



## CPRS District 3 Board Meeting Minutes

Thursday, April 5, 2018, 2-4pm

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 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.*