



**Camarillo Ranch Foundation**  
Board of Directors Meeting Minutes  
July 7, 2021 – 5:30 pm  
Camarillo Ranch – Zoom Meeting  
201 Camarillo Ranch Road  
Camarillo, CA 93012

**284<sup>th</sup> Meeting**  
*“Preservation, Education, Restoration”*

1. **Call to Order** – David Schlangen called the meeting to order at 5:31 PM. **Present:** Ana Blattel, Betty Addieg, Christopher Valenzuela, David Schlangen, Helen Faul, Kathy Taylor, Mary Goldberg, Carmen Nichols, Gerry Olsen, Peg Hicks-Moore, Shelby Paul, and Vishnu Patel **Absent:** Matt Kohagen, Mike Morgan, Sheryl Gonzalez, Theresa Marvel, and Eric Storrie.
2. **Minutes** – Minutes of meeting held June 2, 2021, were unanimously approved with minor corrections.
3. **Next Meeting** – August 4, 2021 via Zoom; the September 1, 2021 meeting will be held at the Camarillo Ranch.
4. **Public Comments/Board Comments:**
  - a. Public Comments regarding items not on the agenda
    - i. Peg asked about the duties of Command Performance at the Camarillo Ranch. David explained that they handle all venue rentals such as weddings and business events. These funds go to the City for maintenance of the grounds and outside of the house.
  - b. CRF Board/City Comments
    - i. David Schlangen reported:
      1. All professional photographers or an assistant will wear a photo pass necklace while at the Ranch during a scheduled session. Passes will be available at the Ranch Office.
      2. The crew of the recently filmed “Blue Moon Ball” would like to have a premier of the movie on August 26, 2021. He is working with the City and the film crew on this event which will be open to the public.

- ii. Carmen Nichols reported that she has received a few responses to the request for help in the Ranch Office from the CityScene article. She will work with Ana to train and schedule these volunteers.

5. **Unfinished Business:** None

6. **New business:**

- a. Mary Goldberg was appointed Interim Secretary for this meeting
- b. Swearing in of new board members, updated Board Directory
  - i. Gerry Olsen gave the Oath of Office to new CRF Board Members Peg Hicks-Moore, Shelby Paul, and Vishnu Patel.
  - ii. The updated Board Directory was reviewed. Minor corrections were made.
- c. Officer Elections: the following Board Members were nominated and elected as Officers of the Board:
  - i. President - Chris Valenzuela
  - ii. Vice-President - Ana Blattel
  - iii. Secretary - Sheryl Gonzales
  - iv. Treasurer-Helen Faul
- d. Review of approved photo pass Application and filming feedback
  - i. David reminded Board Members to be available for future Photo Pass dates.
  - ii. David reviewed list of Lessons Learned from filming including what went well and what to improve.
  - iii. David, Chris and Matt have been working with a location manager to assist on coordinating the day(s) of filming.
  - iv. Peg offered to help with film projects.
  - v. Payment is made after the filming is completed. The Photo Pass Application includes a place for credit card information. Payment can also be made by check at the filming session. All funds received from filming at the Ranch go to the CRF.
- e. Action to have a Virtual or Video tour created of the Ranch House.
  - i. The Meadowlark Service League awarded the CRF a \$4,000 grant to pay for the filming of a Virtual or Video tour. This product will be added to the CRF website.
  - ii. Helen and David reviewed presentation by Troy Wagner of a 3-D tour he and his company created for the Museum of Ventura County.
  - iii. A motion was made by Ana and seconded by Helen to approve the 360 Virtual Tour proposed by Troy Wagner. The action was unanimously approved.

- f. Action to approve the Budget for the Education and Legacy Committee.
  - i. Helen reviewed the Budget for the Education and Legacy Committee.
  - ii. Helen made a motion to approve the Budget for the Education and Legacy Committee. Betty seconded the motion which was unanimously approved.
- g. Committee Reports
  - i. Executive/Finance Committee
    - 1. Helen reviewed the May, 2021 Financial Statement
      - a. Income was \$16,559,63 which included \$14,980 received from the movie filming; expenses were \$1,320.86.
      - b. Total assets as of May 31, 2021 are \$165,777.18. This includes \$114,070.66 in the Endowment Fund held at Edward Jones Investments.
    - 2. Vishnu asked what percentage goes to the City. Helen explained that only funds from venue rentals through Command Performance go to the City. Events organized by CRF such as filming, photography, food trucks, and fundraisers go to the CRF.
  - ii. Ana reported for the Education and Legacy Committee
    - 1. The Docent and Volunteer Policies and Procedures are being updated.
    - 2. The committee is coordinating with Command Performance on calendar dates.
    - 3. There will be a Docent meeting on August 12, 2021.
    - 4. All Board Members are invited to Docent Refresher days on August 25, 2021 and August 26, 2021. The August 25<sup>th</sup> event will be held will include House Tours, lunch and speakers. The August 26<sup>th</sup> event will review School Tours.
    - 5. House Tours will be available on Saturdays and Sundays, with School Tours on Wednesdays.
    - 6. There will be a Docent and Board Brunch on December 12, 2021.
    - 7. Santa Nights are scheduled for December 15 and 22, 2021.
  - iii. Social Media Task Force
    - 1. Chris explained that this Task Force is responsible for updating the CRF website and posing content on Facebook and Instagram.
    - 2. Chris encouraged Board Members to support the CRF through the Amazon Smile program.
    - 3. They do not have the log-in to access the CRF Twitter account which has 1,200 followers.

4. Mary encouraged all Board Members to review the CRF website and give suggested changes to her and Chris.

**7. Closed Session - Discussion on Website**

The Board adjourned to closed session at 7:18 PM and returned to open session at 7:26 PM.

8. **Additional Comment**—Chris thanked David for his work as CRF President during this past year.

9. **Adjournment** – David Schlangen adjourned the meeting at 7:30 PM.

**Future Topics:**

**City/Command Performance/CRF Calendar**

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

Docent Executive Committee	First Friday	9:00 AM
Executive/Finance Committee	Third Tuesday	5:30 PM
Social Media Task Force	Second Thursday	5:00 PM
Education and Legacy Committee	Second Tuesday	10:00 AM
Fund Development/Event Committee	No date at this time	

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Mary Goldberg, Interim Secretary

CRF Board Minutes July 12, 2021

**Distribution:**

Camarillo Ranch Foundation Board Members  
City Clerk, City of Camarillo

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