



**Camarillo Ranch Foundation, Inc.**  
AGENDA - Board of Directors Meeting

**November 12, 2019 – 5:30 p.m.**  
Camarillo Ranch  
201 Camarillo Ranch Road  
Camarillo, CA 93012  
**265th Meeting**

*“Preservation, Education, Restoration”*

1. **Call to Order**
2. **Minutes** – Action to approve the Minutes of the regular Board meeting held October 1, 2019 and Special Board meeting held October 15, 2019
3. **Next Meeting** – December 3, 2019
4. **Comments**
  - a. Public Comments regarding items not on the agenda.
    - Docents’ Representative
  - b. Board President
  - c. Board/Council Member Comments
5. **Unfinished Business**
  - a. Board officer elections
    - Slate: President: Karen King
    - Vice President: David Schlangen
    - Secretary: Ellen Smith
    - Treasurer: open
6. **New Business**
  - a. Action to approve Board officers as signers on accounts at Mechanics Bank and Edward Jones
  - b. Review and possible action to approve MOU between Command Performance and CRF
  - c. Review and possible action to approve revised Bylaws
7. **Reports**
  - a. Volunteer General Manager - Sandy Nirenberg
  - b. Executive Committee - Charles Devlin
  - c. Finance Committee – Martin Daly
  - d. Fund Development Task Force – Karen King

- e. Board Development Committee – David Schlangen
  - f. Education & Legacy Committee - Ellen Smith
  - g. Ad Hoc Task Force - Charles Devlin/Martin Daly
8. **Closed Session** – Public Employee Performance Evaluations  
 Authority – Government Code Section 54957  
 Titles – Program Manager, Maintenance Manager/Facility Specialist
9. **Human Resources** – None
10. **Adjournment**<sup>1</sup>

**Future Agenda Items:**

- Bylaws revision
- Policies: Records retention
- Policies: New accounts
- Policies: Signers on 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.

Docents Executive Committee	First Monday	9:00 a.m.
Education and Legacy	Second Monday	10:00 a.m.
Board Development Committee	Second Monday	4:00 p.m.
Fund Development Committee	Second Tuesday	4:00 p.m.
Docents Committee	Second Thursday	4:15 p.m.
Finance Committee	November 19, 2019	2:00 p.m.
Executive Committee	Last Tuesday	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

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).



**Camarillo Ranch Foundation, Inc.**  
Minutes - Board of Directors Meeting

**October 1, 2019 – 5:30 p.m.**  
Camarillo Ranch Red Barn  
201 Camarillo Ranch Road  
Camarillo, CA 93012  
**264th Meeting**

“Preservation, Education, Restoration”

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, Luke Cardella, Thomas Hayden, Matt Kohagen, Christopher Valenzuela, Sandy Nirenberg, Gerry Olsen, Susana Reeder, David Schlagen. Also present - City liaison representative – Shawn Mulchay. Others present – Ana Blatel.  
  
**Absent:** Ellen Smith, Charlotte Craven
2. **Minutes** – The board unanimously approved the minutes of the September 10, 2019 meeting as corrected.
3. **Next Meeting** – November 5, 2019. **POSSIBLE Special Board Meeting October 15, 2019 at 5:30 p.m.**
4. **Comments**
  - a. Ana Blatel, Docent Chair, said it was important for her to be at the CRF meetings during this critical time. The Docents want to keep abreast of what is happening. Their biggest concern is the Community and how it sees the Ranch. The Docent meeting will be at Oak Park to see the new informational signs regarding Don Adolfo Camarillo. They would be happy to have Board members attend as well. Thanks to the Blois Family and friends, the new display is now set up.
  - b. Charles Devlin thanked staff and volunteers for a successful Throwback Thursday event that netted over \$6,500.
  - c. Charles Devlin canceled the October Board Retreat.
  - d. David Schlagen recognized staff and volunteers for their work at Throwback Thursday and commented on the 50/50 results.
  - e. Gerry Olsen thanked Emily for the newsletter and showed everyone the new School Tour Booklet.
  - f. Shawn Mulchay said that the newsletter was great. He commented that he got lots of good comments about the Ranch at the Volunteer Recognition Dinner and thanked the Board Members and all the volunteers for all they do.
5. **Unfinished Business**

- a. Gerry Olsen said the Board Development Committee is nominating at the November meeting the following as Board Officers: President, Karen King; Vice President, David Schlangen; Secretary, Ellen Smith; Treasurer, Sandy Nirenberg. Nominations also will be taken from the floor. The new officers will take office January 1, 2020.
- b. No action needs to be taken to approve recommendations from the Board Development Committee for new officers.

