



Camarillo Ranch Foundation
Board of Directors Meeting Minutes
November 3, 2021 – 5:30 PM
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo, CA. 93012

288th Meeting
“Preservation, Education, Restoration”

1. **Call to Order** – Christopher Valenzuela called the meeting to order at 5:31 PM
 - a. **Present:** Ana Blattel, Betty Addieg, Christopher Valenzuela, David Schlangen, Helen Faul, Kathy Taylor, Mike Morgan, Vishnu Patel, Shelby Paul and Theresa Marvel **Absent:** Mary Goldberg and Matt Kohagen
2. **Appointment of Secretary for this particular meeting** – David Schlangen took meeting minutes for this meeting
3. **Past Minutes** – Minutes of meeting held October 6, 2021, were unanimously approved with corrections
4. **Next Meeting** – January 5, 2022 (Board will go dark in December 2021)
5. **Public Comments/Board Comments:**
 - a. Public Comments - None
 - b. CRF Board/City Comments
 1. Theresa asked that the business hours on the bottom of the meeting minutes document be updated.
 2. The board agreed that they will reach out to Wendee's Occasions to see if they would be willing to donate the placing of Christmas decorations on the house and barn again for this year. If they agree, decorations will be placed up after Thanksgiving to not be visible for weddings in November.
6. **Unfinished Business:**
 - a. Recent Filming – David provided the board an update on how the recent dating filming went at the Camarillo Ranch property
 - b. RaiseDonors – Chris provided a presentation on how RaiseDonors works and what they could provide to our “Donate” area on our website. Board agreed to possibly use them in the future (will revisit item in the future).

- c. CRF Annual Audit – David informed the board that Sandi Trotter is available to perform the audit for the CRF this year, as she has done for the CRF the past 3 years. Ana will also provide the contact information of Heather Olsen as a possible person to use for the audit. Board agreed for David and Chris to meet with both individuals and make the appropriate decision on whom to proceed forward with.
- d. Basement Cleanup – Vishnu, Ana and Theresa will set up a date to meet at the Ranch House basement and clean it up.
- e. Office Volunteer Procedures – 4 volunteers will be scheduled to be at the Ranch Office on each Wednesday to assist with school tours and other docent/board responsibilities. Ana mentioned that we need to have a “Manager” to tell the volunteers what needs to be done on a weekly basis. Education and Legacy Committee will work together on creating procedures for office volunteers. Michelle will have access to gmail account to answer email/voice mails remotely.

7. **New business:**

- a. Ask Letter – Board went thru the document and made multiple changes to it. Bolding lines and adding venom as a payment option and QR code to our website. Chris will update document with suggestions and send out to board for final review. Peg and Shelby will meet to discuss on creation of list to send Ask Letter to at the first week in December 2021.
- b. Appointment a new Board of Directors Member – Board would like two recommendation letters to be added to Board member application, as well as a background check. Mike will check with Camarillo Police Chief if they can perform future background checks for CRF. **Motion by Theresa and a Second by Helen** - Board agreed to appoint Sean Black to the board after David and Mike interview him and a background check is performed and no issues arise in either case.
- c. CRF/Docent Holiday Party - **Motion by Mike and a Second by Helen** – Board agreed to have a Holiday Party on Thursday, December 9th, starting at 6:00 PM at the Camarillo Ranch Barn. Docents, Helen, Mike, Chris and Theresa volunteered to put party together and set up on day of party.
- d. Taking either December or January off for Board Meeting - **Motion by Helen and a Second by Betty** – Board agreed to take December 2021 off from having a board meeting.
- e. Committee Reports
 - 1. Executive/Finance Committee
 - a. The Executive created the agenda for the Board meeting

- b. Provided CRF finances for October 2021 and showed a Pie Chart illustrating estimates of profits made in 2021 and the different categories that those profits were raised in
 - 2. Education and Legacy Committee
 - a. Docent Meeting
 - i. House Tours continue to occur on Saturdays and Sundays (unless an event is occurring on either day
 - ii. School Tour was conducted on Wednesday, November 3rd
 - 3. Social Media Task force
 - a. Chris Valenzuela showed the Board the analytical data on each of the different social media platforms that the CRF is on
 - 4. Fund Development/Event Committee
 - a. The committee met for first time on Wednesday, October 20th and will continue to meet on the third Wednesday of each month at 5:30 PM
 - b. Mike developed the "Ask Letter" for 2021
 - c. Shelby is reviewing Little Green Light and capturing a list of individuals/companies to send Ask Letter to
- 8. Closed Session - Additional Web Designer payment and Command Performance employee gift.**
- a. The Board adjourned to closed session at 7:53 PM and returned to open session at 8:02 PM.
 - b. **Motion by Mike and a Second by Helen** - Action to pay Web Designer an additional \$300 was approved for his assistance on updating the website with business information, creation of Virtual Tour page and Blue Moon Ball event page.
 - c. **Motion by Ana and a Second by Mike** - Action to provide a \$100 gift card to Molly Lyneis for her excellent service and professionalism to the board for 2021 was approved
- 9. Adjournment** – Chris Valenzuela adjourned the meeting at 8:06 PM.

Future Topics:

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

Docent Executive Committee	First Monday	9:00 AM
Executive/Finance Committee	Third Tuesday	5:30 PM

Social Media Task Force	Second Thursday	5:00 PM
Education and Legacy Committee	Second Tuesday	10:00 AM
Fund Development/Event Committee	Third Wednesday	5:30 PM

David Schlangen

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Distribution:

Camarillo Ranch Foundation Board Members
Assistant City Manager, City of Camarillo

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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)