



May 7, 2019 – 5:30 p.m.  
Camarillo Ranch Red Barn  
201 Camarillo Ranch Road  
Camarillo, CA 93012.

**257th Meeting - 20th Anniversary of CRF**

- 1. Call to Order** – Charles Devlin called the meeting to order at 5:30 p.m.

**Present** - Board Members – President Charles Devlin, Vice President Karen King, Treasurer Martin Daly, Secretary Ellen Smith, Luke Cardella, Matt Kohagen, Sandy Nirenberg, Gerry Olsen, Susana Reeder, David Schlangen, Martin Shum. Also present - Liaison Board Members – Council members Charlotte Craven and Shawn Mulchay. Others present: Matt Lorimer, Barbara Williams, Eric Storrie, David Reel, Dylan Gaughen, Chris Zeller, City Attorney Kane Thuyen

**Absent:** Karen Prough

- 2. Minutes** – The board approved the minutes of the April 2, 2019 meeting as corrected. Martin Daly abstained.

- 3. Next Meeting** – June 4, 2019.

- 4. Comments** –

- a.** Matt Lorimer made remarks concerning a number of subjects including but not limited to: lack of a flag; specific amounts of money that he says the CRF should or should not spend on labor, rent, utilities and salaries; and the use of high school students as volunteers.
- b.** Barbara Williams made comments about a number of topics including the CRF retreat; how the CRF uses deposits for operations; how the CRF should raise funds; and questioned the provision of storage for the caterer.
- c.** Chris Zeller stated that the CRF is in the red; that the CRF makes almost a million dollars annually but feels it is not profitable and that there is no need for a CEO; that the City Council members should not be asked to contribute to the Foundation; that the CRF should provide money to the City; and that he recommends that the CRF should be disbanded.
- d.** Kane Thuyen, City Attorney, was introduced by David Schlangen, chair of the CRF Board Development Committee. Schlangen stated that Mr. Thuyen was invited to provide a summary of key elements of the Brown Act as part of the on-going training program for CRF board members. Thuyen provided information on what constitutes a meeting of the board, the 72-hour agenda posting, access of the public to open meetings and the right to make comments, ability of the board to limit disruption, and topics allowed to be addressed in closed sessions.
- e.** Charles Devlin, board president, thanked all the board members and other volunteers for the countless hours of their time spent on CRF projects that demonstrate “walking the talk” of service to the Camarillo Ranch and to the greater community. He passed out an article about the Ranch in the Camarillo Acorn dated May 3, 2019. He noted two inaccuracies in the article. First, it stated that Marissa Elkins had served as executive director for just over six years but she was actually in that position for just over a year. Second, it stated that Devlin said “the foundation receives no funding from the city.” He stated that he told the Acorn that the Foundation receives no operating funding from the City. Devlin went on to thank the board members for their time and participation at the board retreat on Saturday, April 27, 2019. He praised the staff for another successful and well attended Throw Back Thursday and thanked the many board members who helped with the sale of obsolete furnishings. He mentioned that the City was scheduled to discuss the recent Ad Hoc Committee meeting in closed session and that he hoped that the Committee would meet again soon.

- f. Charlotte Craven, City Council, stated that the goal of the City is to finish Ad Hoc Committee discussions by the end of the current fiscal year.
- g. Gerry Olsen, board member, stated that is has been twenty years since the first CRF board meeting and passed out a copy of the board meeting minutes from May 10, 1999.
- h. Ellen Smith, board member and docent liaison, reported on two upcoming events with docents and board members:
  - a. History Training for Docents and Board Members, June 18, 2019, 9:00 a.m. - 3:30 p.m. includes lunch. RSVP: [amblattel@hotmail.com](mailto:amblattel@hotmail.com)
  - b. Board/Docent Mixer, July 11, 2019, 4:00 - 5:00 p.m., Bring finger foods.

## 5. Unfinished Business

- a. Modifications to the CRF Bylaws - The item was tabled until the next meeting.

## 6. New Business

- a. First reading of Camarillo Ranch Foundation Budget for 2019-20 - Martin Daly presented an overview of the proposed budget which projects \$86,000 in net income. As the new event rental structure is phased in, it is expected to result in a higher yield per event than the current year. Salaries and wages are projected based on current end of year staffing and a vacant CEO position. The next meeting of the Finance Committee is May 15, 2019 at 4:00 p.m. Board members are requested to RSVP so that appropriate materials and postings are in place.
- b. Action to temporarily close the Ranch office and grounds due to staff reductions - It was moved by Sandy Nirenberg and seconded to close the grounds and offices on Tuesdays, effective immediately, for the months May through August 2019, with the exception of already scheduled School Tours. The board will review the action again in August. The motion was unanimously approved.

## 7. Reports

- a. Executive Committee - Charles Devlin stated that the committee worked on the retreat and the board agenda
- b. Finance Committee - Martin Daly reviewed the Profit Loss statement for July 2018 - March 2019.
- c. Board Development Committee - David Schlangen provided a dashboard template for tracking board committee progress toward strategic plan goals.
- d. Education and Legacy Committee - Ellen Smith read a report from Karen Prough in which she thanked board members for their significant time spent preparing for and executing the sale of obsolete furnishings. In addition, desks owned by Adolfo and Pancho Camarillo were moved into the appropriate rooms and a newly donated Victorian bedroom set was moved into Carmen's room.
- e. Business Development Task Force - Martin Shum presented an in-depth analysis of CRF venue rentals over a five-year period. The task force has developed a set of Key Performance Indicators that will assist the board to evaluate the effectiveness of the business model in order to make strategic adjustments as needed. He also introduced a concept for utilizing low use venue rental times by launching a Tea Room experience as an annual or recurring event, perhaps in partnership with other entities.

8. **Closed Session** – None
9. **Human Resources** - None
10. **Adjournment**- Charles Devlin adjourned the meeting at 7:12 p.m.

\_\_\_\_\_ Ellen Smith, Secretary

Board Approval: June 4, 2019