



**Retreat Timeline**  
**May 18, 2021**  
**9am-Noon via Zoom**  
**MINUTES**

9:00- 9:10- Welcome and Introductions

Called to order 9:06am

- Install of Mike Adams as President Elect and RJ Saldana as Vice President of District 11 and appoint Barb Adair as Legislative Section Rep and Taylor Smith as Sponsorship Director

9:37am

- Installation of Mike Adams as President Elect & RJ Saldana as Vice President of D11

Ryan Morais Motions

Doug Grove 2nds

Approved by Board

- Installation of Barb Adair as Legislative Section Rep, Taylor Smith as Sponsorship Director, & Doug Story as Treasurer of D11

Mike Adams motions

Ryan Morais 2nds

Approved by Board

- Share your Background- years in the field, where did you start, what brought you to D11

- Personnel & professional goal for this year

9:10-9:20-What we do and why

- “Collaboration, creativity, and respect build lifelong connections that matter and make a difference, propelling us to work together across boundaries.” – Diane Luna

- Review Sponsorship Packet – Taylor

- Draft created with previous board mirrored from D10 Sponsorship packet. Need updates for D11 Sponsorship tiers.
  - What CPRS Is
  - Who we are
  - What we stand for
  - Who is D11
  - What areas we serve
  - Our membership
  - Where their sponsorship dollars would go
  - Sponsor benefits
- Events for the year?
  - Verbal thanks at events
- Marketing opportunities for Sponsors?
  - Social Media
  - Branding
- Fee value is reflective, realistic & appealing
- Build cost of event attendance: table (\$200), ticket costs for 2 people, etc into fee
- Taylor has sponsors in mind to begin

- Fine-tuning needed for completion
- Quick turnaround needed for distribution to Sponsors
- Suggestion – one price, basic but attractive
- *Ryan* – Suggestion for whole board to assist with locking in 1 or 2 sponsors each and not leaving it to 1 person
- Committee to determine price & finalize packet
- *Victoria* - Mindful of vendors in COVID who haven't been able to attend expos during this difficult time – sponsor highlight in social media, additional support with minimal cost

🔗 Review Bylaws – Jessica 10am

🔗 Review District Map – Jessica

9:20-9:50-Review rolls and responsibilities

- Review of D11 Duties of Officers 2021-22
- Discrepancy of terms for Secretary & Treasurer between Duties & Bylaws (1 year vs 2 year term)
- Discrepancy of President Series, update needed (Vice President, Pres Elect, President)

🔗 Review Operations Manual

🔗 Stressing the importance of communication and working as a team

🔗 Accountability

9:55-10:00- Break and then

Called back to order 10:29am

Team Building Break Mike and

RJ

10:00-10:30- Budget review

Doug Story

RJ Reviewed

Expenditures approx. \$15-16k:

- District Admin \$2000
- D11 Socials \$400
- Board Meetings \$500
- SCMAF Social \$250
- Reg 4 Mini Conf. \$2500 (3 way between district)
- A&I Banquet \$4500
- Rec U \$1200
- Surf & Turf \$1000 (aquatics & rec combination, leader training, Spring)
- Ball Field Maint. Day \$500 (break-even event, possible partnership with SCMAF or others)
- D11 Scholarships & Sponsorships \$2400 (partnering with other agencies as well)

- District Donations \$1500 (associations on D11 behalf)

Motion to Approve Budget with possible changes with confirmation of events: Doug Grove

2<sup>nd</sup>: RJ Saldana

Approved by Board

Go to bank to add Jessica & Doug Story – RJ to handle details with bank

10:30- 11:45- Goal Setting /Calendar year –Jessica

- Resources to returning part time staff, low cost trainings for agencies
- 2 minimum Rec Leader/Specialists (End of Aug Zoom, Jan '22 in person)
  - Conflict Resolution
  - Special Event
  - Youth/Adult Sports
  - After School Programs
- Pick 2-3 dates, 1-2 socials, brewery, bowling, fundraiser
  - -End of August, November/December, Jan/Feb
- Quarterly basis
  - Once a month meetings, 3 or 4 times a year in person
- Holiday breakfast? Early Dec
- District BBQ?
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- Current Events
  - A&I
  - Taco Bout Tuesday – Keep but reduce from weekly to monthly
  - Rec U – retire and introduce new trainings
  - Mini Conference (Victoria to get more information)
  - Trainings

↗ 20/21 Recap

↗ Goals 2-3

↗ Events

- Hybrid/ in-person

↗ Networking

- Hybrid/in-person
- Education

↗ 21/22 Board outlook

↗ Monthly meetings

- Day/Time

- Previously 3<sup>rd</sup> Wed of month
- 1<sup>st</sup> Board Meeting Wed June 23<sup>rd</sup> 12:30p-1:30p Hybrid @ Riverside Bourns Family Youth Innovation Center & Zoom
  - Video Chat/In-person/Hybrid

Agreement to continue hybrid meeting structure

↗ District

- Continue monthly
- Education
- Add educational component when we can.

↗ Committee Leads

- Challenge to bring in one new person from agency or outside agency to assist.

Goals

- Begin to recruit membership to participate on committees
- Create positions for Members at Large per Operating Manual, require Committee leads
- Survey to find out what membership wants as far as trainings, events
- Create list of cities and agencies in district to connect with
- Marketing – reintroducing agency membership, celebrate Rec professionals, connecting D11 via social media

11:45-12:00- Wrap-up



Conflict of interest survey must be completed by May 31<sup>st</sup>. If you haven't done it yet!

[https://www.magnetmail.net/forms/display\\_form.cfm?doAction=DisplayEditForm&uid=CPRS&fid=58299&rid=2063354441&mid=20306985&rtype=mm&sid=3377617](https://www.magnetmail.net/forms/display_form.cfm?doAction=DisplayEditForm&uid=CPRS&fid=58299&rid=2063354441&mid=20306985&rtype=mm&sid=3377617)

Meeting adjourned at 11:40am

# CPRS District 11

## Bylaws





## DISTRICT 11 BYLAWS

AUGUST 2017

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### **ARTICLE I**

#### **NAME & PURPOSE**

**1.1 Name.** The California Park & Recreation Society is a California nonprofit mutual benefit corporation. The name of the corporation is CALIFORNIA PARK & RECREATION SOCIETY, INC. The District name shall be the CALIFORNIA PARK & RECREATION SOCIETY, INC. District 11

**1.2 Purpose.** The purpose of the California Park & Recreation Society is to advance the profession of recreation, parks and community services; to unite members and ensure member success; to provide educational opportunities to recreation, parks, and community services professionals; to engage in research to advance the recreation, parks, and community services profession; to disseminate information affecting recreation, parks, and community services in California; and to engage in legislative advocacy that support and enhance parks, recreation, and community services as an essential service.

1.2.1 District Purpose. The purpose of District 11 shall be to be in alignment with the overarching CPRS purpose within the agencies that comprise District 11 to advance the profession of recreation, parks and community services; to unite members and ensure member success; to provide educational opportunities to recreation, parks, and community services professionals; to engage in research to advance the recreation, parks, and community services profession; to disseminate information affecting recreation, parks, and community services in California; and to engage in legislative advocacy that support and enhance parks, recreation, and community services as an essential service.

**1.3 Bylaw Implementation.** The implementation of these Bylaws shall be outlined in the CPRS Policy and Resource Manual a.k.a. The Answer Book.

## **ARTICLE II**

### **ORGANIZATION**

**2.1 Districts.** There shall be fifteen (15) Districts with geographical boundaries defined at the time these Bylaws are adopted. Northern Districts will be 1 through 7 and Southern Districts will be 8 through 15. Number and boundaries may be changed upon request of Districts by a majority vote of voting members of the Districts involved. Changes to the number and boundaries of Districts shall be Final subject to ratification by the State Board of Directors.

**2.2 Regions.** There shall be five (5) Regions within the Society which will be represented on the State Board of Directors by a Region Representative. The number of Regions and boundaries may be changed upon request of a Region by a majority vote of voting members of the Region involved. Final approval is subject to ratification by the State Board of Directors. The geographical boundaries of each region are aligned with the following Districts: Region 1: Districts 1, 2, 3; Region 2: Districts 4, 5, 6; Region 3: Districts 7, 8, 15; Region 4: Districts 11, 13, 14; and Region 5: Districts 9, 10, 12. The five (5) Region Representatives shall each serve a two (2) year term. The District leadership will meet annually at a District/Section leadership meeting held at the CPRS Conference & Expo.

**2.3 Sections.** The State Board of Directors may approve the creation of statewide "Section(s)" to plan and provide activities for a specialized area(s) within the park and recreation and community services profession. Sections must be in compliance with Section 2.5. The Section presidents will meet annually at the District / Section Leadership meeting held during the CPRS Conference & Expo.

**2.3.1 Authorized Sections.** Sections authorized by the State Board of Directors are:

- A. Administrators
- B. Aging Services
- C. Aquatics
- D. Development & Operations
- E. Educators
- F. Recreation
- G. Recreation Therapy

**2.4 Council of Sections.** A Council of Sections comprised of each section President or their designee, shall serve as an advisory board to the State Board of Directors. The two (2) Section Representatives on the State Board of Directors shall be elected by the Presidents of authorized CPRS Sections for a two (2)-year term. The Section leadership will meet annually at a District/Section leadership meeting held at the CPRS Conference & Expo.

**2.5 Functions of all Districts and Sections.** The primary functions of Districts and Sections shall be:

- A. Provide educational opportunities to members
- B. Provide networking opportunities to members
- C. Perpetuate the profession through leadership development
- D. Support CPRS public policy programs and initiatives

**2.6 District and Section Bylaws** District and Sections may establish Bylaws. Said Bylaws must be in conformance with, and not be in conflict with the Society Bylaws. Bylaws and changes thereto, are subject to ratification by the State Board of Directors prior to taking effect.

**2.7 Evaluation and Dissolution of Districts and Sections.** The State Board of Directors will periodically evaluate each District and Section to assess the entity's contribution to the Society's goals and objectives. By a majority vote, the State Board of Directors may dissolve a District or Section; said dissolution to be effective at the start of the next Society fiscal year.

## **ARTICLE III**

### **MEMBERSHIP**

**3.1 Voting & Non-voting Members.** Members in the Society shall be Voting or Non-voting.

**3.2 Qualifications for Voting Membership.** Voting members must be residents of California except for Past Presidents of the State Board of Directors. Voting members may belong to one primary section in which the individual must meet the established section membership criteria as set forth below. Voting members may also choose multiple secondary sections based upon their interests. Secondary section members are eligible to vote but cannot hold office in their secondary section(s).

**3.2.1 Categories of Voting Membership.**

- A. Professional. Individual employed 30 hours or more in the park and recreation and community services profession.
- B. Part Time Professional. Individual employed less than 30 hours a week in the park and recreation and community services profession.
- C. Student. Full time undergraduate and graduate students (full time as defined by their college or university) preparing for a career in park and recreation and community services at an institution of higher learning.
- D. Company. Company whose primary interest lies in providing services or products to the park, recreation, and/or community services industry and/or to the general public. Voting rights shall be given to two (2) designated representative residing in California.
- E. Active Retiree. A Professional member who has been an active member of CPRS for five years immediately prior to retirement.
- F. Past President. An individual who has served as State President of the Society; residency in California is not required.
- G. Honorary. Individual who has been awarded honorary membership by the Society.
- H. Agency. Voting rights shall be given to one (1) designated representative of the City, county, regional, district, state, or federal governments, and non-profit organization providing park, recreation, and community services.
- I. Colleges and Universities. Institutions of higher learning interested in the recreation and park profession. Voting rights shall be given to one (1) designated representative.
- J. Health and Wellness. Hospitals, rehabilitation centers, health care organizations, or recreation therapy agencies providing recreation and leisure services.



### 3.2.2 Non-Voting Members

- A. Transitional. Individual who has graduated from a college or university and who is transitioning from student to a professional; an individual is restricted to one (1) year in this membership category.
- B. Special Interest. Individual interested in advancing the goals of CPRS and parks, recreation, and community services within California, but who is not currently employed in the field of park, recreation, or community services.
- C. Out of State Associate. Individual interested in advancing the goals of CPRS and parks, recreation, and community services and who has established residence outside of California.
- D. Out of State Honorary. Individual who has established residence outside California and who has been awarded honorary membership by the Society.

**3.3 Member in Good Standing.** A member in good standing is one who has paid current dues and assessment, has no other outstanding obligations to the Society, and who has not been found by the Society to be in violation of membership conditions and requirements established by the Society.

**3.4 Member Obligation to Follow Society Bylaws.** Each member of this Society agrees to be bound by these Bylaws and amendment thereto, the Code of Conduct as outlined in The Answer Book and by the lawful actions of the State Board of Directors and/or duly constituted committee of the Society.

**3.5 Termination.** A membership shall be suspended or terminated whenever the Society, or a committee or person authorized by the Society, in good faith determines that any of the following events have occurred:

- A. Resignation of member, on reasonable notice to the Society;
- B. Expiration of the period of membership, unless the membership is renewed on the renewal terms fixed by the Society;
- C. Failure of a member to pay dues, fees, or assessments in the amount and under the terms set by the Society;
- D. Failure to abide in the lawful decisions of any duly constituted committee of the Society; and
- E. Occurrence of any event that renders a member ineligible for membership, or failure to satisfy membership qualifications.

**3.6 Discipline.** A member may be publicly reprimanded, fined, suspended or terminated for cause by the State Board of Directors or its designee. Cause shall include a failure, in serious degree, to

- A. Observe the Society's Code of Conduct as prescribed by the State Board of Directors in these Bylaws or otherwise,
- B. To abide in the lawful decisions of any duly constituted committee of the Society, or to engage in any conduct which is deemed by the State Board of Directors or its designee contrary or prejudicial to the interests and/or purposes of the Society.

The discipline shall occur only after the member has been given a fifteen (15) day prior written notice of the proposed discipline and the reasons therefor. The notice shall also advise the

member of the member's opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the discipline by the State Board of Directors or its designee. The State Board of Directors or its designee shall determine whether cause exists and the appropriate discipline, if any.

The State Board of Directors is not required to follow the above procedures when imposing lesser discipline such as a private reprimand.

**3.7 Member Liability.** No member of the Society shall be personally or otherwise liable for any of the debts or obligations of the Society.

## **ARTICLE IV**

### **DISTRICT BOARD OF DIRECTORS**

**4.1 District Board of Directors.** The District Board of Directors is the governing body of the District and has the authority and responsibility for the supervision, control, and direction of the District. The District Board of Directors may delegate the management of the affairs of the District to any person or group, including a committee, provided the District Board of Directors shall retain the responsibility for the actions of such person or group and further provided that the District Board of Directors shall in all cases be responsible for the ultimate direction of the District.

