



REGULAR MONTHLY BOARD MEETING CANCELLED

THE REGULAR MEETING OF THE BOARD OF
DIRECTORS OF CAMARILLO RANCH
FOUNDATION SCHEDULED FOR TUESDAY,
FEBRUARY 4, 2020, IS CANCELLED.

SPECIAL MEETING SCHEDULED

THE BOARD OF DIRECTORS HAS SCHEDULED A
SPECIAL MEETING ON WEDNESDAY,
FEBRUARY 5, 2020, BEGINNING AT 5:30 P.M.
IN THE DINING ROOM OF THE CAMARILLO
HOUSE.



Camarillo Ranch Foundation, Inc.
Board of Directors Meeting
AGENDA

February 5, 2020 – 5:30 p.m.
Camarillo Ranch – House Dining Room
201 Camarillo Ranch Road
Camarillo, CA 93012

268th Meeting – SPECIAL MEETING

“Preservation, Education, Restoration”

1. **Call to Order** – Karen King
2. **Minutes** – Action to approve the minutes of the meeting held January 14, 2020
3. **Next Meeting** - March ____, 2020
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. Action to approve Board Member Selection Process and Forms
 - b. Appoint Nominating Committee
6. **New Business**
 - a. Action to approve regular meeting schedule on the first Wednesday of the month
 - b. Action to accept Audit Report
 - c. Discussion of (1) relocation of herb garden and (2) filming request process.
7. **Reports**
 - a. Executive Committee - Karen King
 - b. Education & Legacy Committee – Ellen Smith
 - c. Finance Committee – Martin Daly
 - d. Fund Development Committee – Karen King
 - e. Board Development Committee – David Schlangen

8. **Closed Session**

Public Employee Discipline/Dismissal/Release Pursuant to Gov. Code 54957.6

9. **Human Resources - None**

10. **Adjournment**

Future Agenda Items:

CRF Mission Statement

CRF Policies

CRF Subcommittee Meetings – The Foundation’s subcommittees meet monthly or as indicated below. All meetings are held on the Camarillo Ranch property unless otherwise noted.

Docent Executive	First Friday	9:00 a.m.
Education and Legacy	Third Thursday	9:00 a.m.
Board Development	Second Monday	4:30 p.m.
(at Starbucks on Verdugo Way, Camarillo)		
Fund Development	Second Tuesday	4:00 p.m.
Docents	Second Thursday	3:30 p.m.
Finance	Thursday, February 13, 2020	3:00 p.m.
Executive	Last Wednesday	3:00 p.m.

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

January 14, 2020 – 5:30 p.m.

Camarillo Ranch

201 Camarillo Ranch Road

Camarillo, CA 93012

267th Meeting

1. **Call to Order** – David Schlangen called the meeting to order at 5:30 p.m.

Present - Board Members – Vice President David Schlangen, Treasurer Martin Daly, Secretary Ellen Smith, Luke Cardella, Thomas Hayden, Matt Kohagen, Sandy Nirenberg, Gerry Olsen. Also present - Shawn Mulchay and Ana Blattel. **Absent:** Karen King, Susana Reeder, Christopher Valenzuela, Charlotte Craven.

2. **Minutes** – The board unanimously approved the minutes of the December 3, 2019 meeting as corrected. Luke Cardella abstained.
3. **Next Meetings** – February 4, 2020 (Regular Meeting cancelled). February 5, 2020 (Special Meeting) at the Camarillo Ranch.

4. **Comments**

- a. Ana Blattel, Docent President, reported that docents have changed house tour hours to 10:30 a.m. - 1:30 p.m. due to the new operating hours of the Camarillo Ranch.
- b. David Schlangen thanked everyone for their contributions to Santa Nights. Matt Kohagen asked for evaluative information on Santa Nights. Shawn Mulchay stated that he heard positive feedback on Santa Nights.

