.00 per person for registrations through their website.
  - b. Pay Pal charges a percentage which is roughly \$1.30 per person.
  - c. Still looking into Event Brite as a solution to this issue.
  - d. Working with John from state office for alternative solutions.
  - e. Work with state board as well to try and advocate for a change to this issue.
  - f. Not allowed to have our own website. Checked with John.

F. Director of Membership Kathryn

- i. Will talk about elections later in the meeting.
  1. Have a call to John because we have not received direction on the timeline or process for elections.

G. Director of Programs Tamara

- i. Pre event worksheet for Holiday Luncheon
  1. Hygge Theme
  2. December 13 - San Ramon Community Center
  3. Buffalo Plaid Tablecloths, Mugs, Hot Chocolate
  4. Sideboard Catering
- ii. Tentative Holiday Luncheon Pre Event Worksheet
  1. Gluten Free and Vegetarian Options
  2. Morion - Rachel
  3. 2nd Motion - Kathryn / Korey
  4. All in Favor - Yes

#### 4. Section Representative Reports

A. Administrative Section Todd

- a. No report

B. Aging Section Laura

- a. Looking for volunteers. Let Laura know if you have anybody who is interested.
- b. Helping Ed put on a Lunch and Learn for Volunteers. Looking at January.
- c. Lunch and Learn - Seniors - 14 people attended
  - i. Richmond - Nice Facility
  - ii. Group Discussion
  - iii. Travel / Trips
  - iv. Continue. Meet twice a year in the future.
- d. Looks like a theme with people looking for what we offer or wanting to meet multiple times a year.
  - i. Can we include on membership letter / delinquent letter to let them know all of the things that we offer and why it is important?

C. Aquatic Section Korey

- a. CAMS - October 17 - 19 Lake Arrowhead
- b. CPRS Conference - Special Needs / Swim Team Movie
- c. Next meeting October 25 at 10:00am

- D. Development & Operations TBD
- E. Education Section Heather
  - a. CSU Social
  - b. Career Fair was successful
    - i. Can send job announcements out through CSU East Bay.
    - ii. You can send it every couple weeks and it will be posted each time you send it in. Make Title interesting. Make pdf interesting. Include map of where your city is. Will be helpful for students who are unfamiliar the area.
- F. Recreation Section Karen
  - a. Next Week October 11 at 9am
  - b. Accepting conference scholarships
  - c. Rec Connect - October 18 Getting the best from you and your staff
  - d. Board nominations went out.
- G. Therapeutic Section Jessica
  - a. Nothing to report
  - b. Looking for RT sessions at conference.
  - c. Jessica will be speaking
- 5. Other Reports
  - A. Region 1 Representative Cindy
    - a. Region 1 Social
      - i. One Sponsor already secured.
      - ii. Educators section wants to join in.
      - iii. Want to find a location that under 21 can join as well.
      - iv. Thursday evening
  - B. Past President Barbie
    - a. Not present
  - C. Student Representative Steven & Katie
    - a. Recap of the bbq
    - b. 50 people attended / 25 signed in
    - c. Gave out extra credit and that seemed to draw more people
    - d. Hosting at Cal State made it convenient for students to attend
  - D. YTRS RJ
    - a. 12 participants
    - b. Do's and don'ts of social media spoke at meeting
    - c. Planning a leadership conference / battle of the bands event
    - d. Hiring
    - e. Special Events
    - f. Next meeting October / November in Concord
  - E. SANCRA Andrea
    - a. Youth Sports Roundtable 9/14
    - b. November 9 Adult Sports Roundtable next meeting
    - c. SANCRA released one sports grant / student scholarship
    - d. Send out to members
  - F. BAPPOA Korey

- a. Alexa Pritchard - Succession Planning in September
- b. November meeting Pleasanton - Awards Dinner / Reunion
  - i. Veterans Hall
- c. CAMS Scholarship / Karen Gordin Scholarship
- d. Election cycle calling for nominations for the board

