



Camarillo Ranch Foundation, Inc.  
Board of Directors Meeting  
December 3, 2019 – 5:00 p.m.

Camarillo Ranch  
201 Camarillo Ranch Road  
Camarillo, CA 93012

**Agenda  
266th Meeting**

***"Preservation, Education, Restoration"***

1. **Call to Order**
2. **Minutes** – Action to approve the Minutes of the regular Board meeting held November 12, 2019
3. **Next Meeting** – January 7, 2020
4. **Comments**
  - a. Public Comments regarding items not on the agenda.
  - b. Docents' Representative
  - c. Board President
  - d. Board/Council Member Comments
5. **Unfinished Business**
6. **New Business**
  - a. Action to change January Board meeting date to January 14, 2020
  - b. Action to approve revised Bylaws
7. **Reports**
  - a. Volunteer General Manager - Sandy Nirenberg
  - b. Executive Committee – Karen King
  - c. Finance Committee – Martin Daly
  - d. Fund Development Task Force – Karen King
  - e. Board Development Committee – David Schlangen
  - f. Education & Legacy Committee - Ellen Smith

8.      **Mini Retreat**  
Discussion of Mission Statement, Goals, and Budgets for this fiscal year and next
9.      **Closed Session – None**
10.     **Human Resources - None**
11.     **Adjournment**

**Future Agenda Items:**

Policies: Records retention

Policies: New accounts

Policies: Distribution cycle

**CRF Subcommittee Meetings** – The Foundations’ subcommittees meet monthly or as indicated below. All meetings are held on the Camarillo Ranch property.

<b>Docents Executive Committee</b>	First Monday	9:00 a.m.
<b>Education and Legacy</b>	Second Monday	10:00 a.m.
<b>Board Development Committee</b>	Second Monday	4:00 p.m.
<b>Fund Development Committee</b>	Second Tuesday	4:00 p.m.
<b>Docents Committee</b>	Second Thursday	4:15 p.m.
<b>Finance Committee</b>	Last Monday	2:00 p.m.
<b>Executive Committee</b>	January 8, 2020	4:00 p.m.

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**Distribution:**

Camarillo Ranch Foundation Board Members

City Council Camarillo Ranch Committee Members

City Clerk, City of Camarillo

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**Americans with Disabilities Act Compliance Statement**

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## **Camarillo Ranch Foundation, Inc.**

### **Minutes - Board of Directors Meeting**

November 12, 2019 – 5:30 p.m.  
Camarillo Ranch  
201 Camarillo Ranch Road  
Camarillo, CA 93012

### **265th 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 Karen King, Treasurer Martin Daly, Secretary Ellen Smith, Luke Cardella, Thomas Hayden, Matt Kohagen, Sandy Nirenberg, Susana Reeder, David Schlangen, Christopher Valenzuela. Also present - Liaison Council member -Shawn Mulchay. Others present: Carmen Nichols, Sheryl Gonzalez, Ana Blattel **Absent:** Gerry Olsen, Charlotte Craven

2. **Minutes** – The board approved the minutes of the October 1, 2019 meeting as corrected. Ellen Smith abstained. The board approved the minutes of the special meeting of October 15, 2019. Charles Devlin and Ellen Smith abstained.

3. **Next Meeting** – December 3, 2019 at the Camarillo Ranch.

4. **Comments**

- a. Ana Blattel stated that the docent leadership is waiting for the new office staff to begin and looks forward to working out the organizational details for support of the Docent Program.
- b. Charles Devlin stated that this was his last meeting as President of the Camarillo Ranch Foundation. He stated that it was an honor for him to serve and thanked the Council for his appointment and the board for their cooperation. Devlin gave awards to officers and key members of the board who provided special assistance and support during challenging times in his term of office. He believes that the Foundation is in a solid financial position and ready to segue into a new collaborative relationship with Command Performance. He plans to submit his resignation from the board and looks forward to a break from service. David Schlangen thanked Charles Devlin on behalf of the board and Ellen Smith recognized him for courageously undertaking efforts to help re-balance the responsibilities for the Camarillo Ranch between the City and the Foundation.
- c. Shawn Mulchay reported that he had attended Adolfo's Birthday and thinks it was a good idea to combine the event with the Food Truck festival. He also reported that his wife's classroom had visited the ranch for a school tour and has positive things to say.



- d. Carmen Nichols from the City of Camarillo stated that she plans to attend upcoming meetings of the board and docents to help ensure a smooth transition and to keep lines of communication open.