5. **Unfinished Business**

- a. Adoption of By Laws - On a motion by Sandy Nirenberg, the board took unanimous action to adopt the City-approved Camarillo Ranch Foundation By Laws.
- b. Mini Retreat Follow Up - The board discussed various items related to the transition to the new operating agreement. A task force was appointed to draft a revised mission statement. The hours the Camarillo Ranch is now open to the public, 8:00 a.m. - 2 p.m. daily, require changes to the house tour schedule and committee meeting times.
- c. Nomination Process for New Board Members to the CRF - procedures and forms were reviewed. The board will take action at the next meeting.

6. **New Business**

- a. Board Retreat - The board took unanimous action to schedule a retreat on Saturday, April 18 at 9:00 a.m.
- b. Form 700: The board was informed that under the new operating agreement, board members will no longer be required to complete Form 700 because the position has

been removed from the Conflict of Interest list of the agency. Board members need to complete a Leaving Office Statement.

7. Reports

- a. Interim Manager - Sandy Nirenberg is no longer acting as a Volunteer Manager. She directed all business questions to Natalie Perkins. She reported that records of attendance at Santa Nights in 2011 showed 1777 attendees as compared to 2019 with 1720 attendees, per the Docents' count.
- b. Executive Committee - David Schlangen stated that the committee prepared the agenda and discussed impacts of the transition.
- c. Board Development Committee - David Schlangen reported that the committee is preparing a continuing education program to begin in the spring and developing an agenda for the board retreat.
- d. Finance Committee – Marin Daly reported that the audit has been completed and a clean report is expected. He stated that funds have been transferred from the Edward Jones account to the checking account. He stated that the Foundation will not be able to continue over the next 12 months without funding from the City of Camarillo. The board expects to submit a request for ongoing funding to the City in February.

8. Closed Session – None

9. Human Resources - None

10. Adjournment- David Schlangen adjourned the meeting at 7:07 p.m.

Ellen Smith, Secretary

Board Approval: February 5, 2020

Camarillo Ranch Foundation

201 Camarillo Ranch Road Camarillo, CA 93012



Notice of Board of Directors' Vacancies

The Camarillo Ranch Foundation is seeking citizens interested in serving on the Camarillo Ranch Foundation Board of Directors:

Position

Camarillo Ranch Foundation Board Members

Number of Vacancies

X positions

Camarillo Ranch Foundation Board of Directors

The Camarillo Ranch Foundation consists of nine (9) to fifteen (15) members, with at least five (5) of the Directors residing in the Mesa, Pleasant Valley and Somis School Districts. The remaining Directors shall reside within Ventura County. The Board meets on the first Wednesday of the month at 5:30 p.m. The purpose of the Foundation is to provide fundraising and oversight for the operation, maintenance and restoration of the historic Ranch house. The Ranch is to be used for historical and educational programs, community events, and commercial purposes. The Ranch is operated under an Operating Agreement with the City of Camarillo. The term of appointment is for three years.

The deadline to submit applications is Tuesday, March 31, 2020, at 5:00 p.m. Applications are available at the Camarillo Ranch Foundation Office or on-line. Applicants are asked to provide a completed application and resume, if desired. For additional information, please visit the Camarillo Ranch website at www.camarilloranch.org or contact the Ranch office at (805) 389-8182 or via email at natalie@camarilloranch.org.

Revised – 1/18/2020

Posted -

Camarillo Ranch Foundation Board of Directors

Nomination Process

1. The Board operates under California State Law, the current edition of the Camarillo Ranch Foundation (CRF) Articles of Incorporation and CRF Bylaws, an Operating Agreement for the Ranch with the City of Camarillo, the current edition of Robert's Rules of Order Newly Revised, and the adopted CRF Board Policies and Procedures.
2. The position on the CRF Board of Directors is unpaid.
3. Applicant(s) are required to complete and file the CRF Board Nomination Application Form, except for continuing Board members, by the appropriate deadline. Present Board members, seeking reappointment, must complete a simple questionnaire.
4. Nomination Committee (made up of at least two (2) current Board Members assigned by Board President) will review the applications and invite candidates to interviews, and hold interviews where possible with each applicant.
5. Nomination Committee will make recommendation(s) to the Board at the May, 2020 Board of Directors' Meeting.
6. Applicant(s) will be appointed to the Board by a majority vote of the Board of Directors present and voting.
7. The term of office is three years beginning July 1, 2020.
8. The Board will determine the number of openings on the Board to be filled.