**4.2 Composition of the Board of Directors.** Shall consist at a minimum of the President, President-Elect, Vice President, Secretary, and Treasurer, and will be referred to as the Executive Committee (Article 6.2).

4.2.1 Additional Director Positions. The following elected director positions on the District Board of Directors shall be Director of Communications and Director of Board Relations.

4.2.2 Ex Officio Director Positions. The ex officio positions of the District Board of Directors shall be appointed and shall include Section Representatives for each of the authorized sections (Article 2.3.1) and a Legislative Committee Representative (Article 6.3). A total of fifteen (15) directors shall be referred to as the District Board of Directors.

**4.3 Terms of Office.** The terms for the offices of President, President-Elect, and Vice President shall be one (1) year, and until their respective successors shall be elected and installed. The Secretary and Treasurer, Director of Communications and Director of Board Relations shall serve two (2)-year terms, and until their successors are elected and installed. The District Board of Directors shall have the power to fill offices which become vacant during such term.

**4.4 Directors' Obligation to Attend All Meetings.** It shall be the duty of all Directors to attend all meetings of the District Board of Directors. There will be one (1) vote per Director at the District Board of Directors meetings.

- A. Excused Absences. A Director who is ill or who is temporarily incapacitated may receive an excused absence directly from the President. The District Directors shall be allowed to miss no more than a total of three (3) Board of Directors meetings during his/her term.

- B. **Unexcused Absences.** A Director with two (2) unexcused absences from meetings of the District Board of Directors is considered to have vacated the position and the District Board of Directors will move forward with filling the vacancy. See Article 4.11. It shall be the responsibility of the President to notify the Director by telephone followed by a letter stating they have been removed from their position due to failure to notify the District Board of Directors of their absence from two meetings.

**4.5 Meeting by Electronic Means.** Directors of the District Board of Directors may participate in a meeting through use of electronic means as long as each Director participating in the meeting can communicate with all of the other Directors concurrently.

**4.6 Board Action.** Every act or decision done or made by a majority of the District Board of Directors present at a meeting duly held at which a quorum (Article 9.1) is present is the act of the District Board of Directors. The District Board of Directors may adopt rules and regulation which may supplement and interpret these Bylaws and shall be binding and enforceable as to members and District Board of Directors.

**4.7 Action by Unanimous Written Consent Without a Meeting.** Any action required or permitted to be taken by the District Board of Directors under any provision of law may be taken without a meeting if all members of the District Board of Directors shall individually or collectively consent in writing to such action in the manner specified in the California Nonprofit Corporation Law.

**4.8 Executive Director.** The State Board of Directors shall employ an Executive Director who has the authority to manage the Society on a day-to-day basis. The Executive Director has the sole authority to hire, direct, discipline, and terminate the Society personnel.

**4.9 Election of Directors.** Election of Directors shall be by vote of the qualified members of the Society and in accordance with procedures set forth in these Bylaws. An individual may only hold one (1) seat on the District Board of Directors at any given time. After one (1) year of serving in their respective offices, the Vice President shall progress to the office of President-Elect and the President-Elect to President.

**4.10 Duties of the Directors.** The Directors perform those duties that are usual to their positions and that are assigned to them by the District Board of Directors, including those duties that are set forth in the Society Policy and Resource Manual and District Resource Manual as adopted by the District Board of Directors annually. In addition, the President serves as Chair of the District Board of Directors and shall preside at meetings of the District and the District Board of Directors; the President-Elect acts in place of the President when the President is not available; and the Treasurer is the Chief Financial Officer of the District.

**4.11 Vacancies on the District Board of Directors.** If a vacancy occurs on the District Board of Directors for any reason, the District Board of Directors may fill the unexpired portion of the term, subject to the following restrictions:

- A. **President.** The President-Elect shall advance to the position of President. If the President-Elect chooses not to assume the duties of President, the District Board of Directors shall have the responsibility to appoint a willing and qualified member to complete the term of that position.
- B. **President-Elect.** The Vice-President shall advance to the position of President-Elect.

- C. Vice-President. The alternate shall be a member the District Board of Directors deems qualified.
- D. Secretary. The alternate shall be a member the District Board of Directors deems qualified.
- E. Treasurer. The alternate shall be a member the District Board of Directors deems qualified.
- F. Other Directors. The alternative shall be a member the District Board of Directors deems qualified.
- G. Section Representatives. The alternate shall be a member of the Section where the vacancy occurs and a member of the District. The alternative shall be a member the District Board of Directors deems qualified.

## **ARTICLE V**

### **MEMBERSHIP MEETINGS**

**5.1 Annual Meeting or Training of the District** There shall be at least one (1) general membership meeting or training within the District as determined by the District Board of Directors.

**5.2 Special Meetings.** The President, District Board of Directors or twenty percent (20%) or more of the members may call special meetings of the regular membership.

**5.3 Notice.** The District Board of Directors must give members reasonable notice of all annual and special meetings. The notice shall include a description of the business to be discussed and shall be given at least thirty (30) day (but not more than ninety (90) days) before the meeting.

**5.4 Action Without a Meeting: Written Ballot.** Any action which may be taken at a meeting of the members may be taken by conforming to the mail balloting procedure specific in the California Nonprofit Corporation Law.

**5.5 In Person Meetings.** Meetings of the District Board of Directors shall be held at least once a year. State Board of Director meetings and/or conference calls are open meetings and members are invited to attend.

**5.6 Meeting of the District Board of Directors.** There shall be at least four (4) meetings of the District Board of Directors annually.

## **ARTICLE VI**

### **COMMITTEES & TASK FORCES**

**6.1 Establishment of Committees & Task Forces.** The District Board of Directors may establish committees and/or task forces to which it may delegate various governance functions. All committee and task forces shall be subject to the supervision of and be accountable to the District Board of Directors.

**6.2 Executive Committee.** The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, and Treasurer. The President shall serve as the Chair of the Executive Committee. The Executive Committee shall act in place of the District Board of Directors at District Board of Director meetings on all matters except those specifically reserved by the District Board of Directors. The Executive Committee shall report its actions to the District Board of Directors no later than the next meeting of the District Board of Directors.

**6.3 Legislative Committee Representative.** The District President shall appoint a Legislative Representative to serve on the CPRS Legislative Committee representing the needs and interests of the membership. If no appointment is made it shall be the responsibility of the District President to serve as that representative.

## **ARTICLE VII**

### **ELECTIONS**

**7.1 Elections.** The District Board of Directors shall establish written rules, requirements and procedures pertaining to elections to include in the District Resource Manual.

**7.2 Ballots.** The President, or their designee, shall have prepared and submitted to each member qualified to vote, not later than thirty (30) days before the Annual Meeting of the Society, a districtwide ballot carrying the names of candidates. Names shall be listed on the ballot in alphabetical order. A blank line below the names of the candidates for each office shall be provided for a write-in candidate. A notation on the ballot shall specify the day by which the ballot is to be completed. This shall be at least fourteen (14) days prior to the Annual Meeting of the Society in care of the CPRS State Headquarters.

**7.3 Voting by Electronic Means.** Members may vote through use of electronic means to the extent permitted by California law.

**7.4 Tabulation of the Votes.** It shall be the duty of the District Nominating and Election Committee Chair to select at least two (2) members when not utilizing the CPRS state office to verify the election results. The person receiving the highest number of votes for each office shall be declared elected. Results of the election shall be ratified by the District Board of Directors.

**7.5 Tie-Breaker.** In the event of a tie, the District Nominating and Election Committee Chair shall report this to the District Board of Directors at the next meeting following the election. A vote of the District Board of Directors will be taken by secret ballot at this meeting to determine the successful candidate.

**7.6 President & President-Elect.** At the time other offices are filled by election, the offices of President and President-Elect shall be filled by the automatic advancement of the individuals who have served as President-Elect and Vice President, respectively, for the preceding year.

**7.7 Nominations by the Membership.** Members representing two percent (2%) of the voting membership may nominate candidates for all elected director positions by a petition, signed by those members within ninety (90) days preceding the next time said District Board of Directors positions are to be elected, and delivered to the District Board of Directors. Upon timely

receipt of a petition signed by the required number of members, the Nominations and Elections Committee Chair shall prepare the names of the candidates to be placed on the statewide ballot along with the names of those candidates named by the District Nominations and Elections Committee.

**7.8 Qualifications of Candidates.** Candidates for the following positions must meet the minimum qualifications as set forth in the Bylaws:

- A. Vice President. Must work or reside in the District for which they serve. Must be a current voting member; must be available to serve for three (3) years on the District Board of Directors, one (1) year in each of the following positions: Vice President, President-Elect, and President; and must have a minimum of two (2) years' experience either in an elected capacity at the state, district, or section level, or a chair of a state, district, or section committee or task force.
- B. Secretary. Must work or reside in the District for which they serve. Must be a current voting member; must be available to serve for two (2) years as a director of the District; and must have a minimum of one (1) year experience either in an elected capacity at the state, district, or section level, or as a chair of a state, district, or section committee or task force.
- C. Treasurer. Must work or reside in the District for which they serve. Must be a current voting member; must be available to serve for two (2) years as a director of the District; and must have a minimum of one (1) year experience either in an elected capacity at the state, district, or section level, or as a chair of a state, district, or section committee or task force.
- D. Section Representative. Must work or reside in the District for which they serve. Must be a current voting member; must be a current voting member of the section you represent; must be available to serve for one (1) year as a director of the District.
- E. Director of Communications. Must work or reside in the District for which they serve. Must be a current voting member, must be available to serve for two (2) years as a director of the District. Must also have a minimum of one (1) year experience either in an elected capacity at the state, district, or section level or as a chair of a state, district or section committee or task force.
- F. Director of Board Relations. Must work or reside in the District for which they serve. Must be a current voting member, must be available to serve for two (2) years as a director of the District. Must also have a minimum of one (1) year experience either in an elected capacity at the state, district, or section level or as a chair of a state, district or section committee or task force.

## **ARTICLE VIII**

### **POLICIES & PROCEDURES**

**8.1 Policies & Procedures.** The Board of Directors may adopt, by majority vote of the Board of Directors, policies which govern the District.

## **ARTICLE IX**

### **QUORUM**

**9.1 Board of Directors.** Quorum for the District Board of Directors meetings shall be a majority of the serving District Board of Directors.

**9.2 Members.** A Quorum for a General Membership Meeting shall be those members present.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

**10.1 Parliamentary Authority.** The current edition of Sturgis, The Standard Code of Parliamentary Procedure, governs this organization in all parliamentary situations that are not provided for in the law or in its charter, Bylaws, or adopted rules.

## **ARTICLE XI**

### **EMERGENCY ACTION**

**11.1 Emergency Action Authorized.** In the event of an emergency within the District or Section, the State Board of Directors or Executive Committee of this Society may, to the full extent of and in the manner permitted by Corporation Code Section 7140 and 7151, take actions and conduct business as may be necessary to protect the interests of the Society and its membership in the event of an emergency. A written record of all actions taken will be maintained during the emergency period, and all such actions shall be subject to review by the Society, in its sole discretion, upon conclusion of the emergency.

## **ARTICLE XII**

### **AMENDMENTS**

**12.1 Amendment.** These Bylaws may be amended by a two-thirds vote of the District Board of Directors provided that certain amendments to the Bylaws specified in the California Nonprofit Corporation Law. Unless those materially and adversely affect the rights of members or change the authorized number of District Board of Directors, must be approved by the membership.

## **ARTICLE XIII**

### **INDEMNIFICATION & INSURANCE**

**13.1 Indemnification.** To the fullest extent permitted by law, this corporation shall indemnify and defend its directors, officers, employees, and other persons described in Section 7237 (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in these Bylaws shall have the same meaning as in Section 7237 (a) of the California Corporation Code.

**13.2 Insurance.** CPRS shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its agents against any liability asserted against or incurred by the agent in such capacity arising out of the agent's status as such.

CPRS

## District Map







## CPRS Districts

## By County

## REGION 1

## District 1

Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Sonoma, Solano, Trinity

**District 2**  
Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer  
Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, Yuba

### District 3

Alameda, Contra Costa

## REGION 2

### District 4

San Francisco, San Mateo, Santa Clara

**District 5**  
Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

**District 6**  
Monterey, San Benito, Santa Cruz

### REGION 3

### District 7

Fresno, Kings, Madera, Tulare, Mono

## District 8

San Luis Obispo, Santa Barbara, Ventura

**District 15**

Kern, Inyo, Los Angeles (partial)

## REGION 4

**District 11**  
Riverside, San Bernardino

**District 13\***  
Los Angeles (partial)

District 14\*

Los Angeles (partial)

## REGION 5

### District 9\*

Los Angeles (partial)

District 10\*

Orange, Los Angeles (partial)

