



255th 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, Karen King, Matt Kohagen, Sandy Nirenberg, Gerry Olsen, Karen Prough, Susana Reeder, Martin Shum. Also present - City liaison representative – Shawn Mulchay. Others present Chief Executive Officer Marissa Lopez Elkins, Matt Lorimer, David Reel, Jeff Hahn, Jack King, Dylan Gaugher, Emily Petrie, Nikki Keller

Absent: Martin Daly, Charlotte Craven

2. **Minutes** – The board unanimously approved the minutes of the March 5, 2019 meeting.

3. **Next Meetings** –

- a. Saturday, April 27, 2019 Special Meeting, Board Retreat, and
- b. Tuesday, May 7, 2019 Regular Meeting, in the Camarillo Ranch Conference Room.

4. **Comments**

- a. **Public Comments**

- a. Matt Lorimer spoke about his concerns. He stated that the Ranch is losing money; that he observed money being collected in an envelope at an event and asked who was in charge; that the Ranch should pay rent for the property and that the City has a right to recover user fees; that the City Council should not be asked to donate money to the Foundation; and that he believes there is a lack of accountability.
- b. David Reel asked about requirements to be a CRF board member and how to apply.

- b. **Board President Comments**

- a. Charles Devlin stated that Peter Ellermann has resigned from the CRF board. He complimented staff on the management of the well-attended Car Show.

- c. **Board Member/Council Comments**

- a. Gerry Olsen reported that he spoke to the Conejo DAR about the Norwegian Grade and received a \$100 donation for the CRF. He requested clarification on the procedure for when a board member misses four meetings. He congratulated staff on the Newsletter.
- b. Ellen Smith reported that she attended the Docent Executive Committee meeting and that the docents were pleased with the success of the Car Show, the positive responses of participants and the funds

collected for house tours. She stated that the docent leadership is receptive to the concept of a volunteer appreciation Happy Hour, docent/board mixer at the July 11, 2019 docent meeting.

- c. Shawn Mulchay complimented staff on the Newsletter and asked how email addresses are captured. He commented that the Car Show was a great event.

5. Unfinished Business

- a. Bylaws Revision - On a motion by Gerry Olsen, the board took action to table the vote on the bylaws revision until the next meeting in order to meet public notice requirements. The board unanimously approved the motion.
- b. Retreat update - An agenda for the board retreat has been developed by the Board Development Committee and will be reviewed by the Executive Committee. The board retreat is scheduled for Saturday, April 27, 2019 from 8:00 AM - 2:00 PM.

6. New Business

- a. Correspondence to the City - On a motion by Gerry Olsen, the board took unanimous action to authorize CRF President and Executive Committee to initiate correspondence and meet with City representatives to discuss formation of an Ad Hoc Committee as required prior to the expiration of the Operating Agreement.

7. Reports

- a. Chief Executive Officer - Marissa Lopez Elkins invited Nikki Keller to report on the new venue rental model. Keller reviewed the professionally developed packet that outlines prices, menus, hours of event operation and other details. The packet includes information about the history of the property, the non-profit status and the focus on preservation of the grounds and buildings. Keller outlined the aspects of rental agreements that have been revised to limit the number of hours of rental time and require vetted vendors in order to better protect the property. She also summarized efforts that are being made to stimulate rentals during the slower months and under-utilized mid-week days.
- b. Executive Committee - Charles Devlin reported that the committee focused on the retreat agenda, the proposed communication with the city and the monthly board agenda.
- c. Finance Committee - Charles Devlin reported that gross income is up and operational expenses are down. Suggestions were made about revising the format of the report and providing education to board members on how to analyze the information.
- d. Fund Development Committee - Karen King stated that the committee is focusing on the future of fund raising, maintaining donor relations/records, and telling the story of the important work being done to preserve, educate and further Adolfo's legacy.
- e. Board Development Committee - David Schlagen reported on an upcoming training opportunity for board members "Communicating Your Cause" at California Lutheran University, Oxnard campus on April 26, 2019.
- f. Programs Task Force - Karen Prough reported on the sale of obsolete and excess furniture that is not related to the Camarillo family or the significant time period when the family lived in the house. She requested help from board members with moving, pricing, preview day and sale day.

- g. Operating Agreement Task Force - Charles Devlin stated that the committee supports the initiation of an Ad Hoc Committee with the City to discuss the direction for the operating agreement in the future. He stated that three board members visited an historic property in Carlsbad to learn about how that city manages the property and their budgets for upkeep and staffing. Shawn Mulchay stated that the City Committee is doing a study of comparable historic properties and how cities are managing them. Charles requested that the City Committee share their minutes and findings.
- h. Business Development Task Force - Martin Shum stated that the committee is looking at the competitive environment and has come up with a dashboard of performance indicators. He suggested a concept for partnering with local businesses to increase mid-week occupancy.

8. **Closed Session** – None

9. **Human Resources** - None

10. **Adjournment**- Charles Devlin adjourned the meeting at 7:02 p.m.

Ellen Smith, Secretary

Board Approval: May 7, 2019