6. **New Business**

- a. Action to approve cancellation of regular December Board Meeting. Gerry Olsen said that we should have our December Board Meeting especially during this critical time. No action was taken to cancel the December Board meeting.

7. **Reports**

- a. Staff Reports – Sandy Nirenberg, Volunteer General Manager, reported that she just got back to the office the day before, and it is a good thing for the Foundation to have a supervisory presence there. Bookings were very strong in September. The Donor Appreciation event could be on November 13, 2019. It is important that we get our events on the calendar by the end of October. We will continue with Adolfo's Birthday Celebration and Santa Nights. The City meets tomorrow specifically working on the Lease. The Ad Hoc Committees meeting is October 10, 2019.
- b. Executive Committee - Charles Devlin summarized committee work on agenda development and review of Treasurer and Staff reports.
- c. Board Development Committee - David Schlangen stated that the committee will work on continuing education in November depending on the situation with the City.
- d. Education and Legacy Committee – next meeting will be October 14, 2019.
- e. Finance Committee – Martin Daly reviewed August Financials. Net income was \$4,906.00.
- f. Fund Development Committee - Dark
- g. Ad Hoc Committee - Charles Devlin reported that we may need to call a special meeting depending on the situation. We need to have our changes to the Bylaws done, including the CRF Board selecting its own Board members. (Shawn Mulchay stated he does not think the City will have a problem with them.) We need an allocation yearly from the City, Task Force is working on it. If the City does not choose Command Performance, we will need more time for the transition.

8. **Closed Session** – Conference with Real Property Negotiator: Authority - Government Code Section 54956.8 was convened at 6:33 p.m.

Property -Camarillo Ranch, 201 Ranch Road. APN: 160-0-340-035

Agency Negotiators - Camarillo Ranch Foundation board

Negotiating Parties - City Manager, City Attorney, Assistant City Manager, Administrative Services Director, City Clerk and Community Relations Officer

Under Negotiation - Lease, price and terms of payment

9. The Board reconvened in Open Session at 6:57 p.m.
10. Motion made and approved to authorize the President to continue negotiations with the City through the end of the year.
11. **Human Resources** - None
12. **Adjournment**- Charles Devlin adjourned the meeting at 6:58 p.m.

\_\_\_\_\_ Susana Reeder, Acting Secretary

Board Approval: November 12, 2019

# MINUTES

## CAMARILLO RANCH FOUNDATION

### BOARD OF DIRECTORS

#### SPECIAL MEETING

265<sup>th</sup> Meeting – Tuesday, Oct. 15, 2019

CALL TO ORDER – The 265th meeting (Special Meeting) of the Camarillo Ranch Foundation Board of Directors was called to order by President Charles Devlin Tuesday, Oct. 15, 2019, at 5:31 p.m. in the Red Barn at the Camarillo Ranch, 201 Camarillo Ranch Rd., Camarillo, CA 93012.

PRESENT: Board Members – President Charles Devlin, Vice President Karen King, Treasurer Martin Daly, Luke Cardella, Tom Hayden, Matt Kohagen, Sandy Nirenberg, Gerry Olsen, Susana Reeder, David Schlangen, and Chris Valenzuela. Also present: City Councilmembers Charlotte Craven and Shawn Mulchay, Docent President Ana Blattel, and Camarillo City Director of Community Services Carmen Nichols.

ACTING SECRETARY – Charles Devlin appointed Gerry Olsen as Acting Secretary for this meeting.