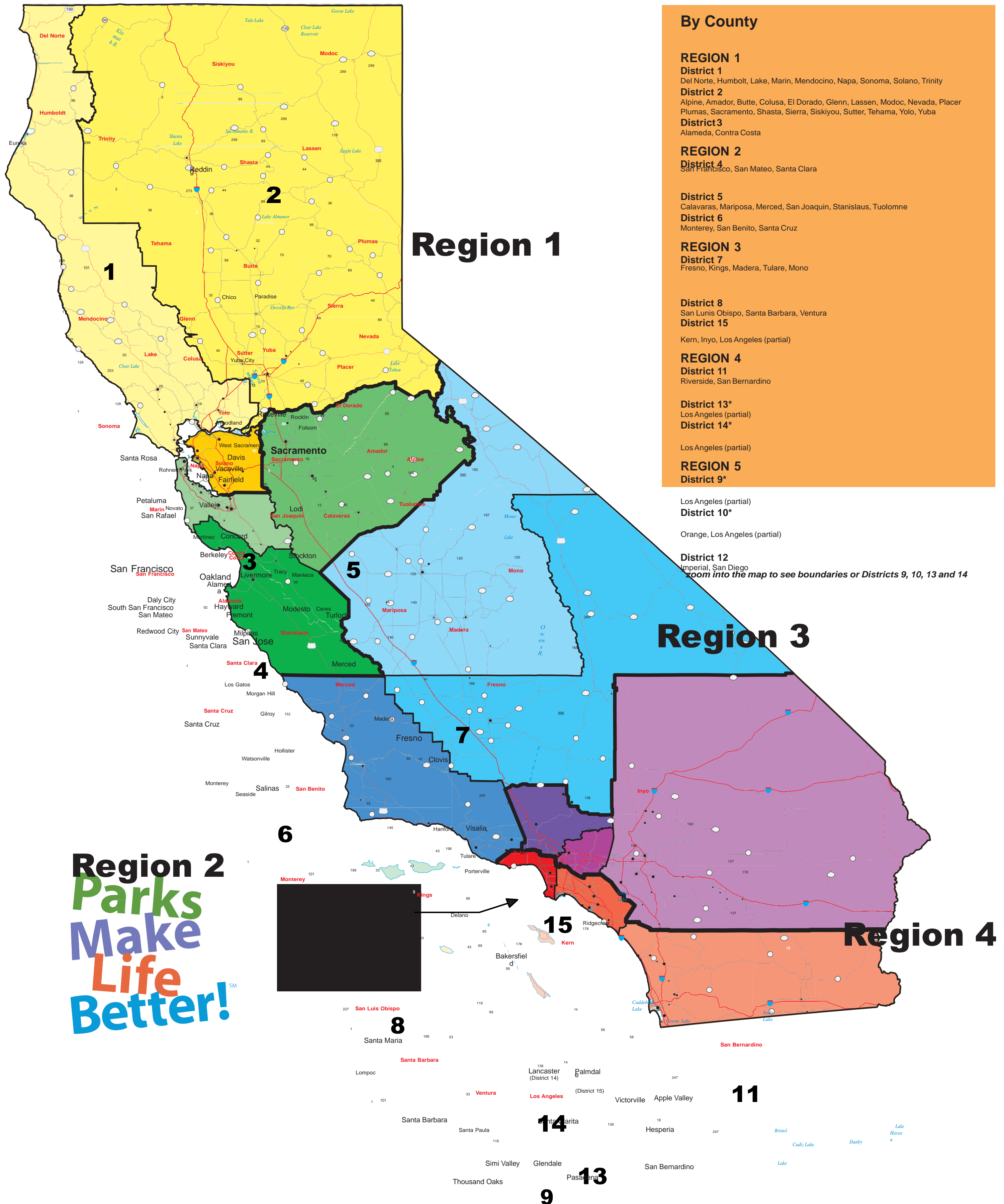
**District 12**  
Imperial, San Diego

**zoom into the map to see boundaries or Districts 9, 10, 13 and 14**

## Region 3

## Region 4

**Region 2  
Parks  
Make  
Life  
Better!**





# CPRS Region and District Map



CPRS District 11

## Operations Manual



## **CALIFORNIA PARK AND RECREATION SOCIETY DISTRICT 11**

District 11 represents a diverse group of Parks & Recreation professionals, with a wide range of responsibilities from administration to on-site program development and supervision. The District does not limit membership by job classification or job title, but includes anyone interested in the field or profession of Parks & Recreation.

The purpose of District 11 is to unite Parks & Recreation professionals and others concerned with any aspect of California's diverse Parks & Recreation environments; to provide educational opportunities to Parks & Recreation professionals; to disseminate information affecting Parks & Recreation professionals in California; to provide a forum to meet their varying needs; and to engage in state and federal advocacy efforts that support and enhance the Parks & Recreation profession. Listed below are the overall goals for District 11 but each President will present their goals for the board during the Board Retreat or first meeting as the new board.

### **DISTRICT 11 GOALS**

- To provide a network of communication between the various individuals, agencies and organizations involved in Parks & Recreation.
- To advocate for Parks & Recreation as an essential service.
- To provide regional opportunities for professional development, education and training in the field of Parks & Recreation.
- To strengthen and broaden the network of Parks & Recreation organizations and agencies throughout District 11.
- To recognize or acknowledge the development of innovative Parks & Recreation facilities and programs.
- Perpetuate the profession through leadership development.
- Support CPRS Ends Policies and Parks Make Life Better campaign.
- Operate in a fiscally responsible manner.

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 11**

**JOB DUTIES AND RESPONSIBILITIES**

Duties of Officers

**A. President**

1. Attend District Board of Directors Meetings
2. Presides over the board meeting of the District
3. Prepares agenda for Board of Directors meetings and business meetings for the District
4. Represents the membership at the district level
5. Serves as ex-officio on all District committees, except the Nominating Committee
6. Submits Annual Reports to District members
7. Is responsible to the Board of Directors for the action of all officers and committees
8. Attend the CPRS District/Section Summit
9. Attend the CPRS District/Section Leadership Meeting
10. 3 year term (President Elect, President, Past-President)

**B. President-Elect**

1. Attend all District Board of Directors Meetings
2. Presides over the board meetings when the president is absent
3. Attend the CPRS District/Section Summit
4. Attend the CPRS District/Section Leadership Meeting
5. Serve as member of CPRS Legislative Committee and attend meetings when possible
6. Identify potential candidates and activity provides information regarding duties, responsibilities and requirements of Board positions
7. Annual review of Operation Manual for updates
8. 3 year term (President Elect, President, Past-President)

**C. Vice President**

1. Attend all District Board of Directors Meetings
2. Responsible for nominations and elections
3. Responsible for bylaws compliance and reviews
4. Serve as parliamentarian for the District Board of Directors using Sturgis' The Standard Code of Parliamentary Procedure as the parliamentary authority
5. 1 year term

**D. Secretary**

1. Attend all District Board of Directors Meetings
2. Prepares minutes of official meetings and submits to board for approval
3. Maintains minutes file
4. Prepares correspondence as appropriate
5. 1 year term

**E. Treasurer**

1. Attend all District Board of Directors Meetings
2. Receives all funds for District 11
3. Responsible for the annual financial statement that is sent to CPRS
4. Provides timely financial reports to the Board of Directors and District membership

**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 11**

5. Reconciles bank statements
6. Reviews and pays expenditures per Board policy
7. 1 year term

**F. Corresponding Secretary**

1. Serves on the District Board of Directors Meetings
2. Serves as editor of the District newsletter
3. Update District Facebook
4. Update calendar of events, library and shared folders on CPRS website
5. Send out E-mail blast for District meetings and events

**G. District Director**

1. Attend District Board of Directors Meetings
2. Serves in an advisory role to the President and the Board
3. Assist in District 11 events and trainings
4. Assists in Board Elections and manages candidate interest forms.
5. 2 year term

**H. Member-at-Large**

1. Attend all District Board of Directors Meetings
2. Represent the general membership
3. Serves as a Committee Chair for at least one District event or project
4. 2 year term

**SECTION REPRESENTATIVES**

**Function:** To provide necessary information sharing between their section and the District 11 Board of Directors. The Section Representatives will serve as the liaison between Sections and District 11.

**Responsibilities:**

1. Attend all District 11 Board of Directors meetings
2. Maintain and encourage participation in the district through actively communicating the importance of CPRS and District 11
3. Attend conferences and trainings offered by CPRS and District 11 (i.e. CPRS Conference, Awards & Installation Banquet and any trainings or workshops in the district) whenever possible
4. Encourage members of your section and of the district to attend state-wide conferences and trainings through the CPRS & District 11 by distributing information to your Section Board and members
5. Assist in the development of conference trainings or session presentations for District 11
6. Operate as the communication link between your section membership and the District 11 Board of Directors
7. Provide the District Section Members with regular communication (via email/mail/phone) in order to provide support
8. Provide all incoming District/Section members with orientation information
9. Attend the CPRS Conference as a leader in CPRS and to assist in facilitating with education sessions, expo booth and networking event as needed

## **CALIFORNIA PARK AND RECREATION SOCIETY DISTRICT 11**

10. Members of the District 11 Board may serve as a Section Representative as long as they are a member of that section

### **Sections**

- Administrative
- Aging Services & Activities
- Aquatics
- Development & Operations Section
- Educators
- Recreation
- Recreation Therapy
- Legislative Representative
- Student Representative

### **WEBSITE & EMAIL RESPONSIBILITIES**

**Function:** To disseminate information and updates vital to the success of District 11 membership by maintaining the site with the most recent and current information. It will be the responsibility of all Board of Directors to review, update, amend, change, post, to the website.

#### **Responsibilities:**

1. Upon given access as a moderator, familiarize yourself with the website and the functions available to you
2. Learn how to upload and post to the following: email to group, blog posts, library, discussion forums, and other functions as necessary
3. Actively review and respond to blog postings, discussion forums, and email correspondence as a Board of Director
4. Prepare e-mail blasts on upcoming or important District 11 information to be approved by the President or President-Elect before being sent to the District 11 membership
5. Follow CPRS and District 11 President's direction for membership communication. Please use the sample email signature below when representing District 11

First Last Name  
*CPRS District 11 (insert title)*  
Street Address, City, Zip  
Phone: (123) 555-1234  
Email Address  
(logo optional)

### **SCHOLARSHIP PROGRAM COMMITTEE**

**Function:** Provide information to CPRS District 11 members in regards to the availability of professional development scholarships offered through District 11. The goal of these scholarships is to provide Parks & Recreation professionals and students the opportunity to participate in professional training that they would not otherwise have the opportunity or resources to attend.

#### **Responsibilities:**

## **CALIFORNIA PARK AND RECREATION SOCIETY DISTRICT 11**

1. Upon direction from the President, prepare announcements based upon the approved budget of available funds
2. Develop and prepare professional development scholarship application for distribution to the District 11 membership
3. Conduct a review of all applications with the assistance of additional committee members that were submitted by the deadline
4. Rate and award scholarships to those applicants that meet all requirements and who show deserving of the professional development scholarship

### **BY-LAWS REVIEW**

**Function:** The Vice President will review the District 11 By-Laws and make recommendations to the Board of Directors for amendments to improve operations and business of District 11.

#### **Responsibilities:**

1. Shall review the District's By-Laws annually
2. Shall submit any suggested changes or additions to the Board of Directors for consideration
3. Upon Board of Directors approval, shall submit By-Law changes to CPRS Headquarters for comments and approval
4. Upon CPRS Headquarters approval, shall submit By-Law changes to the District 11 membership for comments
5. Shall prepare information to go out to the District 7 membership for a vote to amend the By-Laws as described

### **NOMINATIONS & ELECTIONS COMMITTEE**

**Function:** The President Elect will oversee the nomination and election process for Board of Director positions per the terms identified in the By-Laws or any vacant positions available.

#### **Responsibilities:**

1. Prepare and send information the District 11 membership identifying positions available and the process to take for nominations and elections
2. Secure nominations of at least two people for each vacant office in an attempt to have a slate of candidates for elections
3. Inform all candidates of the duties and responsibilities as identified in this manual for acceptance to run for office
4. Follow established procedures by CPRS Headquarters and the District 11 By-Laws for the election
5. Update the Board of Directors of all action taken to secure a candidate slate

### **AWARDS & INSTALLATION COMMITTEE**

**Function:** The committee Chair will represent District 11 and work to solicit, organize and assist in the development, marketing, and creation of the Awards & Installation Banquet.



**CALIFORNIA PARK AND RECREATION SOCIETY  
DISTRICT 11**

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the banquet will be held
2. Report to the Board of Directors who will be the Co-Chair(s) in efforts to prepare the event
3. Submit proposed budget to the President and Treasurer for update and board approval.
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Registration
  - Power Point Presentation
  - Décor, set-up & break-down
  - Location & Caterer
  - Speakers/Presenters
  - Raffle prizes and/or Silent Auction
5. Collect registration
6. Follow-up with your assigned committee members and assist them as needed
7. Evaluate your efforts and report to the District 11 Board of Directors at each meeting

**CPRS CONFERENCE SOCIAL COMMITTEE**

**Function:** Serves as liaison between District 11 Board of Directors and our District 11 members.

**Responsibilities:**

1. Identify and work with District & Section Representative(s) where the social will be held
2. Report to the Board of Directors who will be the Co-Chair(s)
3. Submit proposed budget to the President and Treasurer for update and board approval
4. Identify individuals for sub-committees (example):
  - Save the date flyer, program flyer, registration form & program brochure
  - Sponsorship
  - Location
  - Entertainment
  - Décor, set-up & break-down
  - Food arrangements
5. Follow-up with your assigned committee members and assist them as needed
6. Evaluate your efforts and report to the District 11 Board of Directors at each meeting

CPRS

## Answer Book



# The Answer Book

New  
Improved



advancing california's  
park & recreation profession

Questions and Answers for  
CPRS District & Section Leaders

2020 Edition



# A Thank You From CPRS



Dear CPRS Leaders,

On behalf of the California Park & Recreation Society State Board of Directors, the Staff and all CPRS members, thank you for your service! We know the time you give to CPRS is valuable and we hope you know it is very much appreciated. CPRS would not be the successful organization it is without strong leaders like you.

The document you have in your hands is your guide for a successful leadership year within your District or Section. It is full of resources, lists, and as the title suggests, answers to your most pressing questions. Please use this resource to its fullest extent, sharing it with your leadership team! If you find a question that isn't answered in this document, let us know. We update this information regularly and all feedback is welcome.

Your State Board of Directors, with the help of our Region and Section Representatives, strives to stay in touch with you. Make sure you reach out to these leaders as they are in place to support you and the activities of your District or Section. Don't forget the staff at CPRS Headquarters (HQ) are here to support you too.

As you embark on your journey as a CPRS leader, remember that everything we do at the Section, District, Region or State level works to help us meet our ENDS and ensure the long term thrivability of the park and recreation profession in California. You are key to this success.

Thank you again for your service!

Sincerely,  
Your CPRS State Board of Directors  
Your CPRS HQ Staff

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# About CPRS



# About CPRS



## Our Mission

The California Park & Recreation Society's mission is to advance the park and recreation profession through education, networking, resources and advocacy.

## Why We Exist

CPRS is the source of resources, tools, advocacy and events that strengthen California's public parks and recreation industry and our professionals. CPRS unites members and creates networks across disciplines and agency boundaries to achieve together what we cannot do alone.

Founded in 1946, CPRS is a nonprofit, professional and public interest organization with more than 4,000 members who:

- Promote health and wellness
- Support economic vitality
- Create recreation experiences
- Foster social cohesiveness
- Support human development
- Protect natural resources
- Strengthen community identity and sense of place
- Facilitate community problem solving
- Promote community livability

CPRS membership is well distributed, with 86 percent of park and recreation agencies in California boasting at least one CPRS individual member.

### **In the END:**

- CPRS exists so that members are successful. These ENDs will be achieved in a manner that represents good value for the resources invested.
- Member Dedication: Members are dedicated to strengthening community
- Member Support: Members have the skills, knowledge, support and networks they need
- Advocacy: Members make effective use of tools needed to position parks and recreation as a vital community service



# The Role our Districts, Regions & Sections Play



## The Role our Districts, Regions & Sections Play

Many times, our Districts and Sections are the first place a member engages in CPRS. You set the stage for an outstanding member experience!

The function and purpose of all Districts and Sections are to (as stated in all Bylaws):

- Provide educational opportunities to members
- Provide networking opportunities to members
- Perpetuate the profession through leadership development
- Support CPRS public policy programs and initiatives

In addition, CPRS Districts and Sections provide a 'community' where members can

- share resources and discuss challenges
- engage in volunteer opportunities
- sharpen leadership skills

### **Districts**

District boundaries were created to distribute our member population around the state. All members are automatically placed within a District, based on the work or personal address given on their membership application. District membership is included in annual CPRS membership dues.

