



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

October 2, 2018 – 5:30 p.m.
Camarillo Ranch
201 Camarillo Ranch Road
Camarillo, CA 93012

250th 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, Secretary Ellen Smith, Luke Cardella, Peter Ellermann, Shirley Honour, Karen King, Matt Kohagen, Gerry Olsen, Karen Prough. **Also present** - Liaison Board Members – Council members Charlotte Craven and Mike Morgan. **Others Present:** Chief Executive Officer Marissa Lopez Elkins.

Absent: Martin Daly, Sandy Nirenberg, Susana Reeder, Martin Shum

2. **Minutes** – The board approved the minutes of the September 11, 2018 meeting. Gerry Olsen abstained.
3. **Next Meeting** – November 6, 2108 Regular Meeting at the Camarillo Ranch.
4. **Comments**
 - a. Charles Devlin welcomed new board member, Matt Kohagen. He reminded everyone that the governance model is a “policy board” with detailed work done in board committees.
 - b. Gerry Olsen appreciated receiving the Camarillo Ranch Foundation brochure that was mailed out to all residents with the recent utility bill. David Schlangen complimented the staff for the well-run Throw Back Thursday and noted that the last TBT for the year will be at the end of October.
5. **Unfinished Business**
 - a. **Audit Accepted** - On a motion by Gerry Olsen the board took unanimous action to accept the 2016-17 Audit Report and Form 990.
 - b. **Retreat Date Postponed** - Karen King reported that Fund Development Committee and retreat facilitator recommend postponement of the retreat date until the second quarter of the year. In preparation, the Committee will present Fund Development definitions and concepts at each board meeting. On a motion by Ellen Smith, the board unanimously approved postponement of the retreat.
 - c. **Proposed Bylaws Changes** - On a motion by Pete Ellermann, the board unanimously approved proposed by laws changes as amended, to be submitted to the City Council for consideration.
 - d. **Election of Board Officers** - On a motion by Gerry Olsen, the board unanimously elected Charles Devlin as President, Martin Daly as Treasurer and Ellen Smith as Secretary.
 - e. **Election of Vice President** - A roll call vote resulted in the election of Karen King as Vice President. Votes were cast for Karen King by Charles Devlin, Pete Ellermann, Gerry Olsen, Karen Prough and Ellen Smith. Votes were cast for David Schlangen by Shirley Honour, Luke Cardello and Matt Kohagen.
6. **New Business**
 - a. **First Reading of Board Policy revisions** - Marissa Lopez Elkins described the proposed revisions that would update the policies with current job titles, committee titles and wording revisions.

7. Reports

- a. Chief Executive Officer – Marissa Lopez Elkins explained progress toward the conversion from cash to accrual accounting which includes matching and recording revenue with expenses. It will make comparisons between years difficult due to the change of accounting methods. She expects the transition to be complete near the end of the calendar year. Accomplishments: 10,000 guests have participated in Throwback Thursdays between April and September 2018 with new signage, marketing materials and programs. A \$5 fee (versus donation) for house tours is planned for implementation soon. New badges for staff and new board members have been ordered. Charles Devlin paid to have his badge replaced also. School tour stations are being re-arranged away from the upcoming pavement project of the auxiliary parking lot.
- b. Executive Committee - Charles Devlin stated that since Michael Drews resigned, a new board member is needed. He said that an accounting background is desirable.
- c. Fund Development Committee - Karen King provided an overview of why the Camarillo Ranch Foundation needs to fund raise. Pursuant to the Operating Agreement with the City, the Foundation is responsible for the preservation and repair of all interior spaces of the historic house and maintenance of all green spaces outside. Rental revenues do not provide sufficient funding to address all expenses for preservation, restoration and educational programs. Therefore, a fund development program is being designed to raise the additional funding needed.
- d. Education and Legacy Committee - Karen Prough reported that an assessment is under way of items in the house to determine historical relevance. She also stated that the Parks and Recreations Department is finalizing wording on the plaque to be placed at Camarillo Grove Park honoring Adolfo Camarillo.
- e. Finance Committee – Charles Devlin filled in for Martin Daly to answer questions about the finance report.
- f. Board Development Committee - David Schlangen reported on two new procedures that will help with uniformity of practice: Roles and Responsibilities for Committee Chairs and Mentor Program Responsibilities.

8. **Closed Session** – None

9. **Human Resources** - None

10. **Adjournment**- Charles Devlin adjourned the meeting at 6:55 p.m.

Ellen Smith, Secretary

Board Approval: November 6, 2018