



Camarillo Ranch Foundation

Board of Directors Meeting Minutes
October 7, 2020 – 5:30 pm
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo CA. 93012

276th Meeting

“Preservation, Education, Restoration”

1. **Call to Order** – David Schlangen called the meeting to order at 5:31.
Present – Ana Blattel (Vice Pres.) Christopher Valenzuela, David Schlangen (Pres.) Helen Faul (Treas.) Kathy Taylor, Mary Goldberg, Matt Kohagen, Sheryl Gonzalez (Sec.) Theresa Marvel, Mike Morgan, Betty Addieg, Carmen Nichols (City rep.)
2. **Minutes** – The minutes from the September 2, 2020 meeting were approved with one abstention.
3. **Next Meeting** – November 4, 2020
4. **Public Comments/Board Comments:**
 - a. Public Comments regarding items not on the agenda.
 - i. There were no public comments.
 - ii. Docent Representative comments - Ana Blattel (Docent Chair) reported:
Emails will be sent out to Docents every Friday with updates and information about the Docent program and the CRF. Ana asked if the emails should include the CRF board minutes. David Schlangen said that Docents and the public would eventually be able to access the CRF board meetings on the Camarillo Ranch House website.
 - iii. City Representative - Carmen Nichols reported:
 1. Ventura County is now in the Red Zone for COVID-19 however the City of Camarillo is still limiting certain activities. Carmen will reach out to Ana Blattel (Docent Chair) to explore ideas of what the Ranch may do. On the events side activities are still very limited.
 2. The Master Gardeners contacted Carmen about returning to the Ranch. She will be meeting with them to discuss their return.
 3. Because of lack of activities at the Ranch a flea and varmint problem had occurred. This problem has been fixed.
 4. Ana thanked the City for all its hard work in maintaining the grounds. The gardens are continuing to look lovely.
 5. Mike Morgan asked if the CRF Board needed to continue meeting on Zoom. Carmen stated that the City Council is not open. It is still challenging to provide a safe environment that is open to the public. When the CRF Board thinks it is safe at the Ranch to hold meetings David and Ana will need to send a letter to the City.
 - iv. Board Comments:
 1. Discussion about continuing CRF meetings on Zoom or to return to the Ranch.

After a lengthy discussion it was agreed to continue the CRF Board meetings virtually until January.

2. Weekly articles sent out to Docents and others.
 - a. Every Friday a group of Docents and volunteers are sending out emails about the Camarillo family. They have done a fantastic job and have written excellent articles. The board will be sending thank you notes to this group for all their hard work.
 - b. These articles will now be sent out every third Friday of the month.
 - c. Theresa Marvel volunteered to reach out to the authors to see about other ways to get these articles to the public. One suggestion was to add a link on the Camarillo Ranch House website. Another was for the authors to start their own website.
- v. Board President - David Schlangen reported:
 1. Yolanda Salas won't be joining the Board. She will continue to help the Financial Committee.
 2. David talked to Carmen about a calendar of events the City will be holding at the Ranch. She stated that since all their events will be handled by Command Performance, Command Performance would be keeping a calendar of events. David will talk to Command Performance about getting its calendar once the House is opened for events.
 3. City Councilmember Shawn Mulchay contacted David about the possibility of developing a virtual tour of the Ranch House. Shawn knows a company interested in creating a virtual tour. He also said he would be willing to put up some money towards the project. The CRF Board decided to further investigate the project. Emphasis to be concentrated on a tour of the outside of the House. Concerns were expressed about the cost and if the CRF Board would be required to pay some money towards the project.
 4. The City will be repainting the House. David asked for feedback from the Docents as to what color it should be. Ana Blattel reported that the general consensus is to keep the same color.