### **Regions**

CPRS' 15 Districts are combined into 5 Regions. This structure brings 3 Districts together to share networking and education resources, broaden communication channels and provide representation on the State Board.

### **Sections**

Sections bring members together around a specific job specialty. Members have a choice to join a Section and may join as many Sections as they wish to be involved in. Cost to join a Section varies and is in addition to annual CPRS membership dues. Section fees are determined by each Section and are used by the Section leadership to help defray costs of offering statewide programs and services.

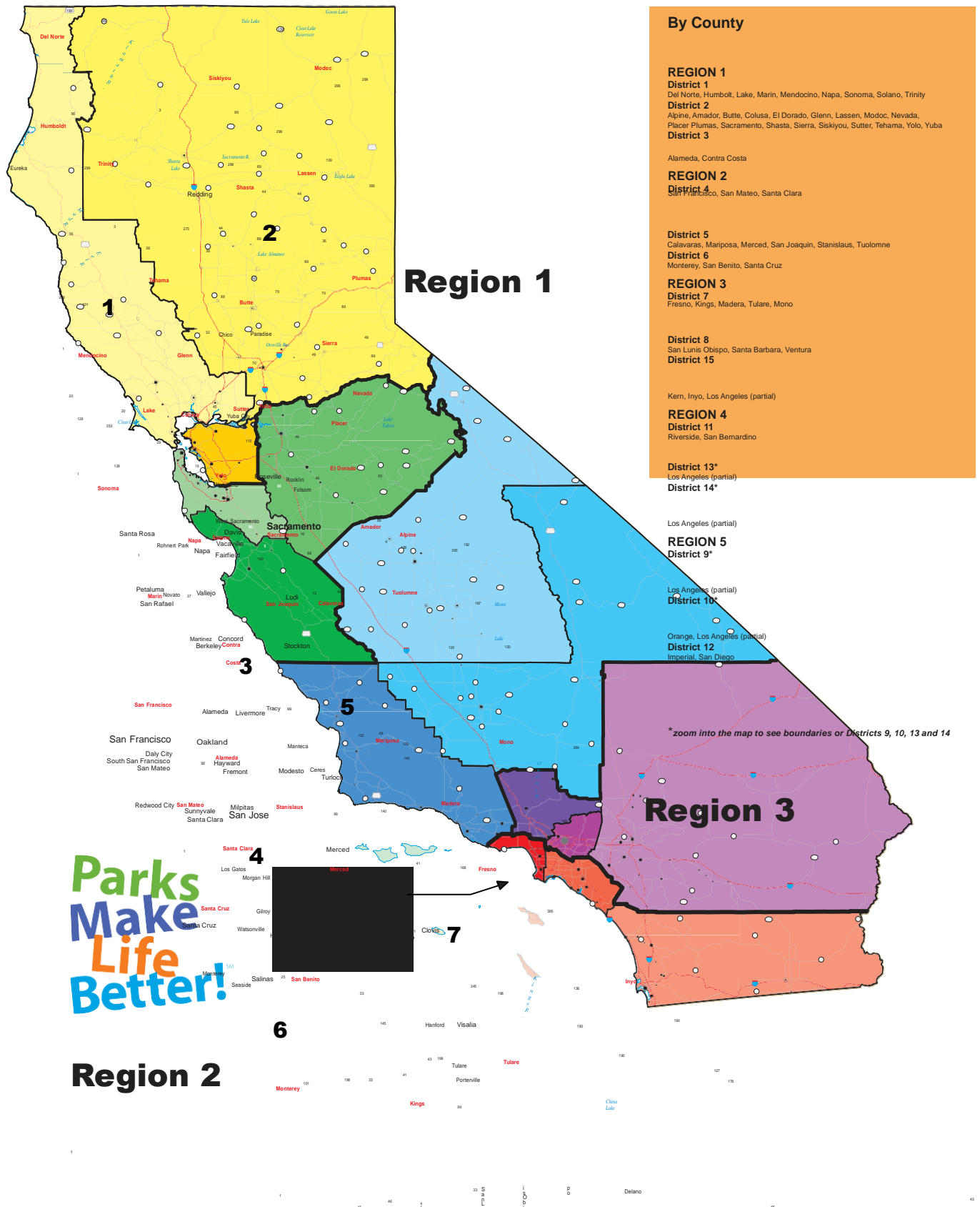
### **Districts and Sections also provide**

- Awards and recognition
- Scholarships
- Statewide Advocacy representation through A-Team involvement

Districts and Sections are a VITAL part of the CPRS Connection!



# District and Region Map



178  
Bakersfield

15  
Kern

Ridgecrest  
119

R  
e  
g  
i  
o  
n  
4

1  
2

227 San Luis Obispo  
1 Santa Maria

8

119

99

14

58

Cadlock Lake

Coyote Lake

Sage Lake

San Bernardino

Lompoc Santa Barbara

Palmdale

(District 15)

11

1

108

31

Ventura

Los Angeles

Victorville

Apple Valley

Santa Barbara

Santa Paula

118

14

Hesperia

138

18

247

British

Cad Lake

247

247

Lake

247

Simi Valley

Thousand Oaks

Glendale

13

13

San Bernardino

Ventura Oxnard

Lake

9

Los Angeles

Fontana

30

Riverside

Banning

42

Riverside

177

1

Inglewood

Torrance

Anaheim

Corona

Moreno Valley

Palm Springs

Santa Ana

Peris

Hemet

Cathedral City

Long Beach

01

Palm Desert

Indio

Huntington Beach

Costa Mesa

Orange

Lake Elsinore

74

Laguna Niguel

Dana Point

San Clemente

79

Temecula

371

Salton Sea

111

78

Oceanside

Carlsbad

Vista

78

San Marcos

Escondido

Poway

11

San Diego

Imperial

78

Encinitas

San Diego

Santee

El Cajon

Lemon Grove

73

Coronado

Chula Vista

El Centro

Calexico

Imperial Beach

Region 5

# The CPRS Logo



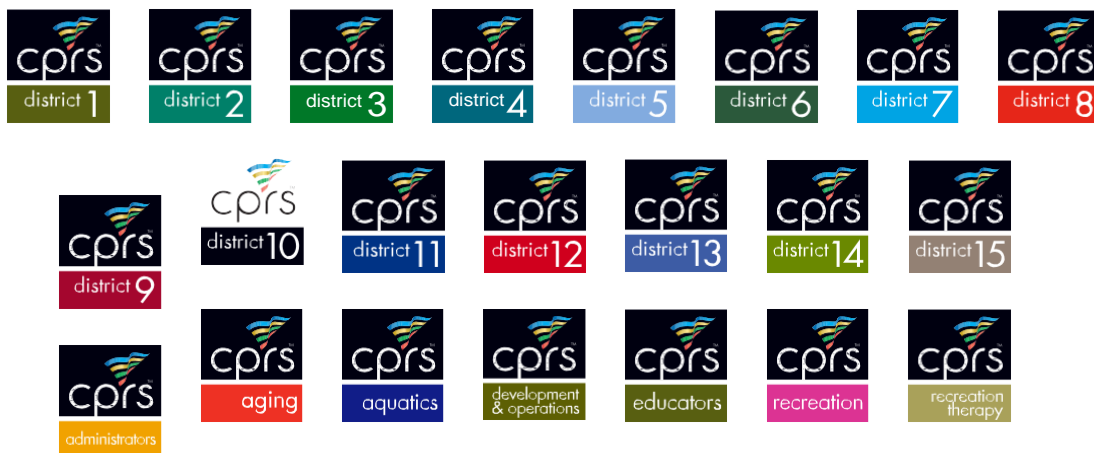
The California Park & Recreation Society provides career development, networking, resources, and is the public advocate for California's park and recreation professionals.



## What does our logo mean?

- Blue represents the resources, best practices, techniques, products and trends we create and gather for park and recreation professionals
- Gold represents our role as the voice of California park and recreation professionals and agencies, government and the media
- Green represents the professional growth of our members as they improve their knowledge of parks and recreation management
- Red represents how CPRS brings park and recreation professionals together across disciplines and agency and regional boundaries to advance professionalism, opportunities for career growth and to encourage collegiality

CPRS District and Sections also have their own logos designed to mimic the organization logo and maintain a consistent look across all CPRS events, materials and groups. CPRS maintains a variety of digital formats of all CPRS logos. If you need one, please call or e-mail John Glaeser, [john@cprs.org](mailto:john@cprs.org) or 916-665-2777.



# Governance 101



# Governance 101



## CPRS State Board

Volunteer leaders are responsible for the direction of the organization and the industry, profession or constituents that it represents. The board acts and thinks strategically, setting goals and strategies for the future. Leaders should avoid micromanagement of the organization, maintaining focus on mission and vision.

## District & Section Boards

District and Section Boards are 'working boards' who's main responsibility is to provide educational and networking opportunities to members, while supporting CPRS public policy programs and initiatives. These boards help perpetuate our profession through leadership development, awards and recognition and scholarships.

## CPRS HQ Team

Paid staff are responsible for the administration of the organization. Staff act as partners to the board, advancing the goals and strategies, while taking care of the daily administrative needs unique to nonprofit organizations.

## Board Legal Duties

**Duty of Care** requires leaders to use reasonable care and good judgement in making their decisions on behalf of the interests of the organization.

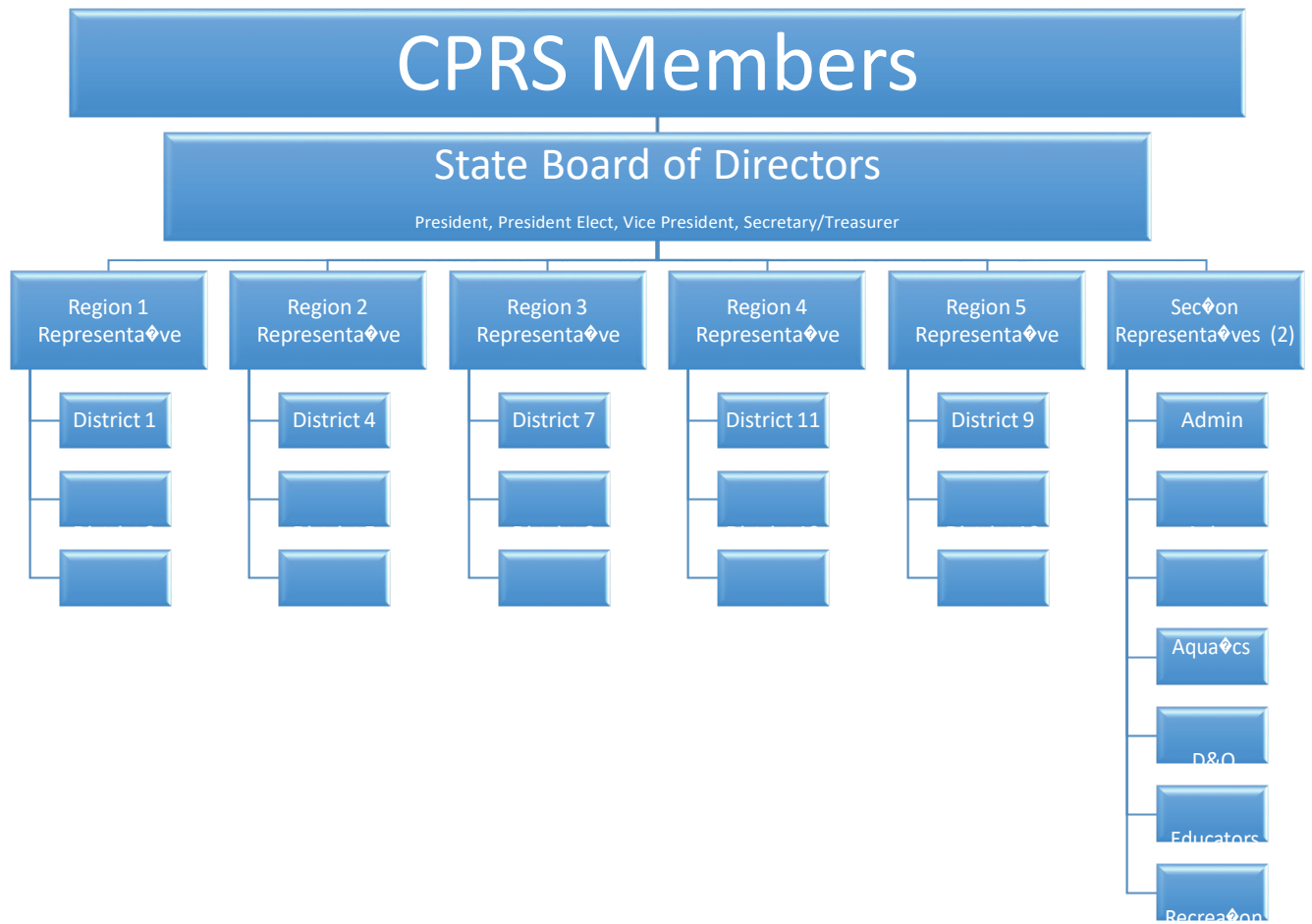
**Duty of Loyalty** requires leaders to be faithful to the organization, avoiding conflicts of interest.

**Duty of Obedience** requires leaders to comply with governing documents such as bylaws, articles of incorporation and policies.

*Take your position as a CPRS leader seriously.  
You will help set the direction for our profession  
for years to come.*

*'The board leads...  
... the staff manages'*

# Where are You on the Organizational Chart?



## NOTES to District and Section Boards:

Each District and Section Board must, at a minimum, be comprised of:

President, President Elect, Vice President, Secretary and Treasurer

Additional positions may be elected or appointed, as authorized in each District or Section Bylaws.

**Districts and Sections are expected to have 1 representative:**

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Region and Section Reps are ex-officio (non-voting) members of each District or Section they represent. They are responsible for communication to/from the District or Section to/from the State Board.

Please see the answer Book or your Resource Manual for more information.

# CPRS State Board



## CPRS State Board of Directors

The CPRS State Board of Directors is made up of 11 positions:

- President
- President Elect
- Vice President
- Secretary/Treasurer
- Region 1 Representative (Districts 1, 2, 3)
- Region 2 Representative (Districts 4, 5, 6)
- Region 3 Representative (Districts 7, 8, 15)
- Region 4 Representative (Districts 11, 13, 14)
- Region 5 Representative (Districts 9, 10, 12)
- 2 Section Representatives (Administrators, Aging, Aquatics, Development & Operations, Educators, Recreation, Recreation Therapy)

The Board's role is to provide high level guidance and vision to strategically move the association forward, to link with the members and to ensure the ENDS are the overlying factor in decision making.