Timeline/Schedule

- 1) Wednesday, Feb. 5, 2020 – CRF Board approves Board Member Nomination Process and Timeline and appoints Nomination Committee members.
- 2) By March 1, 2020 – Announcement of openings is publicized in media and on website and posted at prominent locations (CRF office and Camarillo City Hall). Information – 805-389-8182.
- 3) March 1 – 31, 2020 – Open filing period.
- 4) Deadline for Filing Application – 5 p.m. Tuesday, March 31, 2020 (postmarked) or delivered in person to CRF, 201 Camarillo Ranch Rd., Camarillo, CA 93012. Reply with application (and resume) to: CRF Nomination Committee at above address. Deadline for Questionnaire from Returning Board members is also March 31, 2020.
- 5) Interviews by Nomination Committee (where possible) – Second week in April.
- 6) Nomination Comm. Meets to Make Recommendations–Last two weeks of April.
- 7) Nomination Committee Recommendation to CRF Board of Directors – By Tuesday, April 28, 2020.
- 8) Information on Proposed Candidates included in CRF Board Meeting Agenda Packet – Friday, May 1, 2020.
- 9) CRF Board Selects New Board (and Returning) Board Members – Wednesday, May 6, 2020, at 5:30 p.m.
- 10) New and Returning Board Members Notified – Thursday, May 7, 2020.
- 11) Mentors Assigned to New Board Members – June, 2020.
- 12) New and Returning Board Members Take Office – Wednesday, July 1, 2020.
- 13) New and Returning Board Members Attend First Meeting Together – Wednesday, July 1 or July 8, 2020.

Camarillo Ranch Foundation

201 Camarillo Ranch Road Camarillo, CA 93012



NOMINATION APPLICATION FOR CAMARILLO RANCH FOUNDATION BOARD of DIRECTORS

The Camarillo Ranch Foundation is seeking citizens to serve on the Board of Directors. Please type or print clearly and attach a resume (if desired). All applicants must reside within Ventura County.

In addition to submittal of this application, you may be asked to participate in an interview process. This application and anything submitted with the application is a public record.

NAME: _____

TELEPHONE: (home) _____ (cell) _____

E-MAIL: _____

RESIDENCE ADDRESS (with City and Zip Code):

Years of Residency in Camarillo area (Mesa, Pleasant Valley, or Somis School District) _____

Present Occupation & Place of Employment:

Education background: _____

(Current school & grade if applicable)

Memberships in community organizations or professional groups:

Please state the reasons why you wish to be considered for appointment to the Camarillo Ranch Foundation Board of Directors:

(Attach resume or additional sheet if needed)

Hours Available: Desirable

Undesirable

Return completed application, with attached resume (if desired), in person to the Camarillo Ranch Foundation or by mail at 201 Camarillo Ranch Road, Camarillo, CA 93012, or via email natalie@camarilloranch.org prior to the closing date. DEADLINE FOR APPLICATIONS IS TUESDAY, MARCH 31, AT 5 P.M. (POSTMARKED OR DELIVERED).

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date

1/18/2020

**NOMINATION QUESTIONNAIRE
for PRESENT/RETURNING
CAMARILLO RANCH FOUNDATION
BOARD MEMBERS**



Name _____ (please print)

**NOMINATION QUESTIONNAIRE FOR PRESENT/RETURNING
CAMARILLO RANCH FOUNDATION BOARD MEMBERS**

See the CRF Notice of Board of Directors Vacancies and the CRF Board of Directors Nomination Process and Timetable/Schedule for details.

QUESTIONNAIRE:

- 1) Do you wish to be nominated for reappointment to the Camarillo Ranch Foundation Board of Directors for a new three-year term starting July 1, 2020?

(circle one) YES NO

(Signature of Board Member)

(Date)

Please return the completed questionnaire in person to the Camarillo Ranch Foundation office at the Camarillo Ranch or by mail to 201 Camarillo Ranch Rd., Camarillo, CA 93012 or via e-mail to natalie@camarilloranch.org. THE DEADLINE FOR FILING OR QUESTIONNAIRES AND APPLICATIONS IS TUESDAY, MARCH 31, AT 5 P.M. (Postmarked or delivered).

