

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

July 10, 2018 – 5:30 p.m.
Camarillo Ranch Conference Room
201 Camarillo Ranch Road
Camarillo, CA 93012



247th 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, Luke Cardella, Martin Daly, Peter Ellermann, 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 Marissa Lopez Elkins and Monica Brinser.

Absent: Shirley Honour, Susana Reeder,

2. **Minutes** – The board unanimously approved the minutes of the June 5, 2018 meeting as presented.

3. **Next Meeting** – August 7, 2018 in the Camarillo Ranch Conference Room.

4. **Comments**

- a. Charles Devlin welcomed new board member, Luke Cardella and returning board member, Martin Daly. He announced that Katy Strang has submitted a resignation letter. Devlin thanked the staff and volunteers for another well attended Throw Back Thursday. He mentioned the upcoming Tales at the Ranch and donor reception on July 18, 2018 and Tea and Tortillas, an opportunity to meet new staff, that is scheduled for Fridays from 11:00 - 1:00 through the end of August.
- b. David Schlangen commented that Throwback Thursday was very well organized and that visitors came from all over the County and beyond. Karen Prough echoed the sentiment. Marissa Elkins stated that according to credit card data, over 60% of customers were new participants at TBT. Mike Morgan commented on the excellent music. Martin Daly stated that the Pleasant Valley Historical Association has named Ranch volunteers Pat Distat and Pat Craig as Donas.

5. **Unfinished Business**

- a. Board Member Agreement - Action was deferred pending further communication with the City.

6. **New Business**

- a. CRF Proposed Slate of Officers - David Schlangen reported that the committee recommends continuation of current officers. Pete Ellermann nominated Karen King to the slate as Vice President. Michael Drews nominated Martin Daly as Treasurer.
- b. Consideration of Board Positions on Causes - After discussion, Charles Devlin appointed a Task Force to be chaired by Sandy Nirenberg to study the issue and bring a recommendation to the board.

- c. Distribution of Board Orientation Materials - On a motion by Ellen Smith, the board unanimously approved distribution by Pdf via email with links to each of the sections.

7. Reports

- a. Chief Executive Officer – Marissa Lopez Elkins gave an overview of Tales at the Ranch which will be preceded by a reception for donors and aims to educate participants about the efforts and accomplishments of the Camarillo Ranch Foundation. She reviewed staff changes, office reorganization and upcoming “Tea and Tortilla” events in July and August.
 - b. Executive Committee - Charles Devlin reported that the committee prepared the agenda and reviewed the Report to the City.
 - c. Education and Legacy Committee - Karen Prough encouraged board members to sign up to help at Tales at the Ranch and the Camarillo Fiesta.
 - d. Finance Committee – Michael Drews reported that expenses are in line with the budget but that rental revenues are running short. He asked the CEO to give her prediction about whether the CRF will reach established event rental and fund development benchmarks in the first quarter of the new budget year.
 - e. Fund Development Committee - Karen King stated that committee is working the the Director of Fund Development and will monitor accountability.
8. **Closed Session** – Public Employee Performance Evaluation Pursuant to Gov. Code 54957.6 - Chief Executive Officer - The board convened in closed session at 7:50 p.m and reconvened in open session at 8:17 p.m. No action was taken.
9. **Adjournment**- Charles Devlin adjourned the meeting at 8:18 p.m.

Ellen Smith, Secretary

Board Approval: August 7, 2018