

Executive Committee Planning Meeting
April 15, 2019
10am-4pm
HQ office and Down Town Sac



Agenda

1. Admin Section Drop in and check in

- a. Lydie asked the Board for the 3 W's (Wants, Wishes, and Worries)
 - i. *Board will email responses to Lydie after meeting*

2. Know 1 Be 1 Show 1- Enhancing the membership experience What does that mean?

- a. Developing a message to our members that says we care
 - i. This message is more about our work to link members to a better experience throughout mission and purpose
 - 1. Advancing the profession (CAP and more)
 - a. Lead the nation
 - b. Key Message:
 - i. Enhancing membership experience**
 - 2. Uniting our members (Sections and intensives and networking events)
 - 3. Member Success (defined at orientation)
 - a. *Sending a letter to a Director/City Manager recognizing a member's success/dedication to the profession*
 - 4. Educational Opps
 - a. Stats needed to show how many, attendee #'s, topics, target audiences, innovation, and LINKAGE
 - 5. Engaging in research (ed section, what else??)
 - 6. Disseminating info- web, blogs, newsletter, emails, magazine, social media
 - a. Bulletin Board
 - b. *Put the message in the boarder of an agenda*
 - c. *Video diaries, Coffee Table Book: What is your CPRS Story*
 - 7. Advocacy- A Team purpose and goals and achievements
NEEDED
- b. Leading the nation in parks and recreation/Creating Community 3P's/PMLB
 - 1. Marketing messages that we need to buy into. These messages need to be branded by us and other leaders in districts and sections to ensure that members know the reason we are pushing it. These are different than our mission statement and purpose statements.
- c. Developing leaders
 - 1. 30 under 30
 - 2. Mentor programs
 - 3. Leadership roles advertised at all levels
 - 4. Concentration on leadership at all region and section levels
 - 5. 50 over 50

- 6. Board education awards
- 7. Scholarship opportunities (need a stat on how many scholarships/dollars/and opportunities there are / are given throughout the state this year
- d. Taking in historical knowledge

3. What Stef & HQ team has planned for the year

- a. Improve technology
- b. 75th Anniversary Committee
- c. Membership Committee
- d. CAP
 - i. Led by Kyla Brown
 - ii. How to get membership to use the toolbox
 - 1. *Tool of the week in Bulletin Board*

4. Success/Linkage/Board Work/Individual work

- a. Former workplan is actually policy 1-1.9.
- b. Ongoing goals and objectives can be written into PG worksheet for evaluation and completion measurements.
- c. Board should be asked to review for goals that no longer need to be rolled over
- d. Board should be asked to review for goals that are missing

5. Expectations and Accountability

- a. Policy Governance Calendar
 - i. How
 - 1. Through PG google doc (managed by PG task force)
 - ii. When
 - 1. June 13/July Conference Call (1-1.9)
 - 2. August 15/ September 20 (2-2.8)
 - 3. Dec 1 / Jan 10 (3-3.4 & 4-4.3)
 - iii. what to do if
 - 1. board member not doing work (Nicole-Stef-Exec Com)
 - 2. late or issues (Nicole and HQ)
 - iv. Support
 - 1. HQ
 - v. Location of documents
 - 1. GOOGLE DOC FIRST
 - 2. Library or flash drives
 - vi. Accessibility to documents
 - 1. Ask all board members to access and view to make sure no issues
 - vii. Reporting out and transparency
 - 1. Completed PG items should be reported out to membership via Bulletin Board newsletter

6. Review Board planning calendar

- a. Calendar to be redone to match new PG schedule as well as Task Force and BAAM

- i. March - Orientation, meeting, Leadership 2.0
 - ii. May 2-3 – Board Staff retreat
 - iii. September 19-20 – Board meeting/MILESTONES
 - iv. January 9-10- Board meeting
 - v. March 10 -conference meeting and BEGINNING OF NEW TRANSITION
 - b. Monthly conference calls
 - i. July call will be a policy governance review
 - c. Articles for the CPRS Magazine
 - i. Ideas for content/Presidential Series column
 - 1. Know 1 Be 1 Show 1 -
 - a. A quick conversation starter about an experience that allows for members to engage in conversations that connect
- d. Bulletin Board Newsletter
 - i. The dates we will send out a newsletter are:
 - 1. April 29, 2019
 - 2. July 1, 2019
 - 3. September 30, 2019
 - 4. December 1, 2019
 - 5. March 2, 2020
 - ii. Notes from the Board _ Inspire, Encourage, Motivate (KNOW 1)
 - iii. Section Highlights (KNOW 1)
 - iv. Region Highlights (KNOW 1)
 - v. 30 under 30's (BE 1)
 - vi. 50 over 50's (BE 1)
 - vii. A-team highlight (BE 1)
 - viii. Prop 68 update (BE 1)
 - ix. CAP tool time (new tool, old tool, how to use, why it works) (SHOW 1)
 - x. Upcoming trainings/networking/webinars (SHOW 1)
 - xi. Linkage Message highlight (SHOW 1)

7. Review Board meeting format

a. AGENDA

- i. Splitting the agenda to be policy governance driven
 - 1. OPEN SPACE 10%
 - a. Welcome
 - b. Inspirational Message
 - c. General Announcements (welcoming guest attendees, reading blanket statement that they will have the time to speak 3 minutes during this portion of the agenda and then will be advised that the rest of the meeting is observing and listening unless asked. In addition, guests should be informed at this time that they can be asked to leave for closed sessions if the board chooses it to be so.)
 - d. Consent items
 - e. Foundation update
 - 2. OWNERSHIP LINKAGE 30%
 - a. Action items not PG
 - b. Bulletin board updates and info
 - c. Know 1 Be 1 Show 1 shares?
 - d. Region/Section monthly reports