## 5. Unfinished Business

- a. Election of CRF Officers - On a motion by Sandy Nirenberg, the board unanimously elected the following slate of officers of the CRF for the year:

President:	KarenKing
VicePresident:	DavidSchlangen
Secretary:	EllenSmith
Treasurer:	Open (Martin Daly will stay on temporarily until filled)

## 6. New Business

- a. Approval of Signatories - The board took unanimous action to approve the CRF officers and Susana Reeder as signers on CRF accounts at Mechanics Bank and Edward J Jones.
- b. MOU with Command Performance - Charles Devlin appointed a Task Force of Karen King, Martin Daly and Sandy Nirenberg to finalize revisions of the MOU with Command Performance. The board took unanimous action to empower the CRF officers to sign the MOU agreement on behalf of the Foundation.
- c. CRF Bylaws First Reading - The board reviewed the draft Bylaws sent by the City which matches the new Operating Agreement and allows the CRF to select and appoint its own members along with other changes. The Board Development Committee will bring a revised draft to the board in December which will then go the the City Council for consideration.

## 7. Reports

- a. Volunteer Interim Manager - Sandy Nirenberg reported on preparations for Santa Nights in December. She stated that the docents will take back some of the administrative responsibilities for events in which they participate. She stated that the current transition is an opportunity to reorganize roles and responsibilities of the docents and board. She reported on human resources tasks to be completed and equipment that needs to be relocated. She encouraged board members to attend the docents meeting on Thursday, November 14 at 4:15 p.m. for the unveiling of the recently completed display of original building materials in the house.
- b. Executive Committee - Charles Devlin reported that the committee prepared the agenda.
- c. Board Development Committee - David Schlangen and Luke Cardella reported on a proposed mini retreat agenda to be held on December 3, 2019 during the regular meeting time of the board. It was suggested that the hours of the meeting be lengthened to begin at 5:00 p.m.

- d. Fund Development - Karen King reported that the end of year "ask" letter has been drafted.
  - e. Finance Committee – Martin Daly reported that reports will show major changes in assets as the transition takes place.
  - f. Education and Legacy Committee - Ellen Smith reported that the committee plays an important role in coordinating and planning all CRF and Docent events and logistics. The composition of the committee which is the docent President and Vice President along with board representatives and staff has worked very effectively.
8. **Closed Session** – The board recessed into closed session at 6:42 p.m.
- Public Employee Performance Evaluations  
Authority–GovernmentCodeSection54957  
Title–ProgramManager, MaintenanceManager/FacilitySpecialist
- The board returned to open session at 7:04 p.m.
9. **Human Resources** - The board reported that they took action in Closed Session to approve a severance package for the Maintenance Manager/Facility Specialist
10. **Adjournment**- Charles Devlin adjourned the meeting at 7:06p.m.

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

Board Approval: December 3, 2019



## **Camarillo Ranch Foundation, Inc.**

### **Executive Committee Minutes**

November 26, 2019 – 4:00 p.m.  
Camarillo Ranch  
201 Camarillo Ranch Road  
Camarillo, CA 93012

1. **Call to Order** – Karen King called the meeting to order at 4:00 p.m.
2. **Present** - Karen King, Martin Daly, Ellen Smith, Gerry Olsen, Sandy Nirenberg,
3. **Next Meetings** - every month on the 4th Tuesday at 4:00 p.m.
4. **Public Comments** - None
5. **Unfinished Business** -
  - a. Planned agenda for the business meeting and prioritized items for the mini retreat
6. **New Business**
  - a. Discussed new CRF office hours and security lock up schedule and related impacts on committee meeting schedules and house tours
  - b. Reviewed proposed correspondence to donors and City
  - c. Reviewed task list of transition items and impacts
  - d. Discussed Docent, Board, Staff Christmas party
  - e. Determined CRF officers who will have codes for the security system
7. **Reports**
  - a. Treasurer's report
  - b. Volunteer Interim Manager report
8. **Closed Session** – None
9. **Human Resources** - None
10. **Adjournment**

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<sup>1</sup>Distribution:

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City Council Camarillo Ranch Committee Members  
City Clerk, City of Camarillo

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**FINANCE COMMITTEE MEETING**  
**November 19, 2019**  
**Camarillo Ranch Foundation**  
**201 Camarillo Ranch Road – Camarillo 93012**

