

Camarillo Ranch Foundation, Inc.

Minutes - Board of Directors Meeting

August 5, 2020 – 5:30 P.M.
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo, CA 93012



274th Meeting

1. **Call to Order** – David Schlangen called the meeting to order at 5:31 P.M.

Present: Board Members – President David Schlangen, Vice Chair Ana Blattel, Treasurer Helen Faul, Secretary Sheryl Gonzalez, Betty Addieg, Christopher Valenzuela, Kathy Taylor, Mary Goldberg, Matt Kohagen, Mike Morgan, Theresa Marvel.

Guests: Kane Thuyen, Yolanda Salvas

2. **Minutes** – The board unanimously approved the minutes of the August 5, 2020 meeting.
3. **Next Meetings** – September 2, 2020

4. **Comments**

- a. Public Comments regarding items not on the agenda.

1. There were no public comments.
2. No comments from Docent Representative.

- b. Board President

1. David Schlangen is working with different companies in Camarillo for the Ceremonial Bricks that form the pathway to the Gazebo on the Ranch grounds. At the present we are using a company from Westlake. Hopefully he will find a company in Camarillo to make the Bricks.
2. Yolanda Salvas is helping the CRF to update Quickbooks. So far she has worked over 15 hours.
3. Helen Faul and David Schlangen are working with the bank to get both their names on the signature cards necessary to make any payments.

- c. Board/Council Member Comments

1. Ana Blattel is looking for volunteers to work in the office when the Ranch is operational.
2. Mike Morgan asked when the CRF can do fund raisers. David Schlangen stated the committee will meet and bring that information to the Board at another meeting.
3. Theresa Marvel asked if our agendas were posted and if so where. David Schlangen stated that our guest Kane Thuyen would be discussing our agendas when he gave his presentation on the Brown Act. Theresa also asked if we could connect with the Acorn newspaper to help keep the Ranch in the public eye. David said he would reach out to the Acorn. Theresa stated she enjoyed the weekly email articles sent out about the Ranch history. She asked if it was possible for the City to provide us with a monthly update of any and all events the City was holding at the Ranch. David said he would talk to Carmen Nichols (City of Camarillo Rep.) about the Board getting a monthly schedule which could be added as a recurring item to our monthly agenda.

5. Special Reports/Presentations:

- a. Update on Ranch House Opening – City of Camarillo - David Schlangen spoke with Carmen Nichols. The Ranch House is still closed to the public for private and community events. Molly has replaced Nikki as the Command Performance employee working at the Ranch on Wednesdays through Fridays. Molly meets with potential clients by appointment only.
- b. Brown Act Presentation – Kane Thuyen (kthuyen@bwslaw.com) The Deputy City Attorney
 1. Purpose: It requires local government business to be conducted at open and public meetings, except in certain limited situations. The **Brown Act** is based upon state policy that the people must be informed so they can keep control over their government.
 2. Bodies Covered: Since the Ranch is affiliated to the City of Camarillo all CRF meetings are subject to the Brown Act
 3. Meetings: Are open to the public. Rule of 7 states that if 7 or more CRF Board members are together they can't discuss CRF business.
 4. Agenda Requirements: Agendas must be posted in a public place 72 hours before the CRF Board meeting. Only items on the agenda may be discussed.
 5. Public Access to Meetings: All meetings must be open to the public and the public must have opportunity to participate.

6. Unfinished Business

- a. **Committee Member Assignments** (Some committees' members have changed) David Schlangen asked that all the committees set meeting dates and to let him and Sheryl Gonzalez know the dates. He also asked that all committees meet and report to the Executive Board before its meets on the 3rd Tuesday of the month. This way the board can add the committees' reports to the agenda.
 1. Executive Committee - David Schlangen President, Ana Blattel Vice President, Betty Addeig stepped down as the Secretary and Sheryl Gonzalez is the new Secretary, Helen Faul Treasurer, and Theresa Marvel.
 2. Education and Legacy- Ana Blattel, Betty Addieg, Sheryl Gonzalez, Theresa Marvel and Kathy Taylor
 3. Fund Development – Mike Morgan and Matt Kohagen (Green Light) Green Light is an outside company that holds all our Donor information. Karen King is working with the company and will help Matt connect with them.
 4. Social Media Task Force - Chris Valenzuela and Mary Goldberg
 5. House Tours Committee – Kathy Taylor
 6. School Tours Committee – Mary Goldberg
 7. Finance Committee – Helen Faul and Yolanda Salvas

7. New Business

- a. Action on Mary Feaster Saddle and Parade Costume
 1. The Ranch received a saddle and parade costume from Mary Feaster. The saddle is in poor condition and Adolfo's parade costume is already on display in the exhibit room in the house. After a brief discussion a motion was presented by Kathy Taylor to "Return the saddle and costume to Mary Feaster". Ana Blattel seconded the motion and the motion was passed unanimously. David will reach out to Mary about returning the items.

2. Discussion on Ranch Office Management – Ana Blattel has been working on finding volunteers to work in the Ranch office. Karin Farrin and Toni Amper have agreed to each work one day a week. Ana is looking for one more volunteer. Sandy Nirenberg will meet with the volunteers to help them become familiar with the office.

8. Reports:

a. Finance Committee – Helen Faul and Yolanda Salvas

1. Helen Faul reviewed the Summary Balance Sheet and briefly went over the Profit and Loss Detail Sheets. She thanked Yolanda Salvas for all her help. There was a discussion about reviewing alternative types of accounts to keep the CRF funds. Matt Kohagen is working on reevaluating CRF's insurance policies. Some concerns were raised about the City's role in our yearly audit and annual report.
2. Executive Committee – David Schlangen. The Executive committee meets every third Tuesday at 5:30. All meetings are currently held virtually. The next meeting will be August 18, 2020. Anyone with items for the Board agenda please send them to David before the Executive Committee meets.

9. **Closed Session** – None

10. **Human Resources** - None

11. **Adjournment** – David Schlangen adjourned the meeting at 7:16 P.M.

_____ Sheryl Gonzalez, Secretary

Board Approval: September 2, 2020