



CPRS District 3 Board Meeting Minutes

Thursday, April 5, 2018, 2-4pm

San Ramon City Hall, Large Conference Room (2nd Floor)
7000 Bollinger Canyon Road, San Ramon

Call in number 712-770-4010

Access code – 702040#

1. Call Meeting to Order

2:05pm

In attendance: Andrea, Laura, Todd, Matthew, Korey, Andrew, Heather, RJ (YTRS), Barbie, Adam, Tamara

2. Approval of Minutes (February 1 & 23 and March 7 & 27 & 30)

Andrew

a. February 1, 2018

- i. Motion - Andrew
- ii. 2nd Motion - Heather
- iii. All in Favor - Yes
- iv. Abstain

- 1. Todd
- 2. Korey
- 3. Andrea

v. February 23, 2018

- 1. Motion - Andrew
- 2. 2nd Motion - Heather
- 3. All in Favor - Yes
- 4. Abstain

- a. Todd
- b. Korey

vi. March 7, 2018

- 1. Motion - Andrew
- 2. 2nd Motion - Matthew
- 3. All in Favor - Yes
- 4. Abstain

- a. Todd
- b. Korey

vii. March 27, 2018

- 1. Motion - Korey
- 2. 2nd Motion - Heather
- 3. All in Favor - Yes
- 4. Abstain - Todd

viii. March 30, 2018

- 1. Motion - Andrew
- 2. 2nd Motion - Korey
- 3. All in Favor - Yes

4. Abstain - Todd

3. Officer Reports

- | | |
|---|---------|
| A. President | Adam |
| i. April 19 - North Hollywood - Leadership Summit | |
| 1. Matthew, Hub, and Adam are attending. | |
| ii. Conflict of Interest Forms Due | |
| 1. E-mailed out to the board | |
| 2. Please email Adam when complete | |
| B. President – Elect | Rachel |
| i. Not present | |
| C. Vice President | Matthew |
| i. D3 Page - Recreators in their natural habitat | |
| 1. Send pictures to Matthew | |
| ii. D3 Tailgate at A's Game | |
| 1. In addition to the SANCRA | |
| iii. Legislative Call has been rescheduled to April 16. | |
| D. Secretary | Andrew |
| i. Membership Report | |
| ii. Google Drive Update | |
| E. Treasurer | Andrea |
| i. Not going to the bank today for signature card. | |
| ii. Send email to Hub to keep email the same on PayPal account. | |
| iii. Have not had a chance to meet with Rachel, no report at this time. | |
| F. Director of Membership | Kathryn |
| i. Not present | |
| G. Director of Programs | Trish |
| i. Not present | |

4. Section Representative Reports

- | | |
|---|-------|
| A. Administrative Section | Todd |
| a. No report | |
| b. Will connect with Admin section Region 1 representative. | |
| B. Aging Section | Laura |
| a. Nor Cal Senior Symposium - May 11 in San Ramon | |
| b. Registration is now open. | |
| c. Sent out on the CPRS Facebook page. | |
| d. Request to send it out the membership as well. | |
| e. Confirm check in time | |
| f. Can you accept student volunteers for free registration? | |
| i. Laura will check and get back to Heather | |
| g. Can CSUEB set up a table during lunch or registration? | |
| i. Laura will check and get back to Heather | |
| C. Aquatic Section | Korey |
| a. No report | |

- b. Aquatics Section meets on April 20.
 - D. Development & Operations TBD
 - a. No report
 - E. Education Section Heather
 - a. 60 People at Rec Talk
 - b. Rec U in other regions around the state
 - c. Sustainability Rec U is almost full.
 - i. Struggling getting payment. Tracking payments down.
 - d. Budget 101 - AM / 102 - PM
 - i. Flyer coming out next week
 - F. Recreation Section Tamara
 - a. No report
 - G. Therapeutic Section Jessica
 - a. No report
- 5. Other Reports
 - A. Region 1 Representative Cindy
 - a. Planning Region 1 Summit Presentation
 - b. Working on it
 - c. Possible Region 1 Retreat - Will let us know.
 - B. Past President Barbie
 - a. No report
 - C. Student Representative TBD
 - D. YTRS RJ
 - a. Getting the word out.
 - b. 25 Members attending meeting
 - c. Meeting in April and May
 - d. No meeting during summer
 - e. Adam presented at last meeting
 - f. Committee is excited to get started
 - g. YAC Retreat - Neighboring Cities
 - h. YAC Attack / Social
 - i. Discussed Future Events
 - i. Camp event
 - ii. Summer Training
 - iii. Working on website
 - iv. Youth advisory committee to support each other and volunteer at neighboring agency events.
 - j. Next Meeting: April 24, 11-1pm in Pleasant Hill Teen Center
 - i. Summer Staff Recognition
 - ii. Roundtable Discussion
 - iii. Projects for the next year
 - k. Connect with members through facebook
 - l. Looking for leaders - Let us know.
 - E. SANCRA Andrea
 - a. Quiet this past year

- b. We are looking to ramp up this year
- c. April 23rd - Meeting to discuss how to work with district 3.
- d. A's Game Tailgate - May 4th
 - i. Food by Henry
- e. SANCRA wants to contribute as a sponsors for District 3 events.