- 1. Call to Order: Martin Daly @ 2:00 PM**
  - a. Present: Martin Daly – Treasurer and Karen King, Sandi Nirenberg**
  - b. Guest: Sandi Trotter – Comptroller**
- 2. Minutes: All previous minutes are reviewed in the Board Packet**
- 3. Next Meeting: TBD**
- 4. Comments: No Comments**
- 5. New Business: None**
- 6. Review of the October financial statements :**
  - a. The Balance Sheet reflected total equity of \$111,139.03 and net income for the month October was \$11,866.09 compared to a budgeted \$6,328.89. YTD (4 months) showed a net income of \$16,658 slightly above budget.**
  - b. Other general discussion were held regarding the transition of the Event Rental Business and our accounting going forward. Sandi will submit new proposal for accounting and cost starting in February.**
  - c. Other issues discussed were: General Liability Insurance, Workman's Compensation through January, QuickBooks and other software, and new signing authority. Sandi Nierenberg given authority, after getting input from Sandy, to keep, change or cancel various software programs.**
  - d. Martin going to contact Command Performance regarding possibility on giving us a bid for community event work and Pleasant Valley Lions Club regarding their grant.**
  - e. Martin to obtain information from banking agencies for new signature cards.**
- 7. Meeting Adjourned at 4:20 PM**



# Camarillo Ranch Foundation

## Balance Sheet

As of October 31, 2019

	Oct 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000-Cash	55,732.58
Total Checking/Savings	55,732.58
Accounts Receivable	
1100- Accounts Receivable	3,000.00
Total Accounts Receivable	3,000.00
Total Current Assets	58,732.58
<b>Fixed Assets</b>	
1500- Fixed Assets	294,755.52
1600- Accumulated Depreciation	-203,224.28
Total Fixed Assets	91,531.24
<b>Other Assets</b>	
1300- Other Assets	9,510.09
1400- Investments	205,327.65
Total Other Assets	214,837.74
<b>TOTAL ASSETS</b>	<b>365,101.56</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	14,572.51
<b>Other Current Liabilities</b>	
2200- Accruals	2,940.32
2500- Deferred Revenue	
2500-Contracts FY2019/2020	170,620.50
2500-Contracts FY2020/2021	43,652.50
2550- Deferred Events Fees	160.00
Total 2500- Deferred Revenue	214,433.00
2700 - Capital Improvements	22,016.70
Total Other Current Liabilities	239,390.02
Total Current Liabilities	253,962.53
Total Liabilities	253,962.53
<b>Equity</b>	
3000- Equity	
3010- Unrestricted Net Assets	36,564.83
3030- Temporarily Restricted	
3041-School Tour Transportation	3,250.00
3043- Education & Legacy	5,000.00
Total 3030- Temporarily Restricted	8,250.00
Total 3000- Equity	44,814.83
Unrestricted Net Assets	49,665.32
Net Income	16,658.88
Total Equity	111,139.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>365,101.56</b>

**Camarillo Ranch Foundation**  
**Profit & Loss Budget vs. Actual**  
July through October 2019

	Oct 19	TOTAL	
		Jul - Oct 19	Budget
Ordinary Income/Expense			
Income			
4000- Venue Rental			
4100- Venue- Rental Revenue	48,145.00	143,750.00	120,300.00
4200- Equipmt Rental/Janitorial	0.00	1,015.00	5,625.00
4300- Commercial Photo/ Film	250.00	250.00	0.00
4400- Private Photo	205.00	455.00	1,000.00
4600- Security Service Revenue	6,645.00	23,617.50	22,570.00
4700 - Catering Commissions	12,630.00	43,730.00	41,200.00
Total 4000- Venue Rental	67,875.00	212,817.50	190,695.00
5000- Programs Revenue			
5100- Tours			
5110- House Tours	906.00	3,252.75	1,500.00
5120- Group Tours	0.00	0.00	200.00
Total 5100- Tours	906.00	3,252.75	1,700.00
5200- Community Events			
5210- TBT Food Truck Festival	0.00	21,160.95	17,220.00
5220- Adolfo's Bday	1,960.93	1,960.93	5,480.00
Total 5200- Community Events	1,960.93	23,121.88	22,700.00
Total 5000- Programs Revenue	2,866.93	26,374.63	24,400.00
6000- Fund Development			
6100- Donations	1,543.00	5,152.94	6,300.00
6200- Events	628.50	1,688.50	5,000.00
Total 6000- Fund Development	2,171.50	6,841.44	11,300.00
7000- Other Revenue			
7300- Unrealized Gain/(Loss)	0.00	2,195.47	0.00
Total 7000- Other Revenue	0.00	2,195.47	0.00
Total Income	72,913.43	248,229.04	226,395.00
Cost of Goods Sold			
8000- COGS			
8100- Venue Rental COGS	4,606.25	16,800.00	13,542.00
Total 8000- COGS	4,606.25	16,800.00	13,542.00
Total COGS	4,606.25	16,800.00	13,542.00
Gross Profit	68,307.18	231,429.04	212,853.00
Expense			
10000- Service Expenses			
10100- Venue Rental	1,658.41	5,730.06	3,916.45
10200- CRF Programs	23.03	290.29	425.00
10300- Community Events	4,949.83	16,344.49	10,749.00
10400- CRF Outreach	869.40	1,679.40	500.00
10500- Volunteers	9.95	839.94	290.00
10600- Museum Collections	437.40	437.40	100.00
10700- Development	89.99	376.99	3,076.00
Total 10000- Service Expenses	8,038.01	25,698.57	19,056.45