1/21/2020

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Camarillo Ranch Foundation, Inc.

Education and Legacy Meeting Minutes

January 16, 2020
201 Camarillo Ranch Road
Camarillo, CA 93012

1. Call to Order by Ellen Smith
 1. Present: Ana Blattel, Sheryl Gonzalez, Sandy Nirenberg, Ellen Smith, Natalie Perkins
2. Next Meeting - February 20, 2020 9:00 a.m. (third Thursday)
 - a. Meeting date will be the third Thursday of the month from 9:00 - 10:30 a.m.
3. Unfinished Business
 - a. Evaluation of Santa Nights
 - a. Net income will be available next month
 - b. Difference in marketing was lack of radio announcements
 - c. Suggestion to hold the event next year on Saturdays and Sundays during regular house tour hours with a Victoria theme; charge only for adults
 - d. Further discussion and planning will take place next month
 - b. Upcoming events
 - a. Tentative plan to hold membership brunch in April and Docent Tea Party in May
 - b. New time for docent monthly meeting: 3:30 - 5:15 p.m.
4. New Business
 - a. Transition impacts - new tour hours posted on the website and signs are being made
 - b. Audio visual needs - school tour program needs equipment to show videos on rainy days, CRF needs ability to project video and power point presentations to audiences. Need to develop an AV Plan with Command Performance and City.
 - c. Emergency Response Plan - Efforts will be made to locate work already done in this area.
5. Future Agenda items

- a.** Budget request to the City
 - b.** Other
- 6.** Adjournment

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FINANCE COMMITTEE MEETING
January 21, 2020
Camarillo Ranch Foundation
201 Camarillo Ranch Road – Camarillo 93012

- 1. Call to Order: Martin Daly @ 11:37 AM**
 - a. Present: Martin Daly –Karen King and Sandy Nirenberg**
 - b. Guest: Sandi Trotter – Comptroller**
- 2. Minutes: All previous minutes are reviewed in the Board Packet**
- 3. Next Meeting; Tuesday February 18th @ 11:00 AM**
- 4. Comments: No Comments**
- 5. New Business:**
 - a. Reviewed the Audit and authorized Sandi to accept with minor change. Final report should be available for Board meeting in February.**
 - b. Reviewed December financials and had lengthy discussion as to when major adjustments should be taken in light that all aspects of the transition with the City and Command Performance have been achieved. Sandi T. was advised to make the necessary accounting adjustments as of 12-31-2019. Revised statements based on those adjustments will be presented to the Executive Committee and the Board.**
 - c. The YTD figures were also reviewed and will likewise be presented as in “b” above.**
 - d. The accounting with the City is basically completed with little or no changes anticipated but will be shown in the accrued liabilities on the adjusted 12-31 statements.**

- e. **Revised Budget:** detailed discussion was held. Additional changes have been made and a “Projection” Allocation budget through 12-31-2020 will be presented to the EC, Board and then in a letter to the City requesting consideration of a formal requested for allocated funds for the C.R.F.
- f. **Miscellaneous other discussions held on various accounting topics with no action taken.**

6. Meeting Adjourned at 1:10 PM

Camarillo Ranch Foundation
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000-Cash	32,854.47
Total Checking/Savings	<u>32,854.47</u>
Accounts Receivable	
1100- Accounts Receivable	1,145.32
Total Accounts Receivable	<u>1,145.32</u>
Total Current Assets	<u>33,999.79</u>
Other Assets	
1300- Other Assets	2,632.81
1400- Investments	213,881.40
Total Other Assets	<u>216,514.21</u>
TOTAL ASSETS	<u><u>250,514.00</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000- Accounts Payable	16,489.18
Total Accounts Payable	<u>16,489.18</u>
Other Current Liabilities	
2200- Accruals	51,643.95
Total Other Current Liabilities	<u>51,643.95</u>
Total Current Liabilities	<u>68,133.13</u>
Total Liabilities	<u>68,133.13</u>
Equity	
3000- Equity	
3010- Unrestricted Net Assets	98,246.85
3030- Temporarily Restricted	
3041-School Tour Transportation	2,750.00
3043- Education & Legacy	5,000.00
3044- Capital Improvements	10,000.00
Total 3030- Temporarily Restricted	<u>17,750.00</u>
Total 3000- Equity	<u>115,996.85</u>
Net Income	66,384.02
Total Equity	<u>182,380.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>250,514.00</u></u>