The Board sets policy and is responsible for development and adherence of its Bylaws.

## Meetings

Meetings of the Board are open to all interested members.

Scheduled quarterly, Board meetings take place around the state, ensuring all Districts and Regions are visited.

The Board invites all CPRS members to attend quarterly networking events, hosted in conjunction with their in-person meetings! To learn more about these networking opportunities, connect with any member of the State Board.

Typical Board meeting schedule:

May – Board and Staff Retreat

September – Leadership Check-in Meeting, all District and Section leaders invited

January – Board Education

March – Wrap up with outgoing Board, Orientation for incoming Board

The Board hosts a 'check in' meeting on the 4th Thursday of each month, via Zoom. These 'check in' meetings are typically informational only and used to ensure work of the board is on track between in person meetings.

Should an action item be brought forward for discussion during a monthly 'check in' call, an agenda will be created, supporting reports will be provided as necessary and minutes will be taken.

# CPRS District Boards



## District Boards

While District Boards may vary in their make-up, the following positions must be in place:

- President
- President Elect
- Vice President
- Secretary
- Treasurer

Additional positions may be elected or appointed, as authorized in District Bylaws.

Districts and Sections are expected to have 1 representative:

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Your State Board Region Representative is an ex-officio (non-voting) member of your Board! Please include them in all information distribution!

A District Board's primary role is:

- Linkage with members within their District boundaries
- Align with the goals of CPRS and the State Board
- Provide networking and training opportunities throughout District boundaries

## Meetings

Districts must host at least one (1) general membership meeting or training annually.

District Boards must host at least four (4) meetings annually, with at least one (1) meeting in person.

- All meetings of a District Board should be open to all interested members. One meeting should be a board retreat including orientation for new board members and an annual goal setting discussion.
- Agendas should be shared at least one (1) week prior to the meeting, including any pertinent reports
- Minutes should be shared at least 10 days post meeting, including any pertinent reports
- All other pertinent meeting procedures should be outlined in your District Resource Manual

### A Great Idea!

Host a 'joint meeting' with your fellow Districts within your Region!

This is a great way to link with other members, share ideas and resources, support one another and strengthen our ONE CPRS philosophy!



# CPRS Section Boards



## Section Boards

While Section Boards may vary in their make-up, the following positions must be in place:

- President
- President Elect
- Vice President
- Secretary
- Treasurer

Additional positions may be elected or appointed, as authorized in Section Bylaws.

Districts and Sections are expected to have 1 representative:

- on each Section Board
- on each District Board
- on the CPRS Advocacy Team (A-Team)

Your State Board Section Representative is an ex-officio (non-voting) member of your Board! Please include them in all information distribution!

A Section Board's primary role is:

- Linkage with members in 'like' job responsibilities
- Align with the goals of CPRS and the State Board
- Provide networking and training opportunities throughout the state and through their specific segment of the profession

## Meetings

Sections must host at least one (1) general membership meeting or training annually.

District Boards must host at least four (4) meetings annually, with at least one (1) meeting in person.

- All meetings of a District Board should be open to all interested members. One meeting should be a board retreat including orientation for new board members and an annual goal setting discussion.
- Agendas should be shared at least 1 week prior to the meeting, including any pertinent reports
- Minutes should be shared at least 10 days post meeting, including any pertinent reports
- All other pertinent meeting procedures should be outlined in your Section Resource Manual

### A Great Idea!

Host a 'joint meeting' with other sections who share similar interests!

This is a great way to link with other members, share ideas and resources, support one another and strengthen our ONE CPRS philosophy!

# Board Job Descriptions



## Board Job Descriptions

Detailed job descriptions should be included in your District or Section Resource Manual. Duties below outline basic expectations for each position.

All CPRS leaders must represent the best interests of the Society while making decisions that ensure the collective welfare and strengths of the organization.

### President

The President serves as the chair of the Board and must encourage personal leadership in other board members and the membership.

- Develop all agendas and chair all meetings
- Communicate with and include Region or Section Representative in all meetings, programs and events
- Perpetuate Board leadership through providing engaging work on the Board, sharing information and actively recruiting future leaders

### President Elect

The President Elect works in partnership with the President to carry out the work of the Board, while preparing for their year as President.

- Preside over meetings when President is absent
- Ensure Bylaw compliance and annual reviews
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

### Vice President

The Vice President prepares for the ascendancy to the office of President Elect.

- Actively engage in all meetings
- Serve as parliamentarian of the Board, using Sturgis' The Standard Code of Parliamentary Procedures as the parliamentary authority
- Chair the nominations and elections process
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

### Secretary

The Secretary serves as the recording agent of the Board. The Secretary and Treasurer functions may be combined into one (1) board position.

- Prepare, submit and maintain minutes of official meetings

- Maintain Board roster / contact list
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

### Treasurer

The Treasurer serves as the fiscal agent of the Board. The Secretary and Treasurer functions may be combined into one (1) board position.

- Review and pay expenditures according to policy
- Reconcile bank statements monthly
- Provide timely financial reports
- Develop and report annual financial statements to CPRS HQ by May 31 of each year

### Region Representative (State Board only)

One representative each region.

The Region Representative serves a two-year term and represents specific Districts from which they were elected. They serve as a main communication conduit to/from the Districts they represent to/from the State Board.

- Participate in a minimum of two (2) District Board meetings annually including, but not limited to:
  - o First meeting of each District Board
  - o General membership meeting or training event
- Serve as ex-officio member of each District Board
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

### Section Representative (State Board only)

Two representatives.

The Section Representative serves a two-year term and represents specific Sections. They serve as a main communication conduit to/from the Sections they represent to/from the State Board.

- Participate in a minimum of two (2) Section Board meetings annually including, but not limited to:
  - o First meeting of each Section Board
  - o General membership meeting or training event
- Serve as ex-officio member of each Section Board
- Perpetuate Board leadership through sharing information and actively recruiting future leaders

All other board position descriptions should be included in your District or Section Resource Manual.

# Bylaws and Resource Manuals



## Governing Documents

There are four main documents that will help you have a successful year as a CPRS Leader

#1 – Your Bylaws

#2 – Your Resource Manual

#3 – Our Standards of Conduct

#4 – this Answer Book

## Bylaws

Think about your Bylaws like this... they are the framework upon which your District or Section is built. Bylaws are both a legal document and a roadmap for your District or Sections actions. When you have a question about elections, consult your Bylaws. When you can't quite remember the duties of your Board, consult your Bylaws. Trying to remember how many board members you must have vs how many you may have? Consult your Bylaws.

Bylaws should be reviewed annually, if for no other reason than to make yourself familiar with them. We recommend that the Secretary/Treasurer position(s) be assigned Bylaw reviews; this person should bring any questions or suggested updates to the District or Section Board for further review.

Bylaws should be kept basic, providing just the information needed to keep the framework intact and stable. As Bylaws require a vote of the membership to change, they should not include information that changes frequently i.e. specific programs or events, dates, or personal information.

## Updating Bylaws – the Process

- District or Section Board reviews their Bylaws and finds a suggested edit
- A report outlining the suggested edit is shared with the State Board Secretary/Treasurer for review; this is the perfect time for further discussion and clarification around the suggested edits
- State Board Secretary/Treasurer shares report with the State Board for further discussion
- State Board approves suggested edits
- Suggested edits go to a vote of the membership affected by the change
- Bylaws are updated by the District or Section requesting the change

## Resource Manuals

If the Bylaws are the framework, then your District or Section Resource Manual represents the walls, furniture, and decorations that make each District or Section unique!

Create a Resource Manual that makes sense for your District or Section. Include items such as specific programs or events you provide; what registration options you prefer; who does what role within your board structure.

Your Resource Manual should also be reviewed annually; it's a great idea to assign this task to a board member. As Resource Manual changes do not require a vote of the membership, the Board may make changes as they see fit.

Need help developing your Resource Manual? Connect with your Region or Section Representative! They can share other District or Section resource manuals with you and are a great resource for items to place in your manual.

# Voting/Election Process



## Elections

Districts and Sections are invited to participate in electronic voting for their board election. To maintain the integrity of our elections, ALL elections must be run through the CPRS HQ electronic voting system.

### Election Cycle and Tiered Pricing:

The earlier District and Section ballot information is received at the CPRS office, the less it costs! Fees help cover the cost of our secure 3rd party voting system.

Candidate information received:

in November	Free!
by mid-December	\$ .50 per voting member
by late-December	\$ .75 per voting member
after January 1 (pricing 2020; subject to change)	\$1.00 per voting member

The ballots for the State Board of Directors, District and Section boards will be sent to voting members by mid-January.

We highly encourage you to follow this election cycle! Should a District or Section require an election outside of the January cycle, additional fees may be incurred.

## Standardization of Ballot Information:

The following information must be submitted at the same time for each candidate being placed on a ballot:

Required candidate information:

- candidate name
- current job title
- agency name
- candidate statement, not to exceed 100 words

Send questions regarding eligibility to Susan Wipf, CPRS Director of Marketing and Membership, [susan@cprs.org](mailto:susan@cprs.org), 916-665-2777.

Electronic Voting Staff Contact: John Glaeser, CPRS Director of Communications, [john@cprs.org](mailto:john@cprs.org), 916-665-2777.

# Policies



# The Financial Stuff



Districts & Sections Boards have an obligation to ensure the fiscal integrity of the income received and the manner in which monies are secured and expended.

## IRS Classification

CPRS is classified by the IRS as a 501(c) (6) organization (a trade association). Each District and Section is thusly classified the same.

- Contributions to Districts and Sections are not deductible as charitable contributions; this includes donated items for prizes. You may not give a vendor a receipt for a charitable donation.
- Dues may be deducted as a business expense (except to the extent they support certain political or lobbying activities).

## Federal Tax Identification Number

CPRS has a federal tax identification number as does each District and Section. The District and Section tax ID number should appear on W-9 (request for taxpayer ID) forms and on all bank accounts opened for the District or Section. To receive your federal tax identification number, contact CPRS HQ, 916-665-2777.

## Required End of Year Financial Reporting

Section 6104 of the Internal Revenue Code requires CPRS have all financial information available for inspection as a not-for-profit organization. Each District and Section must send in an annual end-of-year financial report by May 31st to CPRS HQ, 7971 Freeport Blvd., Sacramento, CA 95832, Attn: Director of Finance.

If your District or Section has annual gross revenues over \$50,000, a separate tax return must be filed. CPRS staff and our CPA will process your tax return.

## Fiscal Year Period

- The fiscal year for CPRS and all Districts and Sections is May 1st to April 30th. There is no deviation of these dates.

## Bank Accounts

- Need help opening a bank account? Call Tammy at 916-665-2777.
- Each bank account must be opened, closed, or changed only with the formal approval of your Board (record action in the meeting minutes).

- Each account should have two or three people authorized as signers on the account. Signers must be formally approved by your Board (record action in the meeting minutes).
- Bank statements should be mailed to, opened and approved by someone other than the Treasurer; that person can then forward the bank statement to the Treasurer to reconcile the statement and for filing.

Bank account(s) reconciliations should be done each month by the Treasurer. The President should receive a copy of the bank reconciliation.

- A report of the bank accounts & balances should be presented at Board meetings by the Treasurer.

**Note:** ATM or check cards connected to your bank account(s) are not advised.

## Receipts

- Your Treasurer should keep a copy of all deposits, including copies of the checks included in each deposit.
- Keep copies of all related forms that include payments made by the District or Section.
- For events where it is expected cash will be used, the District or Section should establish check & balance procedures prior to the event.

Two people should handle cash together, including separately counting the cash at the beginning of the event and at the end. They should also verify the deposit with their signatures before forwarding the deposit to the Treasurer.

## Check Processing

- All checks written must be accompanied by a check request form noting the expense item, the vendor, the amount and date. It is encouraged the check number be written on the check request form once the check is written.

A check request must include original receipts or invoices. The person requesting a check should **not** also be the person approving the check request.



# The Financial Stuff



## Check Signing

- A check request must be approved in advance by someone other than the person who is writing the check.
- The District or Section board may require two signatures for each check, but it is not required.
- An individual must never sign a check or check request made payable to them. This will eliminate any doubt of an inappropriate expenditure from the signer.

## Credit Card (should one be used)

- ATM or check cards connected to your bank account(s) are not advised.
- Each credit card should be opened or changed only with the formal approval of your Board (record action in the meeting minutes).
- Each credit card account should have two or three people authorized as signers on the card. Signers should be formally approved by your Board (record action in the meeting minutes).

The monthly credit card statement should be sent to someone other than the person responsible for paying the bill.

- A detailed receipt must be supplied for every transaction.

Every credit card transaction must be approved in advance by someone other than the person paying the bill.

## Financial Statements

- Financial reports should be presented to your Board at each meeting.

A year-end financial statement must be mailed to CPRS HQ by May 31st of each year.

- Gross revenues over \$50,000 within a fiscal year require reporting to the Internal Revenue Service (IRS).

## IRS Guidelines for Business Record Retention

### One Year

- Duplicate Deposit Slips
- Purchase Orders (other than Purchasing Department copy)
- Correspondence with Customers and Vendors
- Requisitions

### Three Years

- Petty Cash Vouchers
- General Correspondence
- Internal Audit Reports
- Internal Reports

### Six Years

- Accounts Payable Ledgers and Schedules
- Vouchers for Payments to Vendors, Employees, etc.
- Copies of Purchase Orders
- Expense Analysis and Expense Distribution Schedules
- Auto Mileage Logs
- Travel and Entertainment Records
- Invoices to Customers
- Inventories of Products, Materials, Supplies
- Accident Reports, Claims
- Bank Statements and Reconciliation's
- Cancelled Checks

### Permanently

- Tax Returns and Worksheets
- Annual Financial Statements
- Cash Books, Charts of Accounts
- Cancelled Checks for Important Payments (especially tax payments)
- Contracts, Leases Currently in Effect
- Current Accident Reports
- Corporate Documents (incorporation, charter, by-laws, etc.)
- Legal Records, Correspondence and Other Important Matters
- Minutes Boards of Directors
- Financial Journals

# Conflict of Interest



In their capacity as directors, officers, chairs, and key employees, the individual leaders of the California Park & Recreation Society (“CPRS”), including its State Board of Directors (“State Board”), its District and Section Boards, Committees, Task Forces, and its employees must act at all times in the best interests of CPRS.

This policy shall cover any volunteer, whether a director, officer, committee member or other unpaid person working on behalf or at the behest of CPRS and its employees.

