



**CPRS District 3 Board Meeting Minutes**  
**Thursday, May 3, 2018, 10am-12pm**  
San Ramon City Hall, Large Conference Room (2<sup>nd</sup> Floor)  
7000 Bollinger Canyon Road, San Ramon

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

1. Call Meeting to Order 10:15 a.m. Adam

In attendance: Adam, Rachel, Matthew, Andrea, Andrew, Kathryn, Laura, Heather Tamara, Jessica, RJ Natal (RJ Call-in)

2. Approval of Minutes (April 5) Andrew

Change “Agenda” to “Minutes” for title.

- a. Motion to approve with above change: Tamara
- b. 2nd Motion: Andrea
- c. All in Favor: Yes

3. Officer Reports

A. President

Adam

i. Leadership Summit

- 1. Emotional IQ
- 2. Presentation on facebook

ii. Reminder to Board to submit Conflict of Interest form - link sent out through email

iii. Will get an updated roster out to the Board soon

B. President – Elect

Rachel

i. Fall Institute - October 10, 2018

- 1. Will be asking everyone to help with sessions
- 2. Will set up a tour of the facility with Korey
- 3. Tamara said she is interested in coordinating a Cultural Arts session in the afternoon

C. Vice President

Matthew

i. Leadership Summit

- 1. Rec Talks incorporated in Fall Institute or other trainings
- 2. Film 5 -6 min videos to put compiling more videos
- 3. Submit Form for Rec Talks prior to filming videos
- 4. Find videos on CPRS website.

ii. Start compiling district documents on CPRS website.

- 1. Basic things, bylaws, and minutes.
- 2. Hub will start posting these types of files on CPRS website.

iii. Andrea will create an SOP for how to post items on calendar and send to group.

- iv. Adam will update board with what access levels that they have on CPRS website.
- v. Legislative Call
  - 1. Prop 68 information on the website
  - 2. Can advocate as CPRS representative
    - a. Advocate when not at work
  - 3. Adam will send out an email to membership regarding prop 68.
    - a. Educate your individual agencies.
  - 4. Adam sent current list of legislative items CPRS is working on.
  - 5. Ensure other important bills are on the list.
- vi. Holiday Appreciation LUnCh
  - 1. Looking for location for 2018, send ideas to Matt
  - 2. Board agreed to centralize the big ticket events and host smaller events in different locations throughout the Bay Area

D. Secretary Andrew

- i. Approve minutes - Yes.
- ii. Membership passed on to Kathryn.
- iii. Updating Google Drive
- iv. Summit - Communication between sections districts

E. Treasurer Andrea

- i. Pre / Post Event Worksheets only need to be completed if there is money involved.
- ii. Complete these worksheets as soon as possible after the event.
- iii. Andrea will create a Pre / Post Event Worksheet folder on google drive.
- iv. Rec U Pay Pal processing issues. Will work with other treasurers to figure out a more efficient way to do this.
- v. No treasurer report.

F. Director of Membership Kathryn

- i. 431 Members
- ii. 3 - 4 Different membership events.
  - 1. Will look at a map to see what locations would be ideal.
- iii. Do we want to do membership agency visits?
- iv. Agency Membership Scholarship

G. Director of Programs Trish

- i. When calendar is finalized, will assist with lunch and learns

4. Section Representative Reports

A. Administrative Section Todd

- a. Not Present

B. Aging Section Laura

- a. Sr. Symposium next Friday May 11
  - i. Jessica opening speaker

- b. Will start planning Lunch N Learn - Seniors Programs, Trips, and Senior Club Partnerships.
        - i. August 22, 11 am - 2 pm
  - C. Aquatic Section Korey
    - a. BAPPOA Meeting May 8 - Korey attending.
    - b. Oakland A's Tailgate to include BAPPOA.
    - c. Aquatics Section next meeting May 17.
  - D. Development & Operations TBD
  - E. Education Section Heather
    - a. Not present.
  - F. Recreation Section Tamara
    - a. Was not able to attend retreat.
    - b. Will send date of events.
  - G. Therapeutic Section Jessica
    - a. Next meeting is the same day as the Sr. symposium will call into the next board meeting after that.
5. Other Reports
- A. Region 1 Representative Cindy
    - a. No report.
  - B. Past President Barbie
    - a. No report.
  - C. Student Representative TBD
    - a. No student rep as of yet.
  - D. YTRS RJ
    - a. YTRS is working on a website
    - b. 3 Goals/Accomplishments: Fall YAC Attack, YTRS (March), YTRS Scholarships
    - c. Group will take summer off and start meeting again in September
    - d. Looking for a dynamic speaker for May 24th, 11-1 in Orinda
  - E. SANCRA Andrea
    - a. A's tailgate tomorrow.
    - b. Revise Facebook page.
    - c. Planning on doing another A's tailgate, collaborate with SANCRA, BAPPOA, and D3.
      - i. Saturday, July 21
      - ii. General Membership Meeting
      - iii. Create a T-Shirt
      - iv. Create peanut bag, with D3 and contact information
    - d. Partner with BAPPOA and SANCRA to host a District 3 A's Tailgate and General Membership Meeting.
      - i. Motion: Jessica
      - ii. 2nd Motion: Tamara
      - iii. All in Favor - Yes.
      - iv. Kathryn will do a pre / post event worksheets.

- v. Left over funds to be placed in scholarship.

F. BAPPOA

Korey

6. Unfinished Business

A. Awards and Installation Lunch Post-Event Report

Barbie

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

B. Phone Tree

Adam

- a. Adam will update and fill remaining open spots

C. Annual Event Calendar

Adam

- a. Add A's Tailgate to Event Calendars
- b. Board members to arrive at 3:00pm
- c. Change August board meeting to 10a-12p from 2-4p
- d. Andrea will set a date for June Facility Rental Roundtable and email to Adam.
- e. Look at lists to fill gaps.
- f. Add an interview, applying for promotion training at Fall Institute.

7. New Business

A. Annual Budget & Reserve Policy

Andrea

- a. Additional fee for Rec U

B. Sponsorship Bank Account

Adam

- a. Create new sponsorship account.
- b. Check to see if there would be additional fees incurred.

8. Next Board Meeting : June 7, 10am-12pm, San Ramon City Hall

9. Adjournment

12:04 PM

*The California Park & Recreation Society of District 3 provides leadership to advance the positive impact and value of the profession in Alameda and Contra Costa counties.*