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

	TOTAL			
	Dec 19	Jul - Dec 19	Budget	
Ordinary Income/Expense				
Income				
4000- Venue Rental				
4100- Venue- Rental Revenue	146,058.00	289,808.00	181,550.00	Note #1
4200- Equipmt Rental/Janitorial	0.00	1,015.00	8,920.00	
4300- Commercial Photo/ Film	0.00	250.00	0.00	
4400- Private Photo	0.00	675.00	1,000.00	
4600- Security Service Revenue	0.00	23,617.50	33,505.00	
4700 - Catering Commissions	0.00	43,730.00	66,200.00	
Total 4000- Venue Rental	146,058.00	359,095.50	291,175.00	
5000- Programs Revenue				
5100- Tours	225.00	4,208.75	2,500.00	
5200- Community Events	15,490.92	38,772.80	39,740.00	
Total 5000- Programs Revenue	15,715.92	42,981.55	42,240.00	
6000- Fund Development				
6100- Donations	7,756.57	27,113.57	27,400.00	
6200- Events	0.00	688.50	7,500.00	
Total 6000- Fund Development	7,756.57	27,802.07	34,900.00	
7000- Other Revenue				
7200- Gain/Loss Sale of Asset	-90,002.28	-90,002.28	0.00	Note #2
7300- Unrealized Gain/(Loss)	9,155.11	11,350.58	0.00	
Total 7000- Other Revenue	-80,847.17	-78,651.70	0.00	
Total Income	88,683.32	351,227.42	368,315.00	
Gross Profit	88,683.32	351,227.42	368,315.00	
Expense				
10000- Service Expenses				
10100- Venue Rental	0.00	22,530.06	25,977.68	
10200- CRF Programs	38.43	383.94	575.00	
10300- Community Events	15,596.77	33,688.56	20,853.00	
10400- CRF Outreach	0.00	1,679.40	2,250.00	
10500- Volunteers	0.00	979.65	2,310.00	
10600- Museum Collections	0.00	437.40	200.00	
10700- Development	89.99	556.97	3,989.00	
Total 10000- Service Expenses	15,725.19	60,255.98	56,154.68	
11000- Operating Expenses				
11100- Repair & Maintenance	287.50	11,802.71	13,310.00	
11200- Office Expenses	1,786.64	10,926.97	11,170.00	
11400- Emergency Response	0.00	685.00	390.00	
11500- Insurance	1,925.93	15,919.35	10,993.00	
11600- Travel & Meetings	0.00	72.36	180.00	
11700- Telephone	0.00	760.00	1,440.00	
11800- Utilities	0.00	17,219.65	23,807.00	
11900- Other Expenses	163.95	12,625.55	16,350.00	
Total 11000- Operating Expenses	4,164.02	70,011.59	77,640.00	
9000- Labor Expenses				
9100- Salaries & Wages	6,105.49	127,332.08	171,862.50	
9200- Professional Fees	3,200.00	27,243.75	29,600.00	
Total 9000- Labor Expenses	9,305.49	154,575.83	201,462.50	
Total Expense	29,194.70	284,843.40	335,257.18	
Net Ordinary Income	59,488.62	66,384.02	33,057.82	
Net Income	59,488.62	66,384.02	33,057.82	

Notes:

- 1 Transferred Deferred Revenue FY19/20 and FY20/21 to Venue Income, less funds due to City of Camarillo
- 2 Disposed of Fixed Assets- change in operating agreement with City