- e. Innovation Bank
- f. Task Group/Committee reports
- g. CAP
- h. A-Team
- 3. MONITORING 20%
 - a. PG spread sheet and GROUP REVIEW
 - b. ED Report/Environmental Scan
- 4. POLICY DECISIONS 30%
 - a. Bylaws
 - i. Updates to State
 - ii. Approvals to change District or Section recommendations
 - b. Elections
 - i. NO MORE LIST SHARED AT BOARD MEETINGS
 - c. Fiscal Matters
 - i. Financial Audit
 - ii. Changes to Budget
 - iii. Any need for contingency
 - iv. Transparency
- 5. CLOSING 10%
 - a. Review of new or upcoming assignments (Nicole)
 - b. Report out
 - i. Personal round robin- what's going on with you
- b. Open Space topics – in the cloud/parking lot
 - i. What are we doing with them?
 - 1. No more Lot or Cloud
 - 2. INNOVATION BANK
 - a. A place for ideas that have not been assigned to a task force or a committee
 - b. A place that allows all members the chance to provide input
 - c. A place that provides direction from members
 - d. A place that provides HQ a chance to prioritize ideas into feasible tasks
 - e. A place that allows us to constantly be forward thinking and future focused
 - f. A place that allows us not to get into the weeds
- c. Task Force and Committees
 - i. If created, done so with a purpose to meet a goal that is written and decided upon by the board
 - ii. If created and goal is written and agreed upon, benchmark dates assigned
 - iii. Task force and Committees should report out to Secretary to add to agenda under Linkage or policy decisions.
- d. Policy Governance- new schedule, new dates, new report to review
 - i. Report must be updated prior to each meeting and sent to group with agenda
 - ii. Policy Governance Task Force maintains editing control of document
 - iii. Board provides input with each review on recommendations or accomplishments and examples
 - iv. Reporting out can be done in bulletin board newsletter
- e. Staff attendance at meetings

- i. Which meetings
 - 1. Steph to provide direction to directors
 - ii. Purpose
 - 1. When HQ team is attending meeting, there needs to be purpose behind it and they need to be active and engaged in the action that enhances the membership experience
- f. Local agencies involved in meetings
 - i. Who reaches out
 - 1. Stephanie and HQ team and Board upon direction from HQ
 - ii. When
 - 1. At least 2 months prior
 - iii. What is the goal
 - 1. To engage members and encourage interaction with state board members and HQ staff
 - iv. What are we asking for
 - 1. NOTHING
 - v. What are we providing?
 - 1. Appetizers
 - vi. How are we letting them know?
 - 1. A branded flyer/card that has Board Meeting times, locations, and options for meeting/networking
 - a. Flyer will be branded with Name and style that will be the same for each meeting (example: State Board Social...)
 - 2. Members in the geographical area will be emailed the info and Region and Section Reps will inform their respective members

8. Review 'duties' for the year - who's running what?

- a. Orientation- Lydie
- b. Leadership 2.0 - Lydie
- c. Board Staff Retreat- Tara and Lydie
- d. Leadership Check In (MILESTONES) - Tara
- e. Policy Monitoring schedule- Stef/Nicole
- f. A-team - Stef/ Cindy
- g. CAP- Kyla Brown
- h. Policy Governance Task Force- Tara /Brandon- Tom to shadow
- i. Bylaws review- Tara finish her report and direction in May/Tom takes over May
- j. Audit- Stef to prepare for May board meeting
- k. Foundation- Stef to prepare for May board meeting
- l. Nominations/Elections- Tom
- m. Education Awards- Helen/

9. Budget/Travel

- a. Presence with Districts and Sections
 - i. Council of Sections and Region Representatives should use the funds that are allotted to them to ensure information dissemination is done and to provide support and inspiration for leadership evolution.
 - ii. Presidential series DOES NOT all need to be at the same meeting- perception can become negative in members eyes. If we are going there, it should not just be to do the opening, there should be an educational session or other

format that includes an opportunity to share resources such as A-team info, CAP or Section education.

- b. League of California Cities, Special District Association
 - i. Long beach in October
- c. NRPA
 - i. Baltimore in September
- d. Fiscal Year for CPRS – May 1 – April 30

10. Conference

- a. Duties, meetings, events at conference-
 - i. HQ to provide up to date info
- b. NEW TRANSITION at the 2020 conference-
 - i. Proposal from Lydie
 1. Monday of conference, host the board/Staff reception and/or dinner
 2. Tuesday of conference, outgoing Pres runs meeting in morning, finishing up any old business; incoming Pres runs orientation in afternoon, rehearsal, and socials- Tuesday night staff/board appetizers are now Monday leaving you to enjoy Tuesday how you wish.
 3. Wednesday of conference, outgoing Pres says final words at Opening General Session; Board is installed, Pres is installed and pinned and all officially take over at OGS.
 4. Friday of conference, newly installed board is responsible for leadership meeting
 5. Outgoing Pres gets the presidential suite as their final 'thank you' for their service
- c. Recognition at banquet
 - i. Past pres speaks gives thanks and quick overview of year
 - ii. President speaks

11. Anything else we need to discuss??