F. BAPPOA

Korey

- a. Chemical Safety Training on April 10th
 - i. Send out flyer to D3 membership
- b. Next meeting is May.

G. ACA

- a. Heather will send Adam the ACA contact info.

6. Unfinished Business

A. Awards and Installation Lunch Post-Event Report

Barbie

- a. Revenue may go up slightly
- b. Everything is accurate
- c. Build into the budget that this event will be subsidized by the district.
- d. Will approve at May meeting upon receiving final numbers.

7. New Business

A. Annual Event Calendar

Adam

- a. April
 - i. April 10 - BAPPOA Chemical Handling Safety Training
 - ii. April 19 - Rec U Sustainability
- b. May
 - i. May 10 - Rec U Budget 101 & 102
 - ii. May 11 - Senior Symposium - San Ramon
 - iii. May 18 - SANCRA Field / Facility Roundtable - Pleasanton 11a-1p
 - iv. Date TBD - Prop 68 Lunch N Learn Tour Series
- c. June
 - i. Date TBD - Facility Rental Roundtable - Andrea
 - 1. Location - TBD
 - ii. Date TBD - Cultural Arts Team (CAT Group)
 - 1. Meet monthly to prepare for Fall Institute
- d. July
 - i. Date TBD - A's Tailgate Event
- e. August
 - i. Date TBD - Senior Lunch & Learn - Richmond
- f. September
 - i. September 6 - CSUEB Student BBQ - CSUEB
 - 1. Consider inviting JC students to this event.
 - ii. Date TBD - Rec U
 - iii. Date TBD - Activity Guide / Contract Program Training - 930a-230p
 - iv. September 14 - Youth Sports Roundtable - San Pablo - 11a-1p
- g. October

- i. October 10 in Pleasant Hill - Fall Institute
 - h. November
 - i. Date TBD - Rec U
 - ii. Date TBD - Lunch N Learn - Front Line Staff Training
 - iii. November 9 - Adult Sports Roundtable - Union City - 11a-1p
 - i. December
 - i. December 13 - Holiday Luncheon
 - 1. Possible Locations: TBD
 - j. January
 - i. Date TBD - Rec U
 - k. February
 - i. Date TBD - Rec U
 - l. March
 - i. Date TBD - Awards and Installation Luncheon
 - 1. March 1 or 8
 - ii. March 19 - 22 - State Conference
 - m. April
 - i. Date TBD - Rec U
 - ii. Date TBD - Total Guard / Supervisor Training
 - n. May
 - i. Date TBD - Rec U
- B. Rec U Topic Ideas
 - a. Programming
 - i. Planning / Sharing / **Evaluations** / Camps
 - b. Contracts
 - c. **New Supervisor / Directors**
 - d. Staff Evaluations
 - e. **Staffing**
 - i. How to mentor young staff
 - ii. **Communication / Recruitment**
 - iii. **Hiring**
 - f. Volunteers
 - g. **Customer Service / Front Line Staff Training**
 - h. Developing Community
 - i. **Marketing**
 - i. **Targeted Marketing**
 - ii. **Marketing Segmentation**
 - j. Training for New Coordinators / Programmers
 - k. **Bolded Item: Topics we are interested in**
- C. Ideas
 - a. Rec Talks - Village Theater
 - i. Prop 68
 - 1. Post Work Hours - Networking Event
 - b. Professional Pictures Session
 - c. Transferable Skills
 - i. Possibly at Fall Institute

- d. Sensitivity / Disability Training - City of Alameda
 - e. Open Space / Shoreline Training - HARD
 - f. Money Person / Financial Analyst Training
 - g. April 25 - CSU Advisory Event / Sustainability Conference
 - h. Rebecca - Aquatics Section Survey
 - i. Add BAPPOA events to D3 calendar
 - j. Hub to type up this calendar.
- D. Phone Tree Adam
- a. See attached.
 - b. Assignments
 - c. Hub to type up this list.
- E. Meeting Time Adam
- a. Possible - 10:00am-12:00pm First Thursday of each month
- F. Other Items
- a. Change PayPal address on account from Alameda address.
 - b. Andrea send Heather the address that you want D3 checks sent too.
8. Next Board Meeting : May 3, 10:00am-12:00pm, San Ramon City Hall Adam
9. Adjournment 4:05pm

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