

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



September 11, 2018 – 5:30 p.m.  
Camarillo Ranch Conference Room  
201 Camarillo Ranch Road  
Camarillo, CA 93012  
**.249th 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 Martin Daly, Secretary Ellen Smith, Luke Cardella, Shirley Honour, Sandy Nirenberg, Karen Prough, Susana Reeder, Martin Shum. Also present - Liaison Board Members – Council members Charlotte Craven and Mike Morgan. Others present Chief Executive Officer Marissa Lopez Elkins and Programs Manager Maggie Solarzano Hamilton.

**Absent:** Michael Drews, Peter Ellermann, Karen King, Gerry Olsen

2. **Minutes** – The board unanimously approved the minutes of the August 7, 2018 meeting as corrected.

3. **Next Meeting** – October 2, 2018 in the Camarillo Ranch Conference Room.

4. **Comments**

- a. President: Charles Devlin welcomed Marissa Lopez Elkins back from her vacation. He announced upcoming dates for Throwback Thursday - September 27 and October 25, 2018 and commented on the excellent attendance averaging 2000 guests at recent TBTs. He also announced Adolfo's Birthday on October 28, 2018 from 11:30 - 4:00 and Santa Nights on December 5, 12, and 19, 2018. He stated that the Audit Report will be on next month's agenda.

5. **Unfinished Business**

- a. Retreat - Charles Devlin announced that the Annual Board Retreat may need to be rescheduled from September 22 to October 17, 2018. The item will be on the next board agenda for consideration.
- b. Non Discrimination Policy - On a motion by Sandy Nirenberg, the board unanimously approved the Non Discrimination Policy after a second reading.
- c. By Laws Review - The board discussed proposed changes to the Camarillo Ranch Foundation By Laws to be recommended to the Camarillo City Council for consideration.
- d. Election Nullification - On a motion by Susana Reeder the board unanimously approved the nullification of the election of board officers approved on August 7, 2018 due to concerns expressed by the City Manager's office about a shared officer seat. The election of officers will be considered at the next meeting.

6. **New Business**

- a. Proposed Board Policy Modifications - Marissa Lopez Elkins summarized proposed updates and revisions to current board policies. Many of the modifications proposed are designed to align the policies with the current governance structure including updated committee names and employee titles.
- b. Budget Adjustment for Transportation Grants - Marissa Lopez Elkins outlined a plan to fund school tour transportation grants. On a motion by Susana Reeder the board took action to approve the budget adjustment to fund transportation grants for the current year.

7. **Reports**

- a. Chief Executive Officer – Marissa Lopez Elkins reported on the roll out of the new venue rental model, Throwback Thursday earnings, Tales of the Ranch highlights and office reorganization. She outlined plans for Adolfo’s Birthday including a new ticketed brunch event in the barn. She gave updates on the implementation of her actions plans to maximize revenue generation and a comprehensive communication plan. She introduced Maggie Solarzano Hamilton, Programs Manager, who gave a report on the newly developed Volunteer Procedures document. Hamilton explained that the procedures are designed to reduce administrative burdens on volunteers with the goal of promoting positive experiences for volunteers in their areas of interest.
- b. Executive Committee - Charles Devlin announced the appointment of Matt Kohagen as a new CRF board member.
- c. Board Development Committee - David Schlangen distributed copies of the Board Member Agreement for signature and mentioned a mentorship program for new board members.
- d. Education and Legacy Committee - Karen Prough gave updates on the historical plaque at Camarillo Grove Park and the plan to begin identifying historic and non-historic items in the Camarillo house for more museum integrity.
- e. Finance Committee – Martin Daly reported on transitions in the financial reporting format pursuant to auditor recommendations.

8. **Closed Session** – None

9. **Human Resources** - None

10. **Adjournment**- Charles Devlin adjourned the meeting at 7:13 p.m.

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Ellen Smith, Secretary

Board Approval: October 2, 2018