

Buttonwillow Recreation and Park District
Board Minutes
Thursday, June 8, 2023

- I. CALL TO ORDER: Board Chairman, John Parsons called meeting to order on Thursday, June 8, 2023 at 1:01 p.m.
- II. ROLL CALL: Board Present – John Parsons, Louie Andreotti, Regina Houchin and A. Houchin and Cindy Banducci present via phone from 100 Main Street, Unit 145, Pismo, Ca 93449. Staff Present, Megan Lucas
- III. APPROVAL OF AGENDA: Board approved agenda. M/S/A R. Houchin/Andreotti Ayes A. Houchin and Parsons Noes: None. Motion carried.
- IV. PUBLIC TIME: None
- V. BUSINESS TO THE BOARD:
 - A. Review and Update Manual of Operations – Board discussed and made changes to the Manual of Operations. The board approved all the changes and directed Megan to send to CAPRI attorney for review. M/S/A Banducci / A. Houchin Ayes: Parsons, Andreotti and R. Houchin Noes: None Motion Carried
 - B. Review and Update Employee Handbook – Board discussed and made changes to the Employee Handbook. The board approved all the changes and directed Megan to send to CAPRI attorney for review. M/S/A Andreotti / Parsons Ayes: A. Houchin, Banducci and R. Houchin Noes: None Motion Carried.
 - C. Review and Approve General Manager Job Description – Parsons presented an updated job description and Regina presented a job description. The board tabled this item until the June 19 meeting to give everyone time to review both descriptions.
- VI. ADJOURNEMENT: Meeting was adjourned at 2:36p.m.