



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

April 3, 2018 – 6:30 p.m.
Camarillo Ranch Conference Room
201 Camarillo Ranch Road
Camarillo, CA 93012

244th Meeting

1. **Call to Order** – Charles Devlin called the meeting to order at 6:30 p.m. He introduced Nikki Keller, Venue Manager, for the Camarillo Ranch Venue Rental Department.

Present - Board Members – President Charles Devlin, Treasurer Michael Drews, Secretary Ellen Smith, Peter Ellermann, Bruce Fuhrman, Shirley Honour, Karen King, Sandy Nirenberg, Gerry Olsen, Karen Prough, Susana Reeder, Martin Shum, and Katy Strang. 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, Docent President, Betty Addeig and Nikki Keller.

Absent: David Schlangen

2. **Minutes** – The board approved the minutes of the March 6, 2018 meeting as presented. Charles Devlin, Susana Reeder and Ellen Smith abstained.
3. **Next Meetings** – April 21, 2018 Special Meeting -Retreat and May 8, 2018 Regular Meeting in the Camarillo Ranch Conference Room.
4. **Comments**
 - a. Docent President Betty Addieg reported that school tours are scheduled through May and are winding down for the school year. She stated that Ana Blattel has agreed to run for Docent President.
 - b. Charles Devlin thanked David Schlangen for chairing the March meeting and congratulated the staff for the successful Bridal Showcase.

- c. Karen Prough reported that a Volunteer Appreciation event is scheduled for April 18, 2018 from 5:30 - 7:30 p.m. A sign up sheet was passed around for board members to assist that evening.

5. Unfinished Business

- a. Christmas at the Ranch 2018 – Marissa Lopez Elkins reported that the staff recommends that a more casual type of community oriented event be held next year by the Program Department staff. Various suggestions were shared by board and council members.
- b. CRF Bylaws – Martin Daly shared proposed revisions to the Camarillo Ranch Foundation Bylaws. Proposals will be placed on an upcoming board agenda for possible action.
- c. Board Retreat – Charles Devlin reported that the Board Retreat will be held on Saturday, April 21, 2018 from 8:00 a.m. to 2:00 p.m. in the Ranch Conference Room. Patty Oertel will facilitate the meeting.
- d. Revised Date of Board Elections - On a motion by Gerry Olsen, the board took unanimous action to defer CRF officer elections until August 2018 after new CRF Board Members are seated. The action is for the 2018 year only.

6. New Business

- a. Second Reading of CRF Strategic Plan Draft - Charles Devlin stated that the upcoming retreat will focus on finalization of the Strategic Plan covering vision and goals for the next three to five years. Board members were invited to send their comments to staff in the meantime.

7. Reports

- a. Chief Executive Officer – Martin Daly and Chief Operations Officer – Marissa Lopez Elkins presented schematic plans and overviews of the functions and inter-relationships of the three Camarillo Ranch Departments: Venue Rental, Programs and Operations. Vision statements for each department were shared. A new multi-year business model for the Foundation aimed at increasing revenues was discussed along with anticipated capital projects and policy changes that will be needed to achieve the goal.
- b. Executive Committee - Charles Devlin reported that the committee discussed annual fund raising, the retreat agenda, the staff organizational chart and new business model.

- c. Education and Legacy Committee - Karen Prough stated that areas of focus for the committee include implementation of the accessions process, volunteer appreciation and plans for sustainability of the docent program. She passed out a summary of program and event dates for the year.
 - d. Finance Committee – Michael Drews stated that the cash position is strong although site rental income growth is less than anticipated. The committee is working on auditors recommendations to convert to a different accounting format in the coming year.
8. **Closed Session** – None
9. **Human Resources** - None
10. **Adjournment**- Charles Decline adjourned the meeting at 7:57 p.m.

Ellen Smith, Secretary

Board Approval: May 8, 2018