## 6. Unfinished Business

- A. Annual Budget & Reserve Policy Andrea
  - a. Pass until next meeting
- B. Fall Institute Rachel
  - a. Need feedback on descriptions by October 4 at 12:00pm
  - b. CEU's - All but three sessions will offer CEU's
    - i. Will add these details to the flyer
    - ii. .1 CEU per hour
    - iii. Up to .4
  - c. Stephen / Katie have agreed to be room hosts
  - d. Matt will take the lead on room hosting
  - e. Unity Day
    - i. Option 1: Kindness Tree / Pirate Ship with Sails
      - 1. Sail the sea of kindness
      - 2. Notes can be sails
    - ii. Option 2: Chain
    - iii. Option 1 is the winner
      - 1. Jessica / Kathryn will take the lead on this
      - 2. Blue Tape is needed to hang things, but we have plenty.
      - 3. This could take place during check in.
      - 4. Include D3 Unity Day picture in the theme.
  - f. Programs - Did not budget for this.
    - i. Andrea will print the programs.
  - g. Will everybody be at this event?
    - i. Board Members needed at 7:00 AM.
    - ii. Karen will be a little late
  - h. Breakfast Snacks - Andrea
    - i. Adam has a pile of napkins
    - ii. Small muffins, breakfast bars, cuties, bananas
  - i. Greet guests at Social
    - i. Karen / Hub
    - ii. Go to social at 345 or 4pm
  - j. Parking Lot is small / encourage carpooling
    - i. Do not park at YMCA
  - k. Send out an email
    - i. Include programs, parking information, other important info
  - l. Adam & Andrea at check in
  - m. There will be signage to direct people to the proper location
  - n. Divide the pavillion in half for sessions
  - o. Sign for social, schedule of the day, directional arrows for the entrance

- p. Evaluations
  - i. There is a new evaluation that CPRS wants us to you.
  - ii. Heather will help out with evaluations piece
- q. Packets for room host
- r. Overall evaluation at the end of the event. Email it out. Use surveymonkey
- s. Case of water leftover from student BBQ. Soda from swim team.
  - i. Water Jugs for waters
  - ii. Bring cups because people will forget
- t. Korey will bring a projector.
- u. Confirm the time of lunch
- v. Board will wear t-shirts and eye patch
- w. Adam will bring event box.
- x. Andrea will bring a receipt box.
- C. Student BBQ Recap Steven & Katie
  - a. Complete Recap in officer reports
- D. RecTalk Event Adam
  - a. Writing event description
  - b. Recruiting sponsors
  - c. Flyer for event to distribute at fall institute
- E. Scholarships & Professional Grants Heather
  - a. Get scholarships to as many people as possible for smaller amounts
    - i. This is what the students requested as well
  - b. Roll over similar scholarship application process for this year.
  - c. Professional Grant - Nobody applies
    - i. Help spread the word so that people can apply.

## 7. New Business

- A. Bylaws Review
  - a. Look through the by-laws to find things that need to be changed or need to be added.
  - b. Will have to work through region rep to make changes.
  - c. We are targeting to have suggestions made, so that new board can make the approval next year.
  - d. Make notes and send changes to Kathryn. She will compile all of the suggestions and notes.
  - e. Start a sub committee to review by-laws.
    - i. Director of Programs / Membership / Vice President / Aquatics Section
- B. Resource Manual Review
  - a. Need to update for the year.
  - b. 75% complete
  - c. Guide for anything not in the by-laws that we do.
  - d. Everybody is responsible for updating this document.
  - e. Start thinking about it and we will work on it the next few months.
- C. Board Elections 2019-2020
  - a. 4 positions open

- b. Election process is easy, but needs to be explained better
- c. State Guidelines
  - i. Submit application
  - ii. Check to see if they are qualified
  - iii. List all of their qualifications in candidate statements
  - iv. Submit a picture
- d. Put out information about elections at Fall Institute.
- e. Powerpoint slide at Fall Institute with upcoming events and elections, etc.
  - i. Heather will create the PowerPoint.

8. Next Board Meeting : November 7, 1-3pm, San Ramon City Hall

9. Adjournments - 3:15pm

*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.*