

CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS SPECIAL MEETING

112th Meeting, Saturday, February 2, 2008

CALL TO ORDER – The 112th meeting/Annual Board Retreat (Special Meeting) of the Camarillo Ranch Foundation Board of Directors was called to order by President Ted Rains Saturday, Feb. 2, 2008 at 8:06 a.m. at the Bank of America Community Room, 5800 Santa Rosa Rd., Camarillo, CA 93012.

PRESENT: Board Members – President Ted Rains, Vice President David Carlson, Secretary Gerry Olsen, Treasurer Susana Reeder, Chuck Andrews, Bruce Fuhrman, Ira Grooms, John Hills, Michael Lavenant (departed at 11 a.m.), Bill Little, and Frank Malabarba. Ex-officio Board Member – Mayor Charlotte Craven. Others present – Camarillo Chamber of Commerce President/CEO Tom Kelley, Ranch Manager Kristin Richey-Herrera, and Assistant Ranch Manager Brandy Gardner.

PUBLIC COMMENTS – There were no public comments.

INTRODUCTIONS – Board members introduced themselves and Ted Rains introduced Tom Kelley.

NEW BUSINESS:

ANNUAL BOARD RETREAT - The CRF Board held its annual Board Retreat. There were no actions. Among the items discussed were: Review of Progress on 2007 Retreat Goals, Review of Strategic Plan and Five Year Goals and Accomplishments, Setting of 2008 Goals, Assigning of Responsibilities, and Report on Plans for 1905 Red Barn.

REVIEW OF PROGRESS ON 2007 RETREAT GOALS:

COMMUNITY RELATIONS COMMITTEE – Erection of directional signs on City of Camarillo streets, and approval of the Foundation Scholarship Program. In progress – Naming of part of Highway 101 as the “Adolfo Camarillo Memorial Highway,” creating a speakers’ bureau, upgrading marketing materials, and increasing membership.

OPERATIONS COMMITTEE – Construction of Bridal Brick Walk, improving sprinkler system, and implementing Master Craftsman program. In progress – Improving irrigation system and completing Bridal Walk.

ADMINISTRATION AND FINANCE COMMITTEE – Revising endowment and reserves’ procedures.

GALA TASK FORCE – Seventh Candlelight Gala was highly successful. In progress – Increasing income, increasing number of sponsors, and starting planning earlier each year.

HISTORY AND EDUCATION COMMITTEE – In progress – Preservation, documentation, and archiving of historic Camarillo Ranch documents.

OKTOBERFEST TASK FORCE – First Oktoberfest was highly successful. Second Oktoberfest planned for September 2008.

GRANTS COMMITTEE – Four grant applications have been filed or are being prepared.

STRATEGIC PLAN AND FIVE YEAR PLAN TASK FORCE – Initial Strategic and Five Year Plans completed. In progress – Both plans are being updated.

BARN COMMITTEE – Restoration of Red Barn is nearly ready to go to bid. In progress – Planning use of the Barn following construction.

EXECUTIVE COMMITTEE – In progress – Updating Foundation Bylaws and Operating Agreement with the City of Camarillo.

FOUNDATION PRIORITIES FOR 2008:

The following were set as 2008 Foundation Priorities, including the Foundation committee/task force assigned to handle the activity (not in ranked order):

BARN COMMITTEE – Complete Barn restoration and plan for use of the Barn following construction, including business and marketing plans, sales kit, policies, price list, equipment and staff needs, budget, exhibits, etc.

COMMUNITY RELATIONS COMMITTEE – Increase public outreach and awareness, prepare marketing/communications plan to include customers, community, and printed/electronic materials, and increase membership with Board member participation.

GALA AND OKTOBERFEST TASK FORCES - Grow both fund raisers.

OPERATIONS COMMITTEE – Handle projects including painting of Camarillo House, improving irrigation system, on-site signage, landscaping, front door threshold, rear porch, attic restoration, and signage for plants.

EXECUTIVE COMMITTEE – Review Foundation committees as to number, missions, and tasks; provide for better communication between committees; reduce reliance on

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staff for projects; provide new Board member orientations; and increase Board members' commitment.

MISSION STATEMENT TASK FORCE (to be appointed) – Review and possibly propose revision to Foundation Mission Statement.

OPERATING AGREEMENT TASK FORCE – Complete revisions to the Foundation Bylaws and to Operating Agreement with the City of Camarillo and clarify responsibilities for Camarillo Ranch capital projects with City of Camarillo (working with Operations Committee).

ADJOURNMENT – There being no further business, the meeting was adjourned by President Ted Rains at 11:39 a.m.

Gerry Olsen
Secretary

Approved by the CRF Board of Directors March 5, 2008

2/2/2008