



Camarillo Ranch Foundation, Inc.
Board of Directors Meeting
AGENDA

April 1, 2020 – 5:30 p.m.

Location: Zoom Conference:

Topic: CRF General Board Meeting, April 1st 2020

Join Zoom Meeting

<https://zoom.us/j/4886791712>

Meeting ID: 488 679 1712

201 Camarillo Ranch Road
Camarillo, CA 93012

270th Meeting

"Preservation, Education, Restoration"

1. **Call to Order**
2. **Minutes** – Action to approve the minutes of the meeting held March 4, 2020
3. **Next Meeting** - May 5, 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 determine whether the Camarillo Ranch Foundation will disband due to the denial of funding from the City of Camarillo or substantially restructure to eliminate Camarillo Ranch office services including communications, marketing and community events and focus solely on sustaining volunteer-led tours of the house for school children and the public.
6. **New Business**
 - a. Action to cancel Board Retreat currently scheduled for April 18, 2020
 - b. Action to extend the deadline for new CRF board member applications, if applicable

- c. Discussion of fixed expenses needed to sustain the volunteer program

7. Reports

- a. Executive Committee - Karen King
- b. Finance Committee – Martin Daly
- c. Board Development Committee – David Schlangen

- 8. Closed Session –** Public Employee Discipline/Dismissal/Release Pursuant to Gov. Code 54957.6.

9. 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.

Notice: Due to the CA Stay At Home Order, all committee meetings are either suspended or will held via video conferencing.

Docents Executive Committee	First Friday	9:00 a.m.
Board Development Committee	Second Monday	4:30 p.m.
Fund Development Committee	Second Tuesday	4:00 p.m.
Docents Committee	Second Thursday	4:15 p.m.
Education and Legacy	Third Thursday	9:00 a.m.
Finance Committee	Last Monday	4:30 p.m.
Executive Committee	Last Tuesday	4:00 p.m.

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

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

March 4, 2020 – 5:30 p.m.

Camarillo Ranch
201 Camarillo Ranch Road
Camarillo, CA 93012

269th Meeting

1. **Call to Order** – Karen King called the meeting to order at 5:31 p.m.

Present - Board Members – President Karen King, Vice President David Schlangen, Secretary Ellen Smith, Luke Cardella, Thomas Hayden, Matt Kohagen, Sandy Nirenberg, Gerry Olsen, Susana Reeder, Christopher Valenzuela. Also present - Sandy Trotter, Natalie Perkins. **Absent:** Martin Daly
2. **Minutes** – The board approved the minutes of the Special meeting of February 5, 2020. Thomas Hayden and Christopher Valenzuela abstained.
3. **Next Meetings** – Regular Meeting - April 1, 2020, Special Meeting Board Retreat - April 18, 2020 at the Camarillo Ranch.
4. **Comments**
 - a. Gerry Olsen announced that applications for the Camarillo Ranch Foundation board are due by March 31, 2020.
 - b. Sandy Nirenberg noted that the City will have custodians clean the house on a regular basis beginning July 1, 2020.
5. **Unfinished Business**
 - a. 2018 and 2019 Audited CRF Financial Statements - on a motion by Gerry Olsen, the board unanimously voted to accept the financial statements
 - b. Mission Statement - A first reading of the draft revisions of the mission statement was discussed by the board.
6. **New Business**
7. **Reports**
 - a. Finance Committee – Sandy Trotter provided an overview of the financial statements, final reconciliation with the City and status of the Endowment Fund.
 - b. Executive Committee -Karen King reported that the committee prepared the agenda and reviewed the financials.

- c. Board Development Committee - David Sclangen reported that the committee is working on the board application process and that continuing education for the board is on hold.
- d. Education and Legacy Committee - Ellen Smith reported that the docents will taking a tour of the St Mary's chapel; that Ana Blatell has proposed continuity in leadership of the docents; and that a donor appreciation event is being discussed.

8. **Closed Session – None**

9. **Human Resources - None**

10. **Adjournment-** Karen King adjourned the meeting at 7:45 p.m.

Ellen Smith, Secretary

Board Approval: April 1, 2020



Camarillo Ranch Foundation, Inc.

