



Camarillo Ranch Foundation
Board of Directors Meeting Minutes
November 4, 2020 – 5:30 pm
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo, CA. 93012

277th Meeting
“Preservation, Education, Restoration”

1. **Call to Order** – David Schlangen called meeting to order at 5:31.
Present – David Schlangen, Ana Blattel, Betty Addieg, Christopher Valenzuela, Helen Faul, Kathy Taylor, Mary Goldberg, Matt Kohagen, Sheryl Gonzalez, Theresa Marvel
Absent - Mike Morgan
2. **Minutes** - Minutes of meeting held October 7, 2020 were unanimously approved.
3. **Next Meeting** – January 6, 2021 (After a lengthily discussion it was decided to go dark in December. There will not be a meeting on December 2 and the next meeting will be on January 6, 2021)
4. **Public Comments/Board Comments:**
 - a. Public Comments regarding items not on the agenda
 - i. No public Comments
 - ii. Docent Representative – Docent Chairperson, Ana Blattel
 1. A group of Docents will be conducting an inventory of items in the house.
 2. Ana and Sandy Nirenberg will be meeting with volunteer office workers.
 - b. Board/Council Member Comments
 - i. David Schlangen and Ana Blattel will meet with City Council Members, Sean Mulchay and Charlotte Craven, to review our Camarillo Ranch Foundation 2020 Annual Report to the City of Camarillo.
 - ii. David will also be meeting with Carmen Nichols to go over the Camarillo Ranch House Virtual Tour being developed.
5. **Unfinished Business** – None
6. **New business**
 - a. **Action was taken to approve the updated changes to the Operating Agreement and Bylaws.** Kathy Taylor made a motion to approve the changes with a second by Theresa Marvel. The Action was unanimously approved.
 - b. **Action was taken to have Sandi Trotter perform the Annual Audit.** The city has an auditor and will pay for the audit, however the CRF needs to pay for someone to get the information together. The fees for this service will cost about \$1500 to \$2000. Sandi Trotter has done this for the CRF in the past. Matt Kohagen made a motion to hire Sandi to perform the annual audit. Helen Faul seconded the motion. The motion was unanimously approved.
 - c. **Action was not taken to recommend Christmas Decorations/Lights on the outside of the Camarillo Ranch House for 2020 to the City.** The CRF Board decided to not ask the City to put up Christmas Lights this year.

- d. **Action was taken to accept the revised CRF Flow Diagram, which includes the Executive Docent Board.** Ana Blattel moved to accept the revised CRF Flow Diagram. Helen Faul seconded the motion and it was unanimously approved.
- e. **Action to accept or reject Cyber Liability Policy Insurance.** Our Insurance provider has recommended adding this to our Insurance. David Schlangen recommended the CRF not take this on at this time. At the present the House is not producing any revenue and the CRF has limited funds. It was decided to not purchase the Cyber Insurance at this time.
- f. **Committee Reports**
 1. **Executive /Finance Committee – Helen Faul**
 - a. Helen reported that the committee is working on getting QuickBooks on line for easy access for others with the password.
 - b. Helen went over the Balance Sheet from Oct. 31, 2020. Our operating costs are \$3,021.70 a month. Some of these expenses are shared by Command Performance. The CRF is working on ways to generate funds to help pay these expenses.
 2. **Education and Legacy Committee – Ana Blattel**
 - a. All members of the committee have received copies of the CRF Accessions Policy and Accessions Request form.
 - b. The committee will not be accepting any more accessions at this time. The Swallow from Adele Walsh has been accepted and will be put in the house at a later date.
 - c. Hopefully the January meeting will be held on Zoom.
 - d. Future agenda items will include, the “Send a Child to the Ranch” program and emergency procedures.
 3. **Social Media Task force – Chris Valenzuela and Mary Goldberg**
 - a. Chris and Mary are asking everyone to send a headshot to them to be added to the web site.
 - b. Chris is available to help anyone that is having trouble with Zoom.
 - c. If anyone has anything they want added to the web site send it to Chris or Mary.
 4. **Fund Development Committee – Matt Kohagen**
 - a. Matt will be at the Ranch on November 9 to work on an end of the year campaign to raise money. He will be updated the letter to donors from last year. He is hoping to have these letters out before December 1, which is “Giving Tuesday”.
 - b. He will also be meeting with Sandy Nirenberg on how to use the office computer to access the Green Light program.
 - c. A suggestion was made to reach out to the Institution Ale Company, across from the Ranch House, about some sort of fundraiser.
 - d. David Schlangen has reached out to a website for filmmakers. Any money made from the rental of the House to filmmakers goes directly to the CRF.
 - e. Mary Goldberg suggested the CRF participate in Giving Tuesday on December 1, through Facebook. Chris stated he would create a Facebook post that encourages donations.
 - f. In the January and February meetings ideas for future fundraisers will be discussed.

7. **Closed Session – N/A**

8. **Adjournment** – David Schlangen adjourned the meeting at 7:08

Future Topics:

1. **Action by the CRF Board on events in 2021**
2. **City/Command Performance/CRF Calendar**
3. **Audit Payment Report to the City**

CRF Subcommittee Meetings – The Foundations subcommittees meet monthly or as indicated below. All meetings are currently held virtually.

Docent Executive Committee	First Monday	9:00am.
Executive/Finance Committee	Third Tuesday	5:30pm.
Social Media Task Force	Second Thursday	5:00pm.
Education and Legacy Committee	Second Tuesday	10:00am.
Fund Development Committee	No date at this time	

Sheryl Gonzalez

CRF meeting minutes Nov. 4, 2020 (January 5, 2021)

Distribution:

Camarillo Ranch Foundation Board Members
City Clerk, City of Camarillo

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