This policy addresses how CPRS will minimize its risks and to individuals by establishing a mechanism to recognize and respond to conflicts of interest, potential conflicts of interest and apparent conflicts of interest of individuals that may occur in the day-to-day business of CPRS.

## A Conflict of Interest

A conflict of interest may arise in any circumstance that may compromise the ability of an elected or appointed director, officer, or key employee to make unbiased and impartial decisions on behalf of CPRS. Such circumstances may involve family relationships, business transactions, CPRS communications, professional activities, or personal affiliations.

“Conflict of interest” is defined as a transaction in which, because the individual is either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual’s obligations to CPRS and the individual’s personal or business interests. There is an implied duty of loyalty that commands that individuals be faithful to an organization’s best interests and not use their organizational position or knowledge to advance a personal or business related agenda at CPRS’ expense.

Examples of conflicts of interest may include but are not limited to:

- An individual or staff has a financial interest in a company that would benefit from the output of the group they are working with
- An individual who is an officer, director or staff participating in the development of a standard or project that specifies how companies may benefit from some aspect of that standard or project
- An individual who is an officer, director, or staff who is on an awards committee reviewing a recommendation for a company that competes with the company they work for
- An individual who is an officer, director or staff who has the authority to post messages, announcements, or documents to the CPRS communities

## Mandatory Disclosure Facilitation

The State Board requires each District and Section elected and appointed director, officer, committee, regent, and task force chair, and its employees to complete and submit an annual Statement of Disclosure detailing any facts or circumstances that might constitute a conflict of interest. The State Board further requires all elected and appointed directors, officers, and its employees submit an amended Statement of Disclosure to reflect any material changes or additions to the submitted information that may arise during the course of the year. Officers, directors, and key employees are encouraged to err on the side of disclosure and to report any set of circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.

A Statement of Disclosure form will be distributed by CPRS each May to the State Board, presidents of CPRS Districts and Sections, State Committee and Task Force Chairs, and its employees. This form is to be completed **annually** no later than May 31st

## How Conflicts are Identified

The State Board<sup>1</sup> will review each Statement of Disclosure for any set of facts or circumstances that may reflect an actual, potential, or apparent conflict of interest. The applicable reviewing authority may request the assistance of legal counsel to identify potential conflicts. When evaluating a particular set of facts or circumstances, the reviewing authority shall consider the following non-exhaustive list of factors that may indicate a conflict of interest:

- Solicitation or acceptance of gifts or other items of value that may create an appearance or expectation of special treatment in CPRS;
- Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
- Situations in which a director, officer or key employee may be divided between personal or business interests or the interests of another entity (business or organization) and the best interests of CPRS and/or its members;
- Business, professional, or other activities that would materially and adversely affect CPRS, its Districts or Sections, either directly or indirectly; and,
- Any arrangement in which a director, officer, or key employee provides goods or services to CPRS as a paid vendor.

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<sup>1</sup> The State Board will determine specific officer(s), Audit Task Force, or other individual(s) to review the annual disclosure forms and report any perceived or real conflicts.



# Conflict of Interest



## How Conflicts are Resolved

If the State Board or other board appointed reviewing authority identifies an actual, potential or apparent conflict of interest, it may take one of the following actions to resolve such conflict:

- *Waive* (take no action) the conflict of interest as unlikely to affect the director's, officer's, or key employee's ability to act in the best interests of the organization;
- Determine that the individual should be recused (individual asked to not to participate) from all deliberations and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities; or
- Determine that the individual director or officer should resign from his or her service to CPRS. This course of action should apply when the conflict of interest is so pervasive that the director or officer would likely seldom, if ever, be able to act solely in the best interests of the organization.

Should an individual be asked to be recused from the decision-making or resign from their position, that person may make a presentation to the State Board but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.

If the State Board has reasonable cause to believe a member covered under this policy has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the State Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

The State Board reserves final authority over the resolution of all conflicts of interest involving any individual covered under this policy.

## Individuals Covered Under this Policy May Do Business with CPRS

A conflict of interest exists any time a State Board, District, or Section director, officer, or its employee seeks to enter into a business relationship with CPRS. Similar conflicts of interests may arise through family members or through organizations in which directors, officers or key employees serve in a leadership, employment, or ownership capacity.

Such conflicts do not, however, necessarily preclude business relationships with CPRS, its Districts or Sections. The following procedure is designed to resolve conflicts of interest whenever a director, officer, key employee, or a related party, seeks to provide goods or services to CPRS as a paid vendor or contractor:

- The director, officer, or employee must promptly disclose the intent to enter into a business relationship with CPRS, either to the State Board or its designated authority, or both.
- The director, officer, or employee must recuse himself or herself from all deliberation, debate, and voting related to the contemplated business relationship.
- If the value of the transaction exceeds \$1,000, CPRS must solicit proposals or applications from a broad range of other qualified candidates for the product, agreement or contract under consideration.
- The State Board or reviewing authority must determine without the presence or participation of the director, officer, or employee under review, that the transaction is fair and in the best interest of CPRS.

If the State Board approves the business relationship under consideration, the director, officer, or employee may not participate in any process by which his or her performance as a vendor or recipient is evaluated, or in any such evaluation of a related party.

## Notification of this Policy

The State Board shall review this policy annually at the District/Section Summit as well as each Regional and Council of Section Representative shall discuss this policy with each of the boards they represent. This policy shall be posted on the CPRS website for all members to access.

## Retention of Policy Disclosure Forms

A copy of each completed Statement of Disclosure form shall be retained at CPRS HQ for viewing by CPRS members through the individual's term of office plus one year.

**Conflict of Interest Form can be found online at:**  
**<http://www.cprs.org/p/su/in>**

# Member Privacy Policy



CPRS strongly believes in protecting the integrity and privacy of personal information gathered from our members, and visitors to our Website (all hereafter referred to as members). Since the protection of member privacy is of the greatest importance to us, we have created this privacy policy to communicate our practices regarding the collection and dissemination of personal information that can be linked to a specific individual, such as a name, address, phone number, e-mail address, or any other information, provided to us by our members.

## **How we protect member information:**

CPRS is extremely protective of the information gathered through its members and Website. Our Website has security measures in place to protect against the loss, misuse or alteration of the information under our control. Our web server is located in a locked, secure environment.

When members register for events online, we use a secure server and encryption to protect member financial and other personal information given during the transmission.

CPRS does rent its mailing labels to park & recreation agencies, like-minded organizations and vendor companies. These agencies, organizations and vendor companies are provided with mailing labels which include member name and preferred mailing address. These agencies, organizations and vendor companies must sign a contract agreeing to a one-time only usage of the labels. We carefully screen each mailing before we rent the labels and monitor information being sent to our members. CPRS member information is never released to external entities for the purpose of list exchanges.

## **How we use the information gathered when you become a member of CPRS or use one of our online services:**

We gather contact information when members join CPRS, attend conference or other CPRS events, conduct directory updates, or when members register online. We use this information to send members legislative updates and action alerts, information about CPRS programs, events and activities, volunteer opportunities and membership renewal notices and for mailing label rental purposes.

## **How to correct member information provided:**

You may correct and/or change any information regarding your member information by logging on to [www.cprs.org](http://www.cprs.org) or by contacting our member services at [susan@cprs.org](mailto:susan@cprs.org) or via phone 916-665-2777, or via US mail at 7971 Freeport Blvd., Sacramento, CA 95832.

## **How to unsubscribe from e-mail and mailing lists:**

CPRS members may easily and quickly unsubscribe to any CPRS communication, whether receiving it via e-mail or US mail. Those wishing to opt out of receiving e-mail communications from CPRS ("no e-mail"), or from being included in label rentals with like-minded organizations ("no

outside distribution") can simply contact our membership services at [susan@cprs.org](mailto:susan@cprs.org) or via phone 916-665-2777, or via US mail at 7971 Freeport Blvd., Sacramento, CA 95832 and request removal from the e-mails or labels.

## **How members receive e-mails and electronic newsletters from CPRS:**

Members will receive electronic newsletters from CPRS if they have an active membership status. Members will also receive e-mail from their selected District and/or Section. All e-mails are sent from the CPRS office or secure Website to ensure member e-mail privacy. From time to time we may send out e-mails on behalf of like-minded organizations, but we do not provide them with access to member e-mails. At no time will CPRS sell our member's e-mail address(es).

In order to provide members with better and more relevant information, we may compile information about e-mail response and Website usage. This information helps us to better understand our members' site usage patterns and also what types of content and information may help improve our member's experience on the CPRS Website.

All e-mails sent contain a link to unsubscribe or to modify a member's profile. Requests to unsubscribe are processed upon notification. Members may subscribe or unsubscribe to any newsletter or e-mail communication from CPRS at any time.

## **Disclosure Requirements**

The CPRS Candidate PAC and CPRS Initiative PAC are required to disclose some personal information to federal or state government authorities. For example, State law and regulation requires us to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions are in excess of \$100 in a calendar year.

## **How to contact us about privacy issues:**

If you have any questions about our privacy policy, the information we have collected from you online, the practices of CPRS or your interaction with the CPRS Website, send an e-mail to: Stephanie Stephens, Executive Director, [stephanie@cprs.org](mailto:stephanie@cprs.org) or Susan Wipf, Director of Marketing & Membership at [susan@cprs.org](mailto:susan@cprs.org). You may also call us at 916-665-2777.

# Alcohol Policy



This policy is applicable for CPRS state, regional, district, or section events.

1. The CPRS Board of Directors, District or Section Officers, and staff are responsible for assuring the CPRS Alcohol Beverage Policy is vigorously enforced.
2. CPRS is a socially and legally responsible organization, and will not tolerate:
  - a. The serving of alcohol to minors.
  - b. The use of CPRS membership funds to be used to purchase alcohol. This policy does not prohibit CPRS or a CPRS entity from seeking sponsorships or support from outside source(s) to provide alcohol at a CPRS event. If outside funds are used to provide alcohol, the source of the funds should be clearly identifiable in the financial statement for the event.
3. All personnel involved in the event (the CPRS event chair, Board of Directors, District or Section Officers, and staff) should assume responsibility for the enforcement of these rules. In particular, any event chair, leadership or management personnel who notice any individual who appears to have had too much to drink shall take appropriate corrective action. If necessary, the CPRS Board of Directors shall determine if appropriate action was taken.
4. All CPRS events shall agree to abide by these rules and to obey the directions of any responsible CPRS person. Any refusal to obey these rules may subject the offender to appropriate disciplinary action as determined by the CPRS Board of Directors.
5. The CPRS District or Section Officers or staff shall ensure that all appropriate government licenses and insurance are in effect to cover the District, Region, or Section function. The CPRS staff is responsible for any state wide function. The CPRS Director of Finance may answer any insurance questions and/or provide proof of insurance coverage should it be required. To reach the Director of Finance, call 916-665-2777 or e-mail [tammy@cprs.org](mailto:tammy@cprs.org).
6. Where feasible, a professional bartender shall be employed to serve members and guests at any CPRS function when alcohol is served. If it is not feasible to employ a bartender, a responsible adult (who must be over 21 years of age) shall be designated as the server of alcohol. In either case, the server shall be instructed in writing not to serve anyone who is underage or who appears to be intoxicated. The server shall not consume any alcohol while serving as bartender.
7. Whenever feasible, the event chair shall obtain an agreement from the venue owner, operator or server defending and holding harmless CPRS from any liability arising from the serving of alcohol.
8. Any cost of alcohol liability (where not covered by CPRS general liability insurance) shall be from the event budget, prior to the signing of the event site contract. The Executive Director shall determine that said insurance is purchased (if necessary) as part of that contract.
9. The CPRS event chair shall ensure that a sufficient amount of food and non-alcoholic beverages are available. It is recommended self service stations with water and ice be provided.
10. All alcohol events that involve a bar where CPRS is being directly billed shall be on a cash basis only.
11. It shall be the responsibility of CPRS staff to forward this policy to the CPRS Board of Directors, each CPRS District, Section, and committees.

CPRS does not accept advertising from alcohol or tobacco companies.

Any questions regarding this policy may be clarified by contacting the CPRS Director of Finance, Tammy Campos, at 916-665-2777, or [tammy@cprs.org](mailto:tammy@cprs.org).

# Travel Reimbursement Policy



## Allowable & Reimbursement of Expenses Incurred On Official CPRS Business

The following policies shall apply to all authorized Board members, members and staff who travel on official Society business.

The Society will reimburse Board members, members or staff for official business if authorized or budgeted using the following guidelines:

- Requests for reimbursements, with appropriate receipts, must be received in the Society office within 30 days of incurring authorized expenses.
- Request for reimbursement must be presented using the Society check request form, available from the CPRS office and/or via the CPRS online library.
- The Society will not reimburse any member or staff for alcoholic beverages or personal entertainment.

### **By Car**

- Mileage reimbursement shall be at the current IRS rate per mile for a private car, using the most direct and economical route that allows participation in the entire meeting (Call to Order to Adjournment).
- Parking and overnight garage fees are reimbursable, with proper receipts.
- For definitions of mileage that is reimbursable, visit <https://www.mileiq.com/blog/mileage-deduction/>

### **By Air**

- Airfare shall be reimbursed, using the most direct and economical flight that allows participation in the entire meeting (Call to Order to Adjournment).
- To ensure the most economical airfare, reservations are to be made a minimum of 21 days in advance of travel.
- Members may request CPRS purchase their airfare if the request is made a minimum of 21 days in advance of travel.

### **Cancellation of airfare**

In the event a member must cancel their airfare, the cancellation must occur prior to the scheduled flight departure and meet airline refund policies.

- If airfare booked by member: All cancellation and/or re-booking fees are the responsibility of the member and will not be reimbursed by CPRS.
- If airfare booked by CPRS: Current TSA regulations state that airfare is in the name of the traveler and is not refundable to CPRS. The member must coordinate with CPRS HQ staff to use these funds to book their own flight for a future CPRS meeting as deemed appropriate. If no future meeting exists by CPRS fiscal year end (April 30), the

member shall reimburse CPRS the full cost of the airfare.

- o If a member cancels airfare booked by CPRS for a 2nd time during the CPRS fiscal year (May-April), the member is no longer eligible to have CPRS purchase their airfare in advance.

### **Choosing Car vs Air**

Should a member choose to drive their personal vehicle when a flight is the most economical route, the member will be reimbursed mileage not to exceed the amount of the cost of the flight as if booked 21 days prior to travel.

### **Other transportation incidentals**

- Standard public transportation, taxi, shuttle or other transport to and from airports / hotels / meeting location, with proper receipts.
- Reasonable gratuity on said incidentals.