NEXT MEETING – Charles Devlin announced the next Regular Board meeting will be Tuesday, Nov. 5, at 5:30 p.m. in the Red Barn at the Camarillo Ranch.

INTRODUCTIONS – Everyone present introduced themselves.

UNFINISHED BUSINESS –

ACTION TO APPROVE AMENDED AGREEMENT BETWEEN CITY OF CAMARILLO AND CAMARILLO RANCH FOUNDATION, INC.

Following discussion, it was moved by Gerry Olsen, seconded, and approved on a 10-1 vote with Luke Cardella voting “no” that the proposed Amended Agreement between City of Camarillo and the Camarillo Ranch Foundation, Inc. be adopted as amended with the following amendments:

Page 3: Subparagraph (g), first line: Insert the word, "Foundation," between the words, "Camarillo Ranch" and "website."

Page 3: Subparagraph (j), line 4: Insert the words, "or about," between the words, "on" and "January 1."

Page 5: Section 5, subparagraph (b), line 3: Replace the word, "except," with the word, "exception."

Page 6: Subparagraph(d)(6), line 1: Insert the word, "public, " between the words, "the" and "hours."

CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS – Special Meeting –  
Tuesday, Oct. 15, 2019 – Page 2 (Unfinished Business continued) -

Page 10: Section 21, line 2: Insert the words, "currently in effect," between the words, "Operating Agreement" and "is terminated."

CLOSED SESSION – The meeting was recessed at 6:25 p.m. and went into Closed Session at 6:26 p.m., with the Board and Ana Blattel present, regarding:

Public Employee Performances Evaluations; Authority – Government Code Section 54957; Titles – Program Manager, Venue Manager, Venue Assistant, Ranch Foreman, and Event Host- Security.

Charles Devlin left the meeting at 6:41 p.m. and Karen King assumed the Chair. Gerry Olsen left the meeting at 7 p.m.

OPEN SESSION – The Board came out of Closed Session and into Open Session at 7:48 p.m. Karen King announced the Board approved severance packages for the Ranch Program Manager and the Ranch Foreman by a unanimous vote during the Closed Session.

ADJOURNMENT – There being no further business, the meeting was adjourned by Vice President Karen King at 7:53 p.m.

Gerry Olsen, Acting Secretary

To be approved by CRF Board of Directors Nov. 5, 2019

10/16/2019



**Camarillo Ranch Foundation, Inc.**  
**Executive Committee Minutes**

October 29, 2019 – 4:00 p.m.  
Camarillo Ranch – Conference Room  
201 Camarillo Ranch Road  
Camarillo, CA 93012

1. **Call to Order** – Charles Devlin called the meeting to order at 4:00 p.m.
2. **Present** - Charles Devlin, Gerry Olsen, Sandy Nirenberg, Sandy Trotter, Karen King, Susana Reeder, Ellen Smith  
**Absent** - Martin Daly
3. **Next Meetings** - every month on the last Tuesday at 4:00 p.m. - November 26, 2019
4. **Public Comments** - None
5. **Old Business**
  - a. Details concerning employee agreements and final work days were discussed.
6. **New Business**
  - a. The Executive Committee unanimously approved a motion by Ellen Smith to change the date of the regular meeting from November 5 to November 12, 2019.
  - b. Agenda development was accomplished.
7. **Reports**
  - a. Updates were given by Interim Manager, Sandy Nirenberg and accountant, Sandy Trotter
8. **Closed Session** – None
9. **Human Resources** - None
10. **Adjournment** - 4:46 p.m.



