



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

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

### 242nd Meeting

1. **Call to Order** – President 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, Karen King, Sandy Nirenberg, Gerry Olsen, Karen Prough, and Katy Strang. Also present - Liaison 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:** Martin Shum, Susana Reeder
2. **Minutes** – The board unanimously approved the minutes of the December 5, 2017 meeting as corrected.
3. **Next Meeting** – March 6, 2018 in the Camarillo Ranch Conference Room.
4. **Comments**
  - a. Betty Addieg, Docent President, reported that 2,041 guests attended Santa Nights in December 2017. She stated that there are 14 upcoming School Tours scheduled and four new School Tour Docents have come on board.
  - b. Charles Devlin congratulated David Schlangen for being recognized as Volunteer of the Year and thanked the executive staff for their accomplishments despite current staffing vacancies. He commented on the service project of Eagle Scouts, supported by Michael Drews, to refinish many of the wooden benches on the grounds. Finally, he reminded board members to submit their Form 700s to the City Clerks office.
  - c. Karen Prough shared a photo spread about weddings at the Ranch in the Acorn-Beyond. Martin Daly and Gerry Olsen made presentations about the Ranch to the New Comers Club of Camarillo the Optimists Club.
5. **Unfinished Business**
  - a. Christmas at the Ranch - Marissa Elkins presented a report that analyzed data and summarized strengths and opportunities of the 2017 event. She will update the report to incorporate board member input.
  - b. Board member orientation packet - David Schlangen reported that the orientation package for new board members will be ready for board review next month. He also reported that the board survey highlighted several themes including interest in clarifying strategic plan priorities.

- c. Camarillo Ranch Foundation Strategic Direction 2018-2020 - Charles Devlin presented a the draft document for a first reading by the board. Comments and suggestions by board members will be incorporated into the document prior to a second reading by the board.

**6. New Business**

- a. Change of meeting date - On a motion by Gerry Olsen, the board took unanimous action to change the regular board meeting date from Tuesday May 1 to Tuesday May 8, 2018 in order to avoid a conflict with a City Council event.
- b. Nomination Task Force - David Schlangen asked for volunteers to assist with the development of a slate of candidates for the CRF election of officers.

**7. Reports**

- a. Chief Executive Officer – Martin Daly reported that budget benchmarks are similar to the same point in time last year. He summarized the status of grounds improvement projects and progress toward staffing reorganization.
  - b. Chief Financial Officer – Marissa Elkins reported on the upcoming Wedding Showcase, program department goals and participation in the Center for Non Profit Leadership training programs.
  - c. Executive Committee - Charles Devlin reported that the committee has been working on the Strategic Plan draft and will begin meeting with committee chairs on a quarterly basis to focus on organizational goals.
  - d. Education and Legacy Committee - Karen Prough reported that the committee is working closely with the Programs Manager to mutually support implementation of projects. Priorities include a plan for sustainable docent recruitment and to develop technology based materials that will increase access to information about the Ranch.
  - e. Finance Committee – Michael Drews summarized budget revenues and expenditures to date, discussed the auditors recommendations and reported on a recent meeting with the City Manager.
  - f. Fund Development Committee - Karen King stated that the committee will be dark until the Task Force outlines a charge statement and expectations.
8. **Closed Session** – Public Employee Performance Evaluation, Gov. Code 54957.6

Title: Chief Executive Officer

The board convened in closed session at 8:05 p.m and returned to open session at 8:18 p.m. No action was taken.

**9. Human Resources - None**

**10. Adjournment-** Charles Devlin adjourned the meeting at 8:18 p.m.

\_\_\_\_\_  
Ellen Smith, Secretary

Board Approval: March 6, 2018