### **Lodging**

- Room and tax for lodging for authorized members may be paid by CPRS.
- All incidentals are the individual's responsibility. The hotel will require the member to leave a credit card upon check in.
- To ensure the most economical lodging rates, reservations are to be made a minimum of 21 days in advance of travel.
- Members may request CPRS purchase their lodging if the request is made a minimum of 21 days in advance of travel.
- The Society will pay for overnight accommodations for members if that member drives more than 50 miles from the site of the meeting to/from their residence or work address.

### **Meals**

- Members receive a daily per diem of \$74.00.
- Meal reimbursement is based upon the time of departure and return and if the meeting or event sponsor provides meals.
- Reimbursement is to include both tax and tip (receipts are not required):

Breakfast	\$16.00
Lunch	\$22.00
Dinner	\$36.00
Total	\$74.00

This per diem reimbursement will be strictly adhered to for CPRS related travel.

It is recommended clarification of reimbursable travel expenses be obtained from the Executive Director prior to the travel to avoid misunderstandings.

# ADA Compliance



## **What Districts & Sections Need to Know**

In an effort to make all attendees, speakers, volunteers and staff feel welcome and able to fully participate in all CPRS events regardless of ability, we recommend the following guidelines be followed:

1. Ensure each facility used for a District or Section event is ADA compliant.
2. Include a question on all event registration forms asking if the attendee requires any special accommodations. This may include learning accommodations (i.e. ASL interpreters, hearing devices, nursing room, wheelchair access) or dietary needs (i.e. gluten free, vegan, etc). You may include a deadline for such requests, to assist event planners in making these special accommodations; please include the statement 'If a specific accommodation is not requested in advance, it may not be provided onsite'.
3. Learning accommodations should be a budget expense item for your events.

## **For more information:**

Americans with Disabilities Act Document Center, <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.pdf>

Here's a great blog outlining how to make your events Accessible and Inclusive! <https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.pdf>



# CPRS Member Standards of Conduct



Nearly 40 million Californians look to their local park and recreation professionals to help them enhance their quality of life. Over 4,000 park and recreation professionals engage with the California Park & Recreation Society (CPRS) for the education, resources and leadership opportunities they need to fulfill this great public need.

CPRS has the responsibility to serve its members and the public with integrity. To fulfill this responsibility, CPRS's membership of professionals, volunteer leaders and industry partners are committed to ethical standards that promote the goal of transforming society for the better.

To join CPRS in any of these capacities is to commit to work in accordance with its ethical standards and to encourage the development and implementation of the ethical standards within the entire field of parks and recreation.

These Standards of Conduct embody aspirational ethical standards. The aspirational ethical standards describe the conduct that individuals strive to uphold as CPRS members. Although adherence to the aspirational ethical standards is not easily measured, conducting ourselves in accordance with these ethical standards is an expectation that members should have of themselves and our colleagues as professionals. Among the aspirational ethical concepts which these Standards of Conduct embrace, are those of respect, responsibility, fairness and honesty.

Respect is demonstrating a high regard for one's self, others, and the resources entrusted to them. Those resources may include people, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, support, and performance excellence by fostering mutual cooperation — an environment where diverse perspectives and views are encouraged, considered and valued.

Responsibility is taking ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result from our decisions and actions.

Fairness is making decisions and acting impartially and objectively. A member, leader or industry partner's conduct must be free from competing self-interest, prejudice, and favoritism.

Honesty is understanding the truth and acting in a truthful manner both in one's communications and in one's conduct.

## Core Ethical Standards

As a CPRS member, one should aspire to:

- Respect and uphold public laws that govern one's work
- Be honest in conducting the member's business
- Respect the confidentiality of information gained through one's work
- Act fairly in conducting one's business and in membership interactions
- Foster an ethical culture through one's work
- Take responsibility for one's conduct

All CPRS members aspire to demonstrate ethical conduct by acting in the manner described in the following CPRS Core Ethical Standards.

### Respect and uphold public laws that govern one's work

- Know and abide by the laws and regulations that govern the profession and that of his/her community.
- Encourage all stakeholders and partners to respect and uphold the law.
- Ensure all contractual dealings are conducted fairly and in compliance with the law.

### Be honest in conducting the member's business

- Strive to create an environment in which others feel safe to tell the truth.
- Be honest and accurate in communications and in conduct particularly when describing one's knowledge, experience, expertise and credentials.
- Demonstrate transparency in the decision-making process and disclose all potential and actual conflicts of interest.
- Follow the Society's policies and procedures in the acceptance of commissions, compensation or other benefits in connection with the scope of the Society's membership benefits.

### Respect the confidentiality of information gained through one's work

- Protect confidential information, including information that is in the possession of staff or volunteers whose service to the association is ending.

### Act fairly in conducting one's business and in membership interactions

- Serve the interest of both the member's organization and CPRS through fair, honest and courteous dealings that help advance the park and recreation profession.
- Advance, support, and promote CPRS membership and the profession of parks and recreation through word and deed.

# CPRS Member Standards of Conduct



- Approach directly those persons with whom one has a conflict or disagreement, when appropriate.
- Conduct ourselves in a professional, courteous and respectful manner in all business and membership interactions.
- Maintain and constantly reexamine our impartiality and objectivity, taking corrective action as appropriate.
- Actively encourage equitable access to opportunities in association membership, volunteer engagement and development, meetings, events, and activities.
- Abstain from behavior that reflects poorly on one's organization, CPRS, and the membership. Such conduct includes but is not limited to: actions disrupting businesslike atmosphere, harassment, discrimination, inappropriate language, bullying, and activities that may endanger self or others.
- Employ practices that exemplify 'Social Responsibility' as it pertains to both the human and environment conditions.
- Respect diversity and foster inclusion in all aspects of one's work.
- Build strong relationships with all to enable a culture of integrity and uncompromising ethics.
- Members inform themselves about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful.
- Listen to others' points of view, seeking to understand them.
- Provide accurate information in a timely manner.
- Make commitments and promises, implied or explicit, in good faith.

## **Foster an ethical culture through one's work**

- Model and encourage the integration of ethics into all aspects of management of the agency which employs the member.
- Pursue the objectives of the agency that employs the member in ways that are ethical.

## **Take responsibility for one's conduct**

- Exhibit professional conduct that is a credit to CPRS, one's employer and one's self, and strive to continually advance personal knowledge and achieve higher levels of excellence in one's profession.
- Follow the established standards of the park and recreation profession and CPRS's Standards of Conduct.

# Meetings & Events





# How Can I Run an Effective Meeting?



## **“Effective meetings don’t happen by accident, they happen by design”**

### **Meeting leadership is vital to the effectiveness of your Board**

#### **Know Your Environment**

- District/Section geography
- Traffic patterns
- Facility resources
- Attitudes and perceptions of members
- Acknowledge time constraints
- Conduct SWOT analysis (worksheet available on CPRS Website)

#### **Lead by Example**

- Start with the end in mind (Communicate CPRS Ends)
- Connect personally with District or Section board members (before the first meeting)
- Demonstrate accountability
- Listen carefully to others
- Give the unengaged member a voice
- Apply a future focus
- Ask for input/feedback from represented groups
- Model the role of advancing California’s park and recreation profession and highlight how “Parks Make Life Better!”

#### **Activate your Board**

- Engage the entire Board during meetings
- Link Board work to meaningful outcomes
- Create individual accountability
- Recognize challenges as learning opportunities

- Evaluate often and adapt to emerging needs and issues
- Recognize the difference between governance and management
- Remain positive and encourage the Board to speak with one voice
- Plant the seeds for succession through verbal contact with members

#### **Utilize your State Board Representatives and CPRS Staff for support**

- Ask your representative to attend your training and/or award/installation event
- Ask for help
- Call CPRS Headquarters for training event speakers or support
- Utilize CPRS survey and research data to make informed decisions

#### **Plan each agenda**

- Have an outcome for each agenda item
- Add times to each agenda item
- Be sure all speakers are prepared and ready
- Recap decisions made and end with a thank you

## **Evaluate Your Work**

To ensure the work you are doing is meeting the needs of the members, as well as supporting the ENDS of CPRS, it is important that you evaluate the work you and your District or Section Board is doing. CPRS has collected a number of tools you can use to evaluate not only your work, but also the work being done by your leadership team. In addition, CPRS HQ can assist you with a variety of online survey tools to help make the evaluation process even easier.

Tools available to you, via our online library:

- CPRS online survey instrument
- SWOT Analysis outline
- SOAR Analysis outline
- CPRS Board Self Evaluation
- District / Section Evaluation of the CPRS State Board

Have an evaluation tool you use and would like to share? Please send it to John at [john@cprs.org](mailto:john@cprs.org)!

# Meeting Minutes



Meeting minutes capture the essential information of a meeting – who attended, decisions made, and assigned actions.

Minutes are **not** a record of who said what.

## How to Format the Minutes

1. Name of the organization, start and end time, date, meeting location, and attendees  
List all attendees:
  - a) Board members with their board titles
  - b) Absent Board members
  - c) Guests
2. Record all motions
  - a) Approval of the agenda with any additions / deletions
  - b) Approval of the last meeting minutes and approve any amendments to the minutes
  - c) Acceptance of financial reports (motion should be to “accept” not “approve”)
  - d) Actions taken during the meeting
  - e) Approval to end meeting
3. How to record motions
  - a) The chair should re-state the motion before the vote is taken to ensure it is written correctly and all attendees are clear on the motion. Secretary is to write down the exact words of the motion.
  - b) Do not record the “maker” of the motion or who “seconded” the motion as minutes are a business document.
  - c) Include the result of the vote (pass or fail); do not record individual votes. If a member wishes to have the “abstention” vote recorded, their name can appear in the minutes.
4. Discussions without decision-making should be recorded by topic, highlights of the discussion, assignments made, and if the discussion will continue.

## Who Should Take the Minutes

Typically the Secretary is responsible for taking the minutes. In some cases it may be a combined position with the Treasurer. As a Board member assigned this task, you will be expected to take part in the meeting AND take the minutes.

## How to Take Minutes

Minutes can be typed directly onto a laptop, recorded by a voice recorder, or written on a white-board that prints what’s written on it. Pen and paper are the most traditional and reliable recording tools.

Create a “minutes” template from the agenda leaving blank space to record motions, actions, and notes. This will aid in writing the formal minutes.

## Minutes are Done – Now What?

1. Ask the meeting chair to review the document for errors. Once reviewed, send the minutes to attendees (present and absent). Keep a copy of the notes (and the template) for yourself in case someone wants to review them later.
2. The chair should add approval of the minutes to the group’s next meeting agenda. The minutes become part of the organization’s record when they are approved by the board members.
3. Once approved, upload the minutes to the District or Section’s community library.

Tips from the International Association of Administrative Professionals (IAAP)

- ✓ Number your notes pages as you go so you aren’t confused later. The minute-taker is responsible for providing good flow. Write the minutes in the same order as the agenda. Don’t force yourself to write the minutes in the actual chronological order of the discussion - it may not work.
- ✓ Record the action items, not the discussion leading up to the action. The purpose of minutes is to record decisions made and to record actions to be taken, by whom and when.
- ✓ The recorder must be objective. Write in the same tense throughout and avoid using people’s names. This is a business document; it is not about who said what.
- ✓ Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- ✓ If you need to refer to other documents, attach them in an appendix or indicate where they may be found.

# Parliamentary Procedures 101



## What is Parliamentary Procedure?

Parliamentary procedure, or parliamentary law, is the code of rules and ethics for working together in groups.

The CPRS Bylaws states *Sturgis Standard Code of Parliamentary Procedures* shall be used.

Parliamentary procedure is **not** synonymous with the book *Robert's Rules of Order*.

## What are the Principles of Parliamentary Procedures?

“The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony.” *Sturgis*, p. 7.

The fundamental principles of parliamentary law as stated by *Sturgis*:

- All members have equal rights, privileges, and obligations.
- The majority vote decides.
- The rights of the minority must be protected.
- Full and free discussion of every proposition presented for decision is an established right of members.
- Every member has the right to know the meaning of the question before the assembly and what its effect will be.
- All meetings must be characterized by fairness and by good faith.

## Standard Order of Business for Meetings

A meeting should not be called to order until a “quorum” is established.

- A quorum is the number or proportion of the members of an organization that must be present in order to transact any business.
- The quorum should be defined in the bylaws. In the absence of a provision regarding quorum, common law provides that a majority of members constitutes a quorum.
- Once a quorum is present, the meeting and business may proceed. Quorum refers to the number of members present, not to the number of members voting. If a quorum is present, a vote is valid even though fewer than the quorum votes.

“Order of Business” is the established sequence in which business is taken up during a meeting. It is a blueprint for meetings and provides a systematic plan for the orderly conduct of business. If the bylaws do not include a standard order of business, parliamentary law has established the following pattern after the Call to Order by the chair:

1. Reading and approval of minutes: if copies of the minutes are made available, the actual reading may be waived. Following any corrections or additions, the minutes should be approved. Approval of the minutes is usually handled by unanimous consent.
2. Reports of Officers, Boards, and Standing Committees: the chair usually calls on only those members who have reports. A motion arising out of one of these reports is taken up immediately, since the object of the order of business is to give priority to the classes of business in the order listed.
3. Reports of Special Committees: special committees do not have continual existence, but exist solely for the purposes of a specific project.
4. Unfinished Business: unfinished business (sometimes incorrectly referred to as “old business”) refers to business carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business. The following items are considered under unfinished business:
  - (a) The question that was pending when the previous meeting adjourned
  - (b) Any questions not reached at the previous meeting before adjournment
  - (c) Any questions postponed to the present meeting
5. New Business: following any unfinished business, the chair asks, “Is there is any new business?” Members can introduce new items of business or move to take from the table any matter that is on the table.

Options in the order of business may include ROLL CALL of members, a CONSENT CALENDAR for disposing of routine business by unanimous consent, ANNOUNCEMENTS, or a PROGRAM. Any item of business can be taken out of its proper order by adopting a motion to suspend the rules with a two-thirds vote, although this is usually arranged by unanimous consent.

# Making a Motion



## I Move That...

A “motion” is a formal statement of a proposal or question to an assembly for consideration and action. An “assembly” is a group in a meeting.

A motion is brought before the assembly with three steps:

1. A member makes the motion.  
 (“I move that . . . .”)
2. Another member seconds the motion.  
 Secunder does not need to be recognized.
3. The chair restates the motion.  
 “It is moved and seconded that (or to) . . . .”

Once properly before the assembly, a motion is considered in three steps:

1. Members debate or discuss the motion (unless undebatable)  
 Preference in recognizing order of debate:  
 (a) Member who made motion  
 (b) Member who has not yet spoken a first time  
 (c) If possible, alternate for and against
2. Chair then puts motion to a vote  
 “The motion is on the adoption of . . . .”  
 (By voice vote)  
 “All those in favor of the motion, say aye.”  
 “Those opposed, say no.”
3. Chair announces result of vote  
 “The ayes have it and the motion is adopted.” (or)  
 “The noes have it and the motion is defeated.”

