



Camarillo Ranch Foundation
Board of Directors Meeting Minutes
October 6, 2021 – 5:30 pm
Camarillo Ranch – Zoom Meeting
201 Camarillo Ranch Road
Camarillo, CA 93012

287th Meeting
“Preservation, Education, Restoration”

1. **Call to Order** – Chris Valenzuela called the meeting to order at 5:31 PM.
Present: Christopher Valenzuela, Ana Blattel, David Schlangen, Helen Faul, Mike Morgan, Theresa Marvel, Kathy Taylor, Vishnu Patel and Mary Goldberg, **Absent:** Betty Ad-dieg, Matt Kohagen, Peg Hicks-Moore and Shelby Paul.
2. **Pledge of Allegiance**—Ana Blattel
3. **Next Meeting**—November 3, 2021
4. **Minutes** – Minutes of meeting held September 1, 2021, were unanimously approved.
5. **Public Comments/Board Comments:**
 - a. *Blue Moon Ball Premier*
 - i. Helen commended Chris, David, and Peg for all their work on this event.
 - ii. Golf Cart
 1. Chris stated that the CRF owns the golf cart that was used. It has been main-tained by the City and worked well at the premier.
 2. Mike and Theresa commented that it needs headlights. Chris will look into getting some type of lights installed on the golf cart.
 - b. Filming requests
 - i. David Schlangen reported that he has received two requests for filming at the Ranch. He will give additional information at the next meeting.
 1. The first request is from the American Film Institute for one day to film their students.
 2. The second request is for one day for a TV show.
6. **Unfinished Business:**
 - a. Adolfo Camarillo High School- Emergency Site Update. Chris reported the Ranch will not be used as an emergency site for ACHS. The Sheriff has chosen a nearby park to use if the school needs to be evacuated.

- b. Ana reported that the Ventura County Animal Services will start a feral cat program at the Ranch. They will drop off and monitor a colony of feral cats to help with the rats.
- c. Website updates
 - i. The virtual and sky view (by drone) tours have been added to the website under the VISIT tab.
 - ii. A new map of the Ranch House Gardens made by Master Gardner Jim Kindig has been added under the VISIT tab.
 - iii. Theresa suggested the LEGACY heading be changed to HISTORY. This will be discussed at the next Social Media Task Force meeting.
- d. Update on Office Volunteers:
 - i. Ana reported that four volunteers have been trained to work in the office on Wednesdays.
 - ii. Docent Michelle Sprague will check the Ranch email remotely from her home.

7. New business:

- a. Action to Nominate a New Secretary.
 - i. Chris reported that Sheryl Gonzales has resigned. We appreciate all her work for CRF. Helen made a motion to nominate Mary Goldberg as Secretary. It was seconded by Mike and unanimously approved.
 - ii. Theresa suggested a letter be sent to Sheryl. Ana will write this letter which will be signed by Chris on behalf of the board.
- b. *Blue Moon Ball* Movie Premier-Event Review
 - i. Mike suggested that a thank you letter be sent to Social SignWorks for the banner they made for the event. David will supply a list of the contact information for donors of the gift baskets. Chris and David will compile a list of persons for thank you letters. Ana will coordinate with the office volunteers on sending these letters.
 - ii. Chris reviewed the finances for the event.
 - 1. He reported that expenses totaled \$4,955.45; income totaled \$8,354.60 leaving a profit of \$3,399.15.
 - 2. They are waiting for the proceeds from one food truck. The sale of CRF merchandise will not be split with the producers.
 - iii. Chris reported that the members of Boy Scout Troop 262 were very helpful at the event.
- c. Action on "Santa Nights" December, 2021

- i. There was a review of past Santa Night events. This is a popular program with our community.
 - ii. David reported that it is the City's decision whether or not to decorate the outside of the Ranch House with Holiday lights and decorations.
 - iii. Helen moved that CRF should not proceed with Santa Nights this year due to the COVID-19 pandemic and restrictions. Ana seconded the motion.
 - 1. During the discussion, Vishu reported that most children have not been vaccinated making it hard to follow current COVID-19 restrictions.
 - 2. The motion passed with 8 yes and 1 no votes.
- d. Action on Location/Filming, Site Representation and Location Manager Scout Contracts
 - i. Theresa and David reviewed the updated Film Location Agreement, Site Representation and Location Manager contracts that were included in the CRF Board Meeting packet.
 - 1. David explained that the Rate System in Appendix B is dependent on the size of the crew and number of talent at the filming. He is waiting for additional information from Beau Bright to complete this section.
 - ii. Helen made a motion to approve the three documents-except the Appendix B/Rate Sheet. The motion was seconded by Mike and unanimously approved.
- e. Action on New Credit Card Processing Company-Boom
 - i. Chris explained that the Donation button was recently removed from the website due to a mass attack, and inadequate security.
 - ii. Boom is similar to PayPal and not as expensive. Security is included in the price of their service.
 - iii. After discussion, Theresa made a motion to add a Donation button with Boom to the website. The motion was seconded by Ana and unanimously approved.
- f. Committee Reports
 - i. Executive/Finance Committee
 - 1. Helen reported that we have received \$195 from House tours which resumed on September 11, 2021.
 - 2. She reviewed the July/August Profit and Loss statements included in the Board packet.
 - 3. She reported that \$16.66 is owed in sales tax to the City on CRF merchandise purchased and sold for the *Blue Moon Ball* event. Mike agreed to check with the City on the next steps.

ii. Education/Legacy Committee. Ana reported:

1. Ana, and Chris are continuing to meet with City staff once/month.
2. Ana asked City staff and was given a set of keys to the Ranch Office.
3. Sheryl Gonzales has resigned from the CRF Board and as a Docent.
4. The display on the second floor of the House on Juan Camarillo created by Beth Miller is approved.
5. Pending-they are waiting for more information from the City on surplus cabinets that can be placed in the basement.
6. House tours-docents are scheduled; School Tours-two tours are scheduled.

iii. Social Media Task Force

1. The recent postings have been to promote the *Blue Moon Ball* event.
2. Facebook reached 10,566 users between September 8, 2021 and October 5, 2021.

iv. Fund Development Committee

1. A meeting date, time, and location will be chosen for this committee.

8. Closed Session n/a

9. Future Topics-Theresa suggested these topics be included on the agenda of the next meeting:

- a. Decision on how to dispose of outdated tech equipment stored in the office
- b. Keeping records—how long and what types should be kept in the basement. Mike agreed to check with the City on this topic.
- c. Keys-whose responsibility and where should they be stored?
- d. Basement protocols-no one should go down to the basement alone.

10. Adjournment – Chris adjourned the meeting at 8:08 PM.

CRF Subcommittee Meetings – The Foundations subcommittees meet as indicated below.

Docent Executive Committee	First Friday	9:15 AM
Executive/Finance Committee	Third Tuesday	5:30 PM
Social Media Task Force	Second Thursday	5:00 PM
Education and Legacy Committee	Second Friday	10:00 AM
Fund Development/Event Committee		TBD

Mary Goldberg, Secretary

CRF Board Minutes October 10, 2021

Distribution:

Camarillo Ranch Foundation Board Members
City Clerk, City of Camarillo

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