

# CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS

113th Meeting, Wednesday, February 6, 2008

CALL TO ORDER – The 113th meeting of the Camarillo Ranch Foundation Board of Directors was called to order by President Ted Rains on Wednesday, Feb. 6, 2008, at 6 p.m. in the Camarillo House, 201 Camarillo Ranch Rd., Camarillo, CA 93012.

PRESENT – Board Members – President Ted Rains, Vice President David Carlson, Secretary Gerry Olsen, Treasurer Susana Reeder (entered at 7:23 p.m.), Chuck Andrews, Bruce Fuhrman, Ira Grooms, Art Goulet, John Hills, Michael Lavenant, Bill Little, Frank Malabarba, and Rose Wisuri. Others present: Ranch Manager Kristen Richey-Herrera, Assistant Ranch Manager Brandi Gardner, Joe Ortiz, Irma Luna Lopez, and Martha Hernandez.

MINUTES OF JAN. 9, 2008, REGULAR MEETING – It was moved by Michael Lavenant, seconded, and unanimously approved that the minutes of the regular meeting of Jan. 9, 2008, be approved as distributed.

## **FINANCIAL INFORMATION:**

TREASURER'S REPORT – Michael Lavenant reviewed the Treasurer's Report, dated Jan. 31, 2008, showing \$42,948.43 in checking account, \$187,575.33 in investment CD, \$44,239.34 in money market, \$8482.46 in UBS Financial Services, \$10,868.65 in UBS Financial Services Endowment, and \$1000 in petty cash, for a total of \$295,114.21, an increase of \$29,206.26 since Dec. 31, 2007. Ted Rains said the report will be filed.

INCOME AND EXPENSES STATEMENT – Michael Lavenant reviewed the Income and Expenses Statement, dated Jan.31, 2008, showing \$287,845.82 in income and \$252,755.81 in expenses for the first seven months of the fiscal year. Ted Rains said the report will be filed.

FINANCE AND ADMINISTRATION COMMITTEE – Michael Lavenant reported the Finance and Administration Committee had agreed to urge that the Wedding Walk be completed by the end of the fiscal year in June.

NEXT MEETING – Ted Rains reported the next regular Board meeting will be Wednesday, March 5, at 6:30 p.m.

## **COMMENTS:**

PUBLIC – None.

BOARD PRESIDENT – Ted Rains passed out “Notes and Minutes – Board Retreat – Feb. 2, 2008” and asked Board members to review the report pending assignments at next Board meeting. Rains also announced the resignation of Bill Taylor as a Board member and passed out copies of his letter to the Camarillo City Council, dated Feb. 5, 2008, regarding desirable experiences and skills and characteristics and attributes of persons to be appointed or reappointed to the CRF Board of Directors. He included with his letter a copy of the Board-adopted “Camarillo Ranch Foundation Board Member Duties and Responsibilities.”

BOARD MEMBERS – Michael Lavenant reported Kiran Sahota is recovering from shoulder surgery. Several Board members commented favorably on the Board Retreat Feb. 5.

## **UNFINISHED BUSINESS:**

APPROVAL OF ACCESSIONS – Several gifts and possible gifts to the Camarillo Ranch were discussed.

DESIGNATION OF PORTION OF HIGHWAY 101 AS ‘