



## Minutes - Board of Directors Meeting

June 5, 2018 – 5:30 p.m.  
Camarillo Ranch Conference Room  
201 Camarillo Ranch Road  
Camarillo, CA 93012

### 246th Meeting

1. **Call to Order** – Charles Devlin called the meeting to order at 5:30 p.m.

**Present** - Board Members – President Charles Devlin, Vice President David Schlangen, Treasurer Michael Drews, Secretary Ellen Smith, Peter Ellermann, Bruce Fuhrman, Shirley Honour, Karen King, Sandy Nirenberg, Gerry Olsen, Karen Prough and 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, and Docent President, Betty Addeig.

**Absent:** Katy Strang, Susana Reeder

2. **Minutes** – The board unanimously approved the minutes of the regular meeting of May 8, 2018 and special meeting of May 21, 2018 as corrected.

3. **Next Meeting** – July 10, 2018 in the Camarillo Ranch Conference Room.

4. **Comments**

- a. Betty Addieg, Docent President, reported that school tours are almost over for the school year and will resume in September. She stated that she is finishing up her term as president this month.
- b. Charles Devlin stated that the annual report to the City Council went well and that a new member of the CRF has been appointed by the Council who will attend the July board meeting. He encouraged board members to volunteer for Throwback Thursdays and noted that the Ranch has been featured in Reader's Choice magazine in three of the last five years as a great place to hold an event.
- c. Charles Devlin and Martin Daly presented retiring board member, Bruce Fuhrman, with a recognition plaque and gift in thanks for his service on the board from April 2006- June 2018. Bruce served as President and Treasurer of the CRF and led the car show for ten years.
- d. David Schlangen reported that the Throwback Thursday in May was attended by approximately 1300 guests. He thanked the staff for their organization and for continuing to add elements to enhance the event. Sandy Nirenberg asked for a follow up regarding a policy on social media. Ellen Smith thanked Bruce Fuhrman and Betty Addieg for their excellent leadership and dedicated service to the Ranch.

5. **Unfinished Business**

- a. CRF Bylaws - On a motion by Sandy Nirenberg, the board took action to approve proposed changes to the bylaws to be presented to the City Council for consideration. Gerry Olsen was opposed.
- b. CRF Budget for 2018-19 - On a motion by Michael Drews the board took unanimous action to approve the CRF Budget for 2018-19. The budget will be reviewed again in January 2019.

## 6. New Business

- a. First Reading of CRF Board Member Agreement - The board read and discussed the proposed Board Member Agreement which will be brought back to the board for action at the next meeting.
- b. First Reading of Board Member Orientation Procedure - The board read and discussed the proposed Board Member Orientation Procedure which will be brought back to the board for action at the next meeting.

## 7. Reports

- a. Chief Executive Officer – Martin Daily summed up the major accomplishments of the board and staff from his perspective as CEO and thanked everyone for their work.
  - b. Chief Operations Officer – Marissa Lopez Elkins thanked Martin Shum for updating aspects of her report format. She stated that her report includes information from the three branches of the management team and stated that she has reorganized lines of authority so that all staff report to two senior managers, Nikki Keller and Amanda Conroy. They hold weekly management team meetings to facilitate good communication and coordination of efforts. She stated that the staff is analyzing Throwback Thursdays with the goals of creating a better event and educating the public in alignment with the CRF mission and strategic plan. She discussed changes and challenges in the operation of venue rentals and summarized goals for the first 30 days of the Fund Development manager. Elkins immediate action plans as CEO include the development of SMART goals for all departments; streamlined communications/messaging/PR; updating of the venue rental business model; and renewed emphasis on the house as a museum. The goals for the CRF community event in July are to stimulate participants to learn about the Ranch, volunteer and donate.
  - c. Executive Committee - Charles Devlin reported that the committee planned the agenda. They discussed the CEO position and offered assistance to the Board Development Committee chair.
  - d. Board Development Committee - David Schlangen stated that characteristics of future board members were discussed and a Conflict of Interest statement was developed.
  - e. Education and Legacy Committee - Karen Prough passed out a summary of data on volunteers. She reported that the committee is working with Maggie Solarzano Hamilton on procedures for volunteers.
  - f. Finance Committee – Michael Drews reported that there is a year to date loss of \$20,000 due to a dip in rental bookings. Expenses are in line with the budget and are being carefully managed.
  - g. Fund Development Task Force - Karen King reported that the task force met with the Executive Committee and is planning next steps for the resumption of the Fund Development Committee.
8. **Closed Session** – At 7:06 p.m., the board convened in closed session to discuss Public Employee Compensation pursuant to Gov. Code 54957.6. At 7:20 p.m., the board reconvened in open session.
9. **Human Resources** - On a motion by Gerry Olsen, the board unanimously approved an employment agreement and compensation for Marissa Lopez Elkins as CEO effective July 1, 2018 for the 2018-19 fiscal year.
10. **Adjournment**- Charles Devlin adjourned the meeting at 7:22 p.m.

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Ellen Smith, Secretary

Board Approval: July 10, 2018