**M** - **S** - **D** - **Call**  
**Motion**      **Second**      **Discussion**      **Call for Vote**

# Registration options for your District or Section Event



## Event Registration Options

### HQ does it all...

Let us take on the task of event registration, fee collection and roster management! Need a reference for how this works? Chat with the folks in charge of CAMS. They have been working with HQ for several years now, using our HQ managed online registration system.

Simply contact Tammy, Director of Finance, and she can assist you in setting up your registration form online and payment options. We'll keep you updated as often as you'd like on registration numbers and will provide you with a full roster just prior to your event.

Once your event is over and all expenses have been covered, we will provide you with a check for any funds remaining.

Cost to a District or Section for this option:

We will charge a small fee per registrant, to help cover the cost of credit card fees and staff time.

### We partner...

Let us help with just a few of the details!

This is a great option if you just need a bit of assistance. We can provide you with the following resources...

**Online registration** – HQ managed or District/Section Managed

**Speaker or Session assistance** – we have a HUGE database of excellent speakers and previously submitted sessions, on almost any topic. Contact HQ to find your perfect speaker or session!

**Marketing assistance** – we have a database of over 8,000 park and recreation professionals – members and non-members, we can market to. Want to ensure your Aquatics Section event goes to everyone who has 'aquatics' in their title? Call HQ! Need to connect with members who may have recently dropped section membership? Call HQ! Susan, Director of Membership & Marketing is your link here.

## Marketing options

### Through HQ

**Online calendar** – Even if you aren't using our online registration system, consider marketing your events and meetings on our website calendar. This will allow ALL CPRS members the opportunity to see what you are offering, and participate if they wish!

**e-blasts** – We have a pretty great e-blast system that is connected to our membership database. Please reach out to us with your marketing needs and we'll work to get the word out to your District and Section members, as well as those non-members.

**P&R weekly** – Have a bit of news you'd like to share? Want to get the word out about your meetings or events? Consider adding them to our monthly e-news, P&R Weekly! Information must be to John, Director of Communications, by no later than NOON each Thursday, to be included in the following weeks newsletter.

**CPRS FB page, Twitter, Instagram** – We are SOCIAL! Follow us, invite us to Follow you and let's get Social together. For even greater exposure, ask CPRS to co-host events on Facebook!

**Labels** – If you'd like to connect the 'snail mail' way, we've got that covered too. Simply call Susan or Bea at HQ and they can get you a set of labels for the segment of the membership you are trying to reach.

Know that your HQ Staff are here to support YOU and the work you do on behalf of CPRS. Please reach out to us with your challenges and ideas. Chances are good we can help!

# CPRS Conference & Expo



## **How Districts and Sections should be involved in the CPRS Flagship Event!**

### **Plan and host an intensive!**

Tuesday or Friday of conference, your choice

HQ can assist in planning, as much or as little as you'd like

Registration runs through CPRS as part of the overall conference package

Cost considerations for a conference intensive:

- Room rental
- Linens
- Food & beverage

### **Submit Session(s)!**

Call for sessions available year-round, online

Program committee begins selection process in July each year

We can market sessions as 'sponsored by' your District or Section

### **Speaking of Program Committee...**

Assign/appoint a representative to the Program Committee, we're always looking for a few good volunteers to help with this process

### **Sections Only...**

Be a part of the CPRS Booth!

Sections are invited to promote Section Membership in the booth, participate in the 'theme' of the booth, provide information on their upcoming programs and events, and hand out swag.

Cost: \$300, to help defray cost of booth amenities (carpet, tables, chairs, electricity, etc...)



# Resources





# Resources



## Resources available to help your District or Section be Successful!

### **Monthly Membership Reports**

Available from HQ, monthly reports are sent via e-mail to District and Section President's and posted in our online Leadership Resources Library. Feel free to call HQ at any time for a full membership report... we're happy to assist.

### **Technology**

- Online Community
  - Forum/discussions
  - Library
  - E-mail blasts
- Find a member
- Buyers Guide
- Event Registration, including marketing pages
- Electronic voting

### **ZOOM videoconferencing**

CPRS HQ has set up a video conferencing service called Zoom. This service is open to all CPRS Districts, Sections and Committee to use for CPRS purposes. No need to download any software, Zoom is a cloud based solution you can use with any camera enabled device. No camera? No problem! This service also allows for telephone/audio only communication as well.

#### **Procedure to schedule a Zoom:**

Send an e-mail to Janet at [janet@cprs.org](mailto:janet@cprs.org) with the following information:

- Name of group setting the meeting
- Purpose of meeting
- Date and time of meeting

Janet will schedule your meeting and send the requester the necessary log in information to share with attendees.

Please allow at least one week to set up your meeting.

Please do NOT re-use log in information as each meeting is unique.

There is NO FEE to use this service, outside of normal long distance call fees from your telephone service provider.

### **Your Best Resources?**

**HQ Staff**

**State Board members**

**EACH OTHER!!!**



# Who to Call at Headquarters?



## **CPRS Staff Ready to Assist**

You can reach all staff members at the CPRS HQ, **916-665-2777**,  
Monday - Friday, 8:00 a.m. - 5:00 p.m.



**Stephanie Stephens, Executive Director**  
x3005, stephanie@cprs.org  
Contact for: Board of Directors, Conference administration, Advocacy, Parks Make Life Better!®, Awards, Customer service issues



**Tammy Campos, Director of Finance**  
x3011, tammy@cprs.org  
Contact for: Financial & insurance issues

**Crystal Bolanos, Director of Education**  
x3010, training@cprs.org

Contact for: Training/education, Conference Educational Program, Technical Assistance, Professional Development Committee, Distance Mentoring



**John Glaeser, Director of Communications**  
x3006, john@cprs.org  
Contact for: Certificates/Resolutions, Publications, Website

**Beatriz Godinez-Muñiz, Membership Services Coordinator**  
x3001, bea@cprs.org

Contact for: Mailing labels and lists, Membership/dues, Product & information sales, Exhibits sales



**Susan Wipf, Director of Marketing & Membership**  
x3002, susan@cprs.org  
Contact for: Conference exhibits, Marketing & Member Development

**Melonie Zarzuela, Advertising Manager**  
x3008, melonie@cprs.org



# CPRS Initiatives



# CPRS Initiatives



Two major initiatives managed by HQ should be on your radar screen. Both come with a set of tools and resources for you to use and both should be a cornerstone for the programs and events you provide members.

## **California Action Plan (CAP)**

### **ADVANCING PARKS AND RECREATION**

Working together, professionals from across the State of California have envisioned the future of parks and recreation. Along with our partners from MIG, we've created a plan to proactively address the trends and challenges we foresee. These directions are summarized in the California Action Plan: Guiding the Park & Recreation Profession (CAP).

The CAP builds on the 1998 VIP Project: Creating Community in the 21st Century (VIP Plan). The VIP Plan's vision and many strategies have proven to be timeless and are still relevant today. However, our profession has grown and changed over the last 20 years. New recreation trends and changing demographics influence the services we provide; different organizations, partners, and professionals are involved; new technologies impact the way we do business: and new tools are needed to guide us.

*The VIP Plan is still in effect and is our guiding strategic plan.*

*The CAP is a living document with actionable resources to support our work.*

The CAP is launched simultaneously with new tools to support professionals in the field. It is intended to evolve as CAP Action Teams continue to develop, test and launch new tools—and connect professionals to existing resources—to achieve our goals for the future.

## **Strategies and Actions**

The California Action Plan identifies five key strategies for enhancing parks and recreation opportunities. We must advocate, communicate, evaluate, innovate, and collaborate in the next five years to enhance communities across the State.



Visit [www.cprs.org/page/cap](http://www.cprs.org/page/cap) for more information and to access our CAP Tools!

## **Parks Make Life Better!®**

### **Branding Campaign**

The goal of the Parks Make Life Better!® branding campaign is to raise awareness of the benefits of parks and recreation throughout California and to raise the status of parks and recreation as an essential community service. When all 525 park and recreation agencies in California unite under one banner and communicate clearly and concisely the key messages of the Parks Make Life Better!® branding campaign, we will reach our brand objectives:

- Build loyalty for parks and recreation services
- Heighten the profession's bargaining power and independence
- Stimulate growth
- Attract talented people to the profession
- Involve the public
- Gain greater resources and support

This campaign is far more than just placing the Parks Make Life Better!® logo on your activity guide or staff shirts. It is a movement that relies on every staff person who has any contact with the general public to understand that his/her actions help shape the brand that is Parks Make Life Better!®.

CPRS has created a wealth of information and resources on branding parks and recreation. Please find below the information you need to start or continue your work on the brand Parks Make Life Better!®.

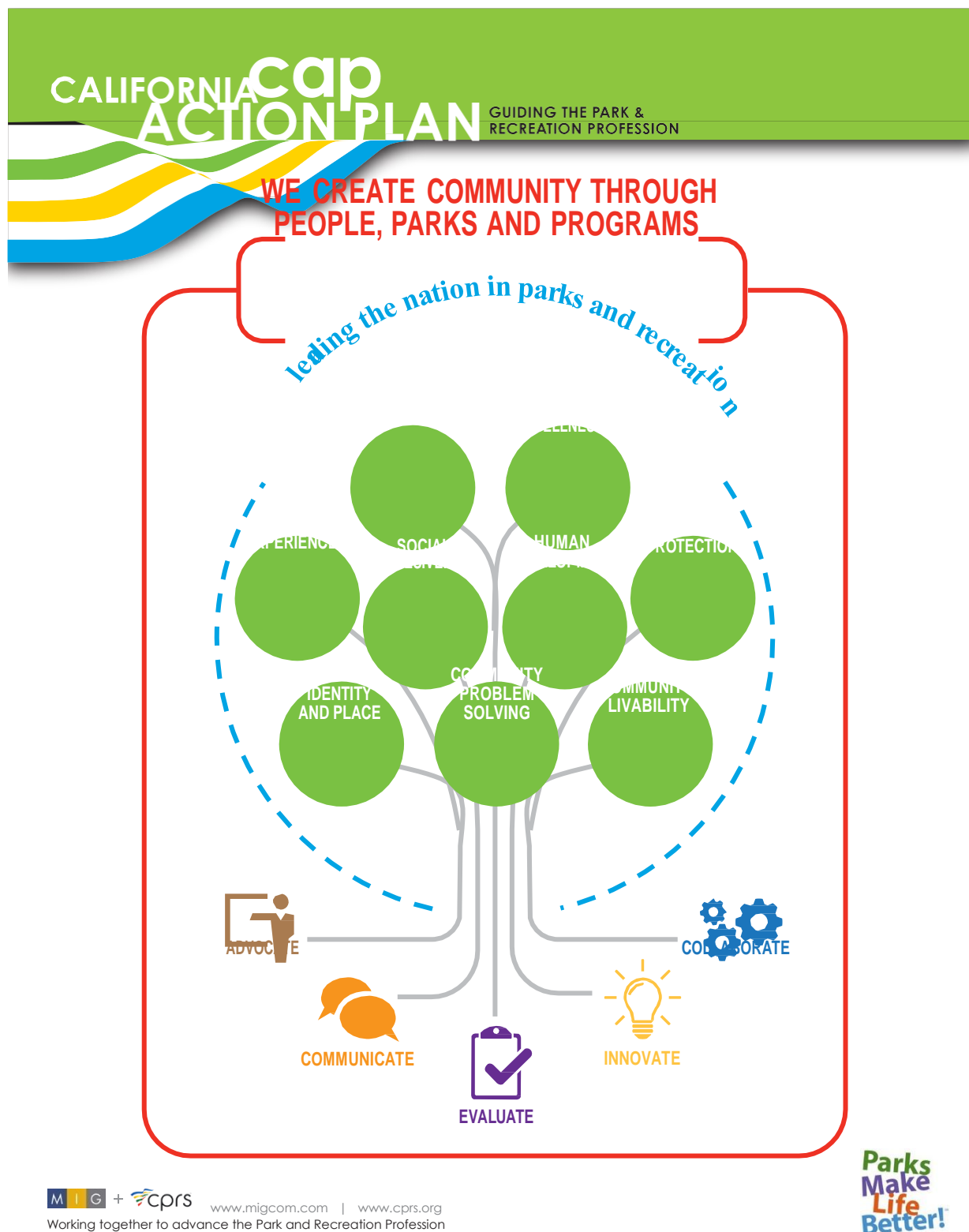
## **Parks Make Life Better!® logo**

The Parks Make Life Better!® logo is a service mark and is the property of the California Park & Recreation Society (CPRS). CPRS grants use of the Parks Make Life Better!® logo to individual and agency CPRS members upon return of a Logo Use Agreement signed by a CPRS member.



Visit [www.cprs.org/page/parks-make-life-better](http://www.cprs.org/page/parks-make-life-better) for more information and to access our key messages and resources!

# California Action Plan



To learn more, visit our Website at <http://www.cprs.org/page/CAP>

# **Top 10 Things You Need To Know!**



# Top 10 Need To Know about CPRS!



## 1. Membership database changes

### **DAILY!**

We recommend you NOT create, use, or distribute your own membership list.

For the most up-to-date list, connect with your District/Section members using your online community!

## 2. Tax Status

CPRS and all our affiliated Districts and Sections are considered a 501c6 trade association by the IRS.

Contributions, including sponsorships, are not deductible as a charitable contribution. Membership dues may be deductible as a business expense.

## 3. CPRS Fiscal Year is May 1 – April 30

An end of year financial report is due to HQ no later than May 31 each year

## 4. Financial Reports Due May 31

Annual financial reports are due by May 31 of each year, for each District or Section

## 5. Insurance Coverage

CPRS maintains general and comprehensive liability coverage for all District, Region and Section programs and events. Need a certificate of insurance for one of your events? Call HQ!

Directors and Officers insurance coverage is also provided for each of our leaders.

## 6. Election Cycle starts NOW!

Ballots are distributed to members in January each year. Refer to page 14 for more information on our election process and costs associated with electronic balloting.

## 7. Tech Tools Available

Zoom; online community; file library; e-blast... oh my!

## 8. CAP = a great cornerstone to build your education program around

## 9. Bylaws are the framework; Resource Manuals are your walls, decorations and furniture!

## 10. There are NO dumb questions...

If you are questioning it, chances are good others are as well. Before you re-create the wheel, call HQ or your Region or Section Rep and ask. We're all here to help!

### Who You Gonna Call?

HQ Staff

Your Region or Section Rep!

A State Board member!

**EACH OTHER!!!**



# The Answer Book



advancing california's  
park & recreation profession

**The one simple answer?  
Call the CPRS Office  
916-665-2777**