**Camarillo Ranch Foundation**  
**Profit & Loss Budget vs. Actual**  
July through October 2019

		TOTAL	
	Oct 19	Jul - Oct 19	Budget
11000- Operating Expenses			
11100- Repair & Maintenance	5,032.50	11,387.36	8,920.00
11200- Office Expenses	1,807.25	7,265.81	7,280.00
11400- Emergency Response	195.00	505.00	195.00
11500- Insurance	1,000.26	12,067.49	7,198.00
11600- Travel & Meetings	0.00	72.36	120.00
11700- Telephone	190.00	760.00	960.00
11800- Utilities	6,123.87	17,204.56	16,188.00
11900- Other Expenses	2,620.49	10,697.38	11,000.00
Total 11000- Operating Expenses	16,969.37	59,959.96	51,861.00
9000- Labor Expenses			
9100- Salaries & Wages	27,408.71	110,154.13	107,460.01
9200- Professional Fees	4,025.00	18,957.50	19,600.00
Total 9000- Labor Expenses	31,433.71	129,111.63	127,060.01
Total Expense	56,441.09	214,770.16	197,977.46
Net Ordinary Income	11,866.09	16,658.88	14,875.54
Net Income	11,866.09	16,658.88	14,875.54



**Camarillo Ranch Foundation**  
**Statement of Cash Flows**  
October 2019

	<u>Oct 19</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	11,866.09
Adjustments to reconcile Net Income to net cash provided by operations:	
1100- Accounts Receivable:1120- A/R- Others	12,000.00
2000- Accounts Payable:2010- Accounts Payable	1,462.55
2200- Accruals:2220- Accrued Vacation	-2,249.31
2200- Accruals:2260-Accrued Expenses	200.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2510-Deferred Rev FY19/20	-24,740.75
2500- Deferred Revenue:2500-Contracts FY2019/2020:2571-Security Fees FY19/20	-1,200.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2601-Damage Waiver Dep FY19-20	-4,500.00
2500- Deferred Revenue:2500-Contracts FY2020/2021:2510- Deferred Rev FY20/21	5,027.50
2500- Deferred Revenue:2550- Deferred Events Fees	-280.00
Net cash provided by Operating Activities	-2,413.92
<b>INVESTING ACTIVITIES</b>	
1600- Accumulated Depreciation:1620- A/D F,F, & E	1,528.96
1300- Other Assets:1310- Prepaid Expenses	-1,163.59
1300- Other Assets:1315- Deposit/Retainer	-2,984.50
Net cash provided by Investing Activities	-2,619.13
<b>FINANCING ACTIVITIES</b>	
3000- Equity:3030- Temporarily Restricted:3042- Museum Fixtures	-1,475.00
Net cash provided by Financing Activities	-1,475.00
Net cash increase for period	-6,508.05
Cash at beginning of period	62,240.63
Cash at end of period	<u><u>55,732.58</u></u>



## **Camarillo Ranch Foundation, Inc.**

### **Board Development Committee Meeting Minutes**

November 11,  
2019 – 4:00 P.M.  
Camarillo

Ranch Office  
201 Camarillo Ranch Road  
Camarillo, CA 93012

### **26<sup>th</sup> Meeting**

1. **Call to Order** – David Schlangen called the meeting to order at 4:01 P.M.  
**Present** – Board Members – David Schlangen, Gerry Olsen and Luke Cardella  
**Absent:**
2. **Approving Past Minutes** – Motion by Gerry Olsen with a Second by Luke Cardella.  
Accepted unanimously.
3. **Next Meeting** – Monday, December 9, 2019, at 4:00 PM, at the Camarillo Ranch
4. **Comments** –
  - a. Public: None
  - b. Committee: None
5. **Unfinished Business** –
  - **Board Survey Discussion**
    - Committee decided to table the Annual Survey for this year, due to negotiations with the city
      - Committee agreed to have a smaller survey in July sent to the Board to see if we like where we are at. Then, send a more in-depth survey to the Board in November of 2020.
  - **"Continuing Education" Topics** – Committee Members agreed to move first topic to January 2020.
    - **Brown Act – January Meeting**
    - **Use of social media for Board Members – February Meeting**
    - **Financial Reporting – March Meeting**
    - **Possible Future Topics – Form 700 (ramifications for not filling it out properly)**

