



**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.*