5. Unfinished Business - None

6. New Business

- a. Review Annual Report to the City

The Annual Report was reviewed. Therese Marvel motioned to approve the report with Matt Kohagen seconding. David will present this report to the City Council at their next meeting.
- b. Review/Approve Operating Agreement

A Task Force is reviewing the Operating Agreement and the Bylaws. The Task Force will present the revisions to the Executive Committee on October 20, 2020. At the CRF Board meeting on November 4, 2020 the total Board will review the revisions/recommendations and take action.
- c. Committee Reports
 1. Executive Committee:
 - a. David Schlangen reviewed the Executive Committee Meeting Minutes from September 15, 2020.

- b. CRF contracts with Ventura County Resource Management Agency for the cost of \$315.95. The contract runs for one year and was due June 20, 2020. This contract allows the CRF to have vendors during events held at the Ranch. David Schlangen asked if the Executive Committee wanted to pay the one-year contract now or wait until the Ranch was opened. After a lengthy discussion, the committee agreed to wait until the Ranch reopened to pay this fee.
 - c. The Executive Committee will meet on October 20, 2020 to develop an agenda for the November 4, 2020, CRF Board meeting. If a Board member has something to add to the agenda please let David know before the meeting.
 2. Education and Legacy Committee:
 - a. Ana Blattel stated that the committee has not been following the CRF Accessions Policy guidelines. She sent the policy to all the committee members to review and discuss at their next meeting.
 - b. Action will not be taken on the accession of the Wooden Black Swallow. The accession of this item will be sent back to the committee for further review. The proper paperwork needs to be filled out.
 - c. Action on the donation of pen and ink drawings of the Camarillo Ranch House was taken. Helen Faul made the motion to accept the posters for sale at future events and/or fundraisers. Ana Blattel seconded the motion. It passed unanimously. Matt Kohagen offered to help sell posters at CRF events. The possibility of selling the posters at the Farmers' Market was discussed. This suggestion would have to first go to the Docent Executive Board for approval.
 3. Social Media Task force:
 - a. Chris Valenzuela and Mary Goldberg have been meeting with Pi Design, a firm that helped develop the Camarillo Ranch House website. There is a fee for this firm, however they agreed to train Chris and Mary on how to update the website. Chris and Mary are now working hard to update the website. They appreciated all the help Pi Design gave them.
 - b. There are multiple areas to update. One area is the current Board. All new Board members are asked to send their photos to Chris or Mary.
 - c. Chris and Mary asked that if Board members see anything they feel needs updating please let them know.
 4. Fund Development Committee:
 - a. Matt Kohagen and Mike Morgan are still working on how to open Green Light. Their first priority is to get out donation letters to past donors.
 - b. Also a big concern is how do we pay for set up and take down for future fundraisers. In the past there was staff to do it, now we have to pay Command Performance.
 - c. They have not decided on a date and time for a regular meeting.

7. Reports:

a. Update on Finances – Helen Faul reported:

- i. QuickBooks needs to be updated. Because of the need to modernize QuickBooks Helen wasn't able to provide an update on the current financial statement. We are depositing money and paying bills.
- ii. There are two ways to use QuickBooks, on-line or on a single computer. Right now we are using a single computer. Our computer is old and we may need to buy a new one. It would be easier to have an on-line account where more than one person could access the account. This account would be password protected. There is a charge for on-line use, which may be a yearly fee. The Financial Committee will investigate the cost and various options to update our QuickBooks.

8. Closed Session – none

9. Adjournment – David Schlangen adjourned the meeting at 7:10

CRF Subcommittee meetings – The Foundation's subcommittees meet monthly or as indicated below. All meetings are currently held virtually.

Docents Executive Committee	First Monday	9:00 am
Executive/Finance Committee	Third Tuesday	5:30 pm
Education and Legacy	Second Tuesday	10:00 am
Social Media Task Force	Second Thursday	5:00 pm
Fund Development		

Sheryl Gonzalez

CRF meeting minutes October 7, 2020 (October 14, 2020)

Distribution:
Camarillo Ranch Foundation Board Members
City Clerk, City of Camarillo

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