Camarillo Ranch Foundation
Statement of Cash Flows
December 2019

	<u>Dec 19</u>
OPERATING ACTIVITIES	
Net Income	59,488.62
Adjustments to reconcile Net Income	
to net cash provided by operations:	
1100- Accounts Receivable:1120- A/R- Others	-1,145.32
2000- Accounts Payable:2010- Accounts Payable	11,608.57
2200- Accruals:2260-Accrued Expenses	43,358.54
2500- Deferred Revenue:2500-Contracts FY2019/2020:2510-Deferred Rev FY19/20	-147,375.50
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	-13,450.00
2500- Deferred Revenue:2500-Contracts FY2019/2020:2601-Damage Waiver Dep FY19-20	-9,500.00
2500- Deferred Revenue:2500-Contracts FY2020/2021:2510- Deferred Rev FY20/21	-43,177.50
2500- Deferred Revenue:2500-Contracts FY2020/2021:2572-Security Fees FY20/21	-475.00
2500- Deferred Revenue:2550- Deferred Events Fees	-1,416.00
Net cash provided by Operating Activities	<u>-102,378.59</u>
INVESTING ACTIVITIES	
1500- Fixed Assets:1510- Leasehold Improvements	46,147.36
1500- Fixed Assets:1520- Furniture, Fixtures, & Eq	248,608.16
1600- Accumulated Depreciation:1620- A/D F,F, & E	-204,753.24
1300- Other Assets:1310- Prepaid Expenses	950.67
1300- Other Assets:1315- Deposit/Retainer	2,984.50
1400- Investments:1410- Edward Jones Endowment	-4,855.69
1400- Investments:1411- Edward Jones Reserve	-3,698.06
Net cash provided by Investing Activities	<u>85,383.70</u>
FINANCING ACTIVITIES	
3000- Equity:3010- Unrestricted Net Assets	22,016.70
3000- Equity:3030- Temporarily Restricted:3044- Capital Improvements	-22,016.70
Net cash provided by Financing Activities	<u>0.00</u>
Net cash increase for period	-16,994.89
Cash at beginning of period	49,849.36
Cash at end of period	<u><u>32,854.47</u></u>



Camarillo Ranch Foundation, Inc.

Board Development Committee Meeting Minutes

January 13, 2020
– 4:00 P.M.
Starbucks

(Verdugo Way)
Camarillo, CA 93012

27th Meeting

1. **Call to Order** – David Schlangen called the meeting to order at 4:02 P.M.
Present – Board Members – David Schlangen, Gerry Olsen and Luke Cardella
Absent: None
2. **Approving Past Minutes** – Motion by Gerry Olsen with a Second by Luke Cardella. Accepted unanimously.
3. **Next Meeting** – February 10, 2020, at 4:00 PM, at Starbucks (Verdugo Way)
4. **Comments** –
 - a. Public: None
 - b. Committee: None
5. **New Business** –
 - **Committee Recommendations: Recommendation of committees from the Board Development Committee. (1 Board Member on at least one committee and at least 3 board members on each committee [preferably 4 board members])**
 - **Executive Committee**
 - **Education & Legacy Committee**
 - **Financial/Fund Development Committee**
 - **Board Development Committee**
 - **Creation of Proposed agenda for Board Retreat** – Committee finalized and prioritized the agenda items.

Task	Responsible	Time
Introduce agenda and capture goals from Board Members	Luke	8:00 to 8:30 AM
Committee Structure (Assign board members to committees and create schedule of meetings)	Board	8:30 to 10:00 AM

Financial / Budget Discussion	Board	10:00 to 12:00 PM
Lunch	Brought by Board Members	12:00 to 12:30 PM
Fundraising Discussion	Karen King / Board	12:30 to 1:15 AM
Events for 2020 Discussion	Board	1:15 to 1:45 PM
Review Action Items and Meeting Goals	Ellen	1:45 to 2:00 PM

6. **Unfinished Business –**

- a. Brown Act Refresher moved to April 2020.

Action Item: Gerry Olsen to inform Camarillo City Clerk of the date change.

7. **Reports – N/A.**

8. **Adjournment –** David Schlangen adjourned the meeting at 4:50 P.M.

Committee Approval Date of these meeting minutes: February 10, 2020

Future Agenda Topics:

1. Recommendations from committee members on topics/timelines of “continuing education” options for committee to prioritize
2. 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)**

DRAFT