# Camarillo Ranch Foundation Balance Sheet

As of September 30, 2019

Sep 30, 19

<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000-Cash	62,031.17
<b>Total Checking/Savings</b>	<u>62,031.17</u>
Accounts Receivable	
1100- Accounts Receivable	15,000.00
<b>Total Accounts Receivable</b>	<u>15,000.00</u>
<b>Total Current Assets</b>	<u>77,031.17</u>
<b>Fixed Assets</b>	
1500- Fixed Assets	294,755.52
1600- Accumulated Depreciation	-201,695.36
<b>Total Fixed Assets</b>	<u>93,060.16</u>
<b>Other Assets</b>	
1300- Other Assets	5,362.00
1400- Investments	205,327.65
<b>Total Other Assets</b>	<u>210,689.65</u>
<b>TOTAL ASSETS</b>	<u><u><b>380,780.98</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000- Accounts Payable	12,900.50
<b>Total Accounts Payable</b>	<u>12,900.50</u>
Other Current Liabilities	
2200- Accruals	5,489.63
2500- Deferred Revenue	
2500-Contracts FY2019/2020	200,561.25
2500-Contracts FY2020/2021	39,125.00
2550- Deferred Events Fees	440.00
<b>Total 2500- Deferred Revenue</b>	<u>240,126.25</u>
2700 - Capital Improvements	22,016.70
3040- Designated Funds	
3041-School Tour Transportation	3,250.00
3042- Museum Fixtures	1,475.00
3043- Education & Legacy	5,000.00
<b>Total 3040- Designated Funds</b>	<u>9,725.00</u>
<b>Total Other Current Liabilities</b>	<u>277,357.58</u>
<b>Total Current Liabilities</b>	<u>290,258.08</u>
<b>Total Liabilities</b>	290,258.08
<b>Equity</b>	
3000- Equity	
3010- Unrestricted Net Assets	51,039.83
<b>Total 3000- Equity</b>	<u>51,039.83</u>
Unrestricted Net Assets	36,190.32
Net Income	3,292.75
<b>Total Equity</b>	<u>90,522.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>380,780.98</b></u></u>

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

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	<b>Sep 19</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	11,652.41
Adjustments to reconcile Net Income to net cash provided by operations:	
1100- Accounts Receivable:1120- A/R- Others	-10,480.00
2000- Accounts Payable:2010- Accounts Payable	542.85
2200- Accruals:2220- Accrued Vacation	550.00
2200- Accruals:2260-Accrued Expenses	400.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2510-Deferred Rev FY19/20	-22,012.50
2500- Deferred Revenue:2500-Contracts FY2019/2020:2530-Equipment Rental Revenue	295.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2571-Security Fees FY19/20	-5,510.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2601-Damage Waiver Dep FY19-20	-5,000.00
2500- Deferred Revenue:2500-Contracts FY2020/2021:2510- Deferred Rev FY20/21	12,400.00
2500- Deferred Revenue:2500-Contracts FY2020/2021:2572-Security Fees FY20/21	475.00
2500- Deferred Revenue:2500-Contracts FY2020/2021:2602-Damage Waiver Dep FY20-21	500.00
2500- Deferred Revenue:2550- Deferred Events Fees	-320.00
3040- Designated Funds:3041-School Tour Transportation	1,000.00
<b>Net cash provided by Operating Activities</b>	<b>-15,507.24</b>
<b>INVESTING ACTIVITIES</b>	
1600- Accumulated Depreciation:1620- A/D F,F, & E	1,528.96
1300- Other Assets:1310- Prepaid Expenses	2,104.71
1300- Other Assets:1315- Deposit/Retainer	2,500.00
1400- Investments:1410- Edward Jones Endowment	-1,175.16
1400- Investments:1411- Edward Jones Reserve	-818.86
<b>Net cash provided by Investing Activities</b>	<b>4,139.65</b>
<b>Net cash increase for period</b>	<b>-11,367.59</b>
<b>Cash at beginning of period</b>	<b>73,398.76</b>
<b>Cash at end of period</b>	<b>62,031.17</b>