**Action Item: Gerry to contact City Clerk to see if she can join our January Board Meeting to Discuss the Brown Act**

- **Retreat Agenda - Potential** – Committee members decided to be proactive and to create an agenda for our potential mini-retreat later this year. David to provide Executive Committee with Draft Agenda.
- 6. **New Business** – Board Development Future – Committee discussed options for the future of the Board Development Committee.
  - Committee
- 7. **Reports** – N/A
- 8. **Adjournment** – David Schlangen adjourned the meeting at 4:54 P.M.

Committee Approval Date of these meeting minutes: December 9, 2019.

**Future Agenda Topics:**

1. Review Survey Questions to the Board
2. Recruitment of New Board Members (Set up the process)
3. Board Development Short (Monthly) / Long (Quarterly) Goals within the Strategic Plan \*  
**Ongoing Agenda Item**

**Short Term Goals:**

- a. **Prospect Identification:** Identify board prospects consistent with the skills, diversity and community representation useful to implementing CRF' strategic goals and encourage prospects to apply. **(Led by David Schlangen)**
- b. **Board Orientation/Onboarding:** Maintain and Update materials for the board member orientation package for onboarding. **(Led by Luke Cardella)**
- c. **Board Training:** Determine and implement training needs of the board of directors including any outlined in other sections of this report (i.e. fundraising training, understanding of what is permissible/impermissible under Ralph M. Brown Act) and then develop a plan for such training. **(Led by Committee)**
- d. **Policies/Regulations:** Outline internal (bylaws, policies) and external (city, state, federal regulation) and have board members be clear on what is permissible board action. **(Led by Gerry Olsen)**
- e. **Board Analysis:** Complete Board Self-Assessment Program annually for Board Members and adjust goals based on its results. **(Led by Gerry Olsen)**

**Long Term Goals:**

- f. **Review Board Orientation Package for possible updates (periodically)**
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## **Camarillo Ranch Foundation, Inc.**

### **Minutes – Education and Legacy**

November 11, 2019  
Camarillo Ranch Conference Room  
201 Camarillo Ranch Road  
Camarillo, CA 93012

1. **Call to Order – Karen Prough**
2. **Present: Sandy Nirenberg, Ana Blattel, Sheryl Gonzalez, Ellen Smith, Karen Prough**  
**Absent: Susana Reeder**
3. **Next meeting – Monday, January 13 @ 10:30**
4. **Unfinished Business**
  - a. The restoration cases are in place and will be acknowledged at Thursday's docent meeting. Members of the Blois family have been invited.
  - b. Ana and Sheryl reported that Adolfo's Birthday celebration went well. Between the house tours and Country Store around \$1300 was raised.
  - c. Sandy reported plans are in place for the holiday celebration on Thursday, December 12, which is the normal docent meeting time. There will be door prizes provided by the docents and the CRF will provide the food. Board members are encouraged to attend.
  - d. Sandy will follow-up on the Edison phonograph accession that was accepted by the committee. It was in process when Emily left.
5. Ana reported that Karin F. is still researching our accessions book regarding the American flag and the doll house from the breezeway for possible need to deaccess.
6. Ana and Sheryl reported that plans are well underway for Santa Nights. There will be a meeting next week to finalize details.
7. Ana and Karen reported on the Acorn new article at Camarillo Grove Park. All agreed that the article had been positive.
8. Discussion of house tours determined that the docents will need to change their hours from 12-3 to 11-2 beginning in January. The Ranch will be open from 8-2 seven days a week. That means security will only be available during those hours. An email from Sandy will be sent to Ana to inform docents. Ana will announce at the docent meeting on Thursday.
9. Discussion of which days to have house tours. To keep them the same (Sat-Sun-Mon) or to change to Fri-Sat-Sun. Ana will have a discussion with the docents and bring input to the January meeting.
10. Sandy indicated that house tour scheduling and school scheduling will continue using the same process.
11. Karen indicated this was her last meeting as lame-duck chair and thanked the committee. She has enjoyed her time on the CRF Board and wish them luck on this new adventure.

**Adjournment: 12:10**