Executive Committee Minutes

March 25, 2020 – 3:00 p.m.
Camarillo Ranch – Zoom Video Conference
201 Camarillo Ranch Road
Camarillo, CA 93012

1. **Call to Order** – called the meeting to order at 3:00 p.m.
2. **Present** - Karen King, David Schlangen, Martin Daly, Sandy Nirenberg, Susana Reeder, Ana Blattel, Ellen Smith, Sandy Trotter, Natalie Perkins
3. **Next Meeting** - every month on the last Wednesday 3:00 p.m.
4. **Public Comments**
5. **Unfinished Business**
 - a. Ana Blattel reported on feedback from the Docent Executive Committee regarding the option of restructuring the Camarillo Ranch Foundation and reducing programs to house and school tours
6. **New Business**
 - a. The agenda was prepared
 - b. Discussion - Command Performance has furloughed employees
7. **Reports**
 - a. Updates from Controller Sandy Trotter
8. **Closed Session** – None
9. **Human Resources** - None
10. **Adjournment**

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City Council Camarillo Ranch Committee Members
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Camarillo Ranch Foundation
Balance Sheet Prev Month Comparison
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000-Cash	68,326.39
Total Checking/Savings	68,326.39
Accounts Receivable	
1100- Accounts Receivable	847.37
Total Accounts Receivable	847.37
Total Current Assets	69,173.76
Other Assets	
1300- Other Assets	2,758.41
1400- Investments	122,712.58
Total Other Assets	125,470.99
TOTAL ASSETS	194,644.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	7,339.94
Other Current Liabilities	48,670.00
Total Current Liabilities	56,009.94
Total Liabilities	56,009.94
Equity	
3000- Equity	
3010- Unrestricted Net Assets	98,246.85
3030- Temporarily Restricted	10,750.00
Total 3000- Equity	108,996.85
Net Income	29,637.96
Total Equity	138,634.81
TOTAL LIABILITIES & EQUITY	194,644.75

Camarillo Ranch Foundation
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	TOTAL		
	Feb 20	Jul '19 - Feb 20	Budget
Ordinary Income/Expense			
Income			
4000- Venue Rental	0.00	359,095.50	389,252.50
5000- Programs Revenue			
5100- Tours	578.00	5,026.75	3,200.00
5200- Community Events	-400.00	40,372.80	39,740.00
Total 5000- Programs Revenue	178.00	45,399.55	42,940.00
6000- Fund Development			
6100- Donations	240.32	27,988.89	29,300.00
6200- Events	0.00	688.50	7,500.00
Total 6000- Fund Development	240.32	28,677.39	36,800.00
7000- Other Revenue	0.00	-78,144.81	0.00
Total Income	418.32	355,027.63	468,992.50
Gross Profit	418.32	355,027.63	468,992.50
Expense			
10000- Service Expenses			
10100- Venue Rental	0.00	22,530.06	32,819.90
10200- CRF Programs	213.65	727.52	725.00
10300- Community Events	91.57	33,815.34	20,853.00
10400- CRF Outreach	150.00	1,829.40	2,500.00
10500- Volunteers	0.00	990.03	2,330.00
10600- Museum Collections	0.00	437.40	200.00
10700- Development	39.00	685.96	4,252.00
Total 10000- Service Expenses	494.22	61,015.71	63,679.90
11000- Operating Expenses			
11100- Repair & Maintenance	0.00	11,854.16	17,590.00
11200- Office Expenses	563.37	12,652.65	14,560.00
11400- Emergency Response	0.00	685.00	390.00
11500- Insurance	780.78	18,626.05	14,788.00
11600- Travel & Meetings	0.00	72.36	240.00
11700- Telephone	0.00	760.00	1,920.00
11800- Utilities	0.00	17,219.65	31,051.00
11900- Other Expenses	129.54	12,882.74	21,700.00
Total 11000- Operating Expenses	1,473.69	74,752.61	102,239.00
9000- Labor Expenses			
9100- Salaries & Wages	4,711.14	156,777.60	224,292.52
9200- Professional Fees	2,400.00	32,843.75	39,400.00
Total 9000- Labor Expenses	7,111.14	189,621.35	263,692.52
Total Expense	9,079.05	325,389.67	429,611.42
Net Ordinary Income	-8,660.73	29,637.96	39,381.08
Net Income	-8,660.73	29,637.96	39,381.08

Camarillo Ranch Foundation
Statement of Cash Flows
February 2020

	<u>Feb 20</u>
OPERATING ACTIVITIES	
Net Income	-8,660.73
Adjustments to reconcile Net Income	
to net cash provided by operations:	
1100- Accounts Receivable:1120- A/R- Others	-417.75
2000- Accounts Payable:2010- Accounts Payable	-11,324.57
Net cash provided by Operating Activities	-20,403.05
INVESTING ACTIVITIES	
1300- Other Assets:1310- Prepaid Expenses	-1,076.26
1400- Investments:1411- Edward Jones Reserve	2.48
Net cash provided by Investing Activities	-1,073.78
FINANCING ACTIVITIES	
3000- Equity:3030- Temporarily Restricted:3041-School Tour Transportation	-1,000.00
3000- Equity:3030- Temporarily Restricted:3044- Capital Improvements	-5,000.00
Net cash provided by Financing Activities	-6,000.00
Net cash increase for period	-27,476.83
Cash at beginning of period	95,803.22
Cash at end of period	<u><u>68,326.39</u></u>