



Camarillo Ranch Foundation, Inc.
Minutes - Board of Directors Meeting

May 8, 2018– 6:30 p.m.
Camarillo Ranch Conference Room
201 Camarillo Ranch Road
Camarillo, CA 93012

1. **Call to Order** – Charles Devlin called the meeting to order at 6:30 p.m.

Present - Board Members – President Charles Devlin, Vice President David Schlangen, Treasurer Michael Drews, Secretary Ellen Smith, Peter Ellermann, Bruce Fuhrman, Shirley Honour, Sandy Nirenberg, Gerry Olsen, Karen Prough, Martin Shum. Also present - Liaison Board Members – Council members Charlotte Craven and Mike Morgan. Others present Chief Executive Officer Martin Daly, Chief Operations Officer Marissa Lopez Elkins, Jim Young, Amanda Conroy

Absent: Susana Reeder, Katy Strang, Karen King

2. **Minutes** – The board unanimously approved the minutes of the April 3 and 21, 2018 meetings as corrected.

3. **Next Meeting** – June 5, 2018 in the Camarillo Ranch Conference Room.

4. **Comments**

- a. **President:** Charles Devlin thanked the staff for their work on the April 18 Volunteer Appreciation event and commented on how well attended the recent Throwback Thursday was. Devlin called on Marissa Elkins to introduce newly hired Amanda Conroy, Director of Development and Marketing. Conroy stated that her goals are to build a culture of philanthropy, strengthen fund raising and cultivate donor relations as strategies for deepening the impact of the Foundation.
- b. **Board Members:** Shirley Honour voiced her appreciation about the Volunteer Appreciation event and David Schlangen added that the count for Throwback Thursday was approximately 1600 visitors. He suggested that the Camarillo Ranch Foundation table be moved to a more central location during the event.
- c. **City Council:** Charlotte Craven gave an update on the City Council's selection committee that will recommend appointees for the CRF board to the Council for approval by June 2018.
- d. **Public:** Jim Young stated that he was interested in helping to bring a car show back to the Ranch. He asked why his Facebook comment was deflected from the CRF Facebook page. Staff and board members are working with him on this matter.

5. **Unfinished Business**

- a. **Board Member Term** - After discussion about the current term which is a three year appointment by the City Council, board members took no action to recommend changes.
- b. **Board By Laws Review** - Board members reviewed and discussed a number of possible revisions. Draft language will be brought to the next meeting for further discussion and possible action to recommend changes in the By Laws to the City Council.

- c. Strategic Plan - On a motion by Gerry Olsen, the board took action to adopt the Camarillo Ranch Foundation Strategic Plan for 2018-2020 as presented. Bruce Fuhrman voted nay.

6. New Business

- a. Change of Regular Meeting Time - On a motion by Sandy Nirenberg the board approved a change in start time of regular meetings to 5:30 p.m. instead of the current 6:30 p.m. start time. Bruce Fuhrman was opposed.

7. Reports

- a. Chief Executive Officer - Martin Daly thanked Michael Drews and Martin Shum for their extensive work developing charts and graphs for clarification in the proposed budget draft.
- b. Chief Operations Officer – Marissa Elkins gave an update on hands-on discovery stations for children that are being provided at Throwback Thursdays.
- c. Executive Committee - Charles Devlin stated that the committee discussed succession planning and budget.
- d. Board Development Committee - David Schlangen reported the the committee is developing a description of roles and responsibilities for committee chairs to improve clarity and uniformity. He welcomed Shirley Honour who has joined the committee.
- e. Fund Development Committee - Marissa Elkins reported that the Annual Fund Raising Task Force is completing a draft report and is working with Amanda Conroy on a transition plan for fundraising.
- f. Education and Legacy Committee - Karen Prough stated that the committee has been supporting Maggie Hamilton on two distinct events to recognize both volunteers and to thank donors. An ongoing goal is to develop strategies to improve sustainability of the docent program.
- g. Finance Committee – Michael Drews reported that the current year finances are light on the revenue side and on target for expenditures; the committee is closely monitoring cash flow and the projected ending fund balance. The committee is working on a draft budget for 2018-19. A Budget Study session will be held for board members on May 21, 2018 from 4:30 - 5:30 p.m.

8. Recess - Charles Devlin called for a recess at 8:17 p.m.

9. Closed Session - The board reconvened in closed session at 8:22 to consider Public Employee Performance Evaluation, Public Employee Appointment. Pursuant to Gov. Code 54957.6. Title: Chief Executive Officer (CEO).

10. Open Session - The board reconvened in open session at 8:56 pm

11. Human Resources

- a. On a motion by Gerry Olsen the board took action unanimously to accept the resignation of Martin Daly, Chief Executive Officer, with deep gratitude for his work and accomplishments.
- b. On a motion by Gerry Olsen the board unanimously voted to appoint Marissa Lopez Elkins as Chief Executive Officer of the Camarillo Ranch Foundation.

- c. On a motion by Gerry Olsen the board voted to authorize Charles Devlin and Martin Daly to negotiate the salary package and benefits for the new CEO and bring recommendations back to the board for approval in June.

12. **Adjournment-** Charles Devlin adjourned the meeting at 9:01 p.m.

_____ Ellen Smith, Secretary

Board Approval: June 5, 2018