**Camarillo Ranch Foundation**  
**Profit & Loss Budget vs. Actual**  
 uly through September 2019

	<u>Sep 19</u>	<u>TOTAL</u>	
		<u>ul - Sep 19</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000- Venue Rental</b>			
4100- Venue- Rental Revenue	50,730.00	95,605.00	91,805.00
4200- Equipmt Rental/ anitorial	590.00	1,015.00	3,975.00
4400- Private Photo	250.00	250.00	750.00
4600- Security Service Revenue	8,260.00	16,972.50	17,200.00
4700 - Catering Commissions	21,300.00	31,100.00	30,000.00
<b>Total 4000- Venue Rental</b>	<u>81,130.00</u>	<u>144,942.50</u>	<u>143,730.00</u>
<b>5000- Programs Revenue</b>			
5100- Tours	779.00	2,346.75	1,400.00
5200- Community Events	6,511.17	21,160.95	17,220.00
<b>Total 5000- Programs Revenue</b>	<u>7,290.17</u>	<u>23,507.70</u>	<u>18,620.00</u>
<b>6000- Fund Development</b>			
6100- Donations	696.00	3,609.94	2,850.00
6200- Events	1,000.00	1,060.00	2,500.00
<b>Total 6000- Fund Development</b>	<u>1,696.00</u>	<u>4,669.94</u>	<u>5,350.00</u>
<b>7000- Other Revenue</b>			
7300- Unreali ed Gain/ Loss	2,195.47	2,195.47	0.00
<b>Total 7000- Other Revenue</b>	<u>2,195.47</u>	<u>2,195.47</u>	<u>0.00</u>
<b>Total Income</b>	<u>92,311.64</u>	<u>175,315.61</u>	<u>167,700.00</u>
<b>Cost of Goods Sold</b>			
<b>8000- COGS</b>			
8100- Venue Rental COGS	6,243.75	12,193.75	10,320.00
<b>Total 8000- COGS</b>	<u>6,243.75</u>	<u>12,193.75</u>	<u>10,320.00</u>
<b>Total COGS</b>	<u>6,243.75</u>	<u>12,193.75</u>	<u>10,320.00</u>
<b>Gross Profit</b>	86,067.89	163,121.86	157,380.00
<b>Expense</b>			
<b>10000- Service Expenses</b>			
10100- Venue Rental	2,007.58	4,071.65	2,937.34
10200- CRF Programs	106.24	267.26	350.00
10300- Community Events	5,247.06	12,394.66	7,320.00
10400- CRF Outreach	90.00	810.00	375.00
10500- Volunteers	303.17	829.99	280.00
10600- Museum Collections	0.00	0.00	100.00
10700- Development	81.50	287.00	2,344.50
<b>Total 10000- Service Expenses</b>	<u>7,835.55</u>	<u>18,660.56</u>	<u>13,706.84</u>
<b>11000- Operating Expenses</b>			
11100- Repair & Maintenance	1,868.42	6,354.86	6,725.00
11200- Office Expenses	1,980.15	5,458.56	5,585.00
11400- Emergency Response	0.00	310.00	195.00
11500- Insurance	7,929.00	11,067.23	5,398.50
11600- Travel & Meetings	19.84	72.36	90.00
11700- Telephone	190.00	570.00	720.00

**Camarillo Ranch Foundation**  
**Profit & Loss Budget vs. Actual**  
 uly through September 2019

	<u>Sep 19</u>	<u>TOTAL</u>	
		<u>ul - Sep 19</u>	<u>Budget</u>
11800- Utilities	3,812.18	11,080.69	12,191.00
11900- Other Expenses	2,874.55	8,076.93	8,325.00
<b>Total 11000- Operating Expenses</b>	<b>18,674.14</b>	<b>42,990.63</b>	<b>39,229.50</b>
<b>9000- Labor Expenses</b>			
9100- Salaries & wages	39,645.79	82,745.42	81,145.01
9200- Professional Fees	8,260.00	15,432.50	14,750.00
<b>Total 9000- Labor Expenses</b>	<b>47,905.79</b>	<b>98,177.92</b>	<b>95,895.01</b>
<b>Total Expense</b>	<b>74,415.48</b>	<b>159,829.11</b>	<b>148,831.35</b>
<b>Net Ordinary Income</b>	<b>11,652.41</b>	<b>3,292.75</b>	<b>8,548.65</b>
<b>Net Income</b>	<b>11,652.41</b>	<b>3,292.75</b>	<b>8,548.65</b>