



Camarillo Ranch Foundation
Board of Directors Meeting Minutes
January 6, 2021 – 5:30 pm
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo, CA. 93012

278th Meeting
“Preservation, Education, Restoration”

1. **Call to Order** – David Schlangen called meeting to order at 5:31.
Present – David Schlangen, Ana Blattel, Betty Addieg, Christopher Valenzuela, Helen Faul, Kathy Taylor, Mary Goldberg, Matt Kohagen, Sheryl Gonzalez, Theresa Marvel, Mike Morgan
Guests - Sandi Trotter, Troy Wagner
2. **Minutes** - Minutes of meeting held November 4, 2020 were unanimously approved.
3. **Next Meeting** – February 3, 2021
4. **Public Comments/Board Comments:**
 - a. Public Comments regarding items not on the agenda
 - i. No public Comments
 - ii. Docent Representative – Docent Chairperson, Ana Blattel
Docents are collecting money for a celebration of Shirley Randall’s life to be held after COVID-19 lock down. Shirley Randall, a Ranch House Docent for close to 20 years passed away in November.
 - b. Board/City Comments
 - i. David Schlangen asked that at the end of the meeting we adjourn in Shirley Randal’s honor. Everyone thought this was an excellent idea.
 - ii. David will be meeting with someone to help write grants to get money to develop programs for the Ranch House.
5. **Unfinished Business** – None
6. **New business**
 - a. **Action to Review/Approve 360 Virtual Tour Development of Ranch House presentation by Troy Wagner**
 - i. Troy is interested in making a virtual tour of the Camarillo Ranch to be available on the CRF Web Site. This virtual tour can also be displayed on other web sites. He showed a virtual tour he developed of the Museum of Ventura County. Troy stated virtual tours are a great way to get guests to the House excited about visiting. The virtual tour could also help to raise donations for the house.
 - ii. After a lengthy discussion a motion was put forward by Matt Kohagen to go forward with the development of a virtual tour. Helen Faul seconded the motion and it was unanimously approved.

- iii. David Schlangen said the next step was for Troy to meet with the Education and Legacy committee to help develop the Virtual Tour. Later on The Social Media Task Force will be included.
- b. **Annual review of Edward Jones Account. Action to use External or Internal Review (Roman Kisz)**

Roman was not able to attend the meeting. This item will be discussed at the February 3, 2021 meeting. Richard Wagner will be here instead of Roman Kisz.
- c. **Action To Review/Approve 2019 - 2020 Annual Audit (Sandi Trotter)**
 - i. Sandi Trotter reviewed the Audit of the CRF conducted by LSL. Sandi worked for the CRF Board to gather information for the auditors. The audit compared 2020 to 2019. Cash flow was very different for those two years. Command Performance is now in charge of events held at the House and COVID-19 lock down has keep the House closed since March 2020.
 - ii. Sandi said everything went well and the CRF did great and no discretions were found.
 - iii. David Schlangen thanked Sandi for all her hard work, professionalism and work ethic.
 - iv. Action to approve 2019 – 2020 Audit was moved by Matt Kohagen and seconded by Helen Faul. The motion was approved unanimously.
- d. **Action to Approve/Reject Cyber Liability Quote Letter (Matt Kohagen)**

Matt reviewed the cyber policy from Gallagher. His question to everyone was, “Do we need this policy?” After much discussion it was decided the CRF does not need this extra policy. Mike Morgan made a motion to reject the policy, Helen Faul second and the motion was approved unanimously/
- e. **Action to Review/Approve Amended Bylaws from City Council**

Theresa Marvel made a motion to accept the Amended Bylaws, Betty Addieg seconded and the motion was unanimously approved.
- f. **Brainstorming session on possible events for 2021 at Ranch Property**

At the next couple of meetings the CRF Board will be brainstorming ideas of different events to be held at the Ranch House. Ideas put forth at the meeting were;

 - 1. Carnival rides in conjunction with Throw Back Thursdays
 - 2. Battle of the Bands
 - 3. Gaming night
 - 4. Casino nights
 - 5. Movie nights
 - 6. Bingo
 - 7. Bunco
 - 8. Local non-profits to provide food at different events (Lions Club, Optimist, etc.)
 - 9. Flag day with Marching Bands
 - 10. Non-profit day (tie in to Food Trucks)
 - 11. Car show
 - 12. Chili Bake-Off

g. Committee Reports

1. Executive /Finance Committee – David Schlangen & Helen Faul

- a. David went over the minutes from the last Executive Board meeting.
- b. Helen reviewed the finances. The CRF total income was \$7,305 for December. Much of this income came from past donors' contributions. Our operation costs were \$1,905.20.

2. Education and Legacy Committee – Ana Blattel

This committee was dark in December. Ana will connect with Chris to set up a Zoom meeting in January.

3. Social Media Task force – Chris Valenzuela and Mary Goldberg

- a. Mary and Chris have been working hard to update the Web Site.
- b. Chris is also working to update the CRF Facebook page. Chris and Mary are hoping there will be another Giving Tuesday like the one in December.
- c. Chris offered his services for anyone who needs help with Zoom meetings.

4. Fund Development Committee – Matt Kohagen /Mike Morgan

- a. A letter to donors sent out in December was met with great response. The CRF received over \$6,000 in donations. A second letter will be sent out in late spring or early summer.
- b. David and Helen sent out thank-you letters to all the donors.
- c. Ana Blattel has a list of past donors she will share with the committee. Ana and Helen asked if any Board members know other potential donors to please send the names to Matt or Mike.
- d. Theresa Marvel wondered if the letters were sent out to other non-profits and businesses in the Camarillo area. The letters were not but in the future there is that possibility.
- e. In the spring the committee will hopefully begin meeting on a regular bases to discuss additional ideas for fundraisers.

7. Updates on Finances – Helen Faul gave her update under committee reports.

8. Closed Session – N/A

9. Adjournment – David Schlangen adjourned the meeting at 7:09 in honor of Shirley Randall.

Future Topics:

- 1. Action by the CRF Board on events in 2021**
- 2. City/Command Performance/CRF Calendar**

CRF Subcommittee Meetings – The Foundations subcommittees meet monthly or as indicated below. All meetings are currently held virtually.

Docent Executive Committee	First Monday	9:00am.
Executive/Finance Committee	Third Tuesday	5:30pm.
Social Media Task Force	Second Thursday	5:00pm.
Education and Legacy Committee	Second Tuesday	10:00am.
Fund Development Committee	No date at this time	

Sheryl Gonzalez

CRF meeting minutes Jan 6, 2021 (Jan 17.21)

Distribution:

Camarillo Ranch Foundation Board Members
City Clerk, City of Camarillo

Staff reports and other disclosable public records related to open session agenda items are available for review during regular business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m., at the Camarillo Ranch Office located at 201 Camarillo Ranch Road, Camarillo, CA 93012. If you have any questions, please contact the Ranch Office at (805) 389-8182.

Americans with Disabilities Act Compliance Statement

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Camarillo Ranch Office at (805) 389-8182 at least 48 hours prior to the meeting to enable us to make reasonable accommodations to ensure access to this meeting. (28 CFR 35.102-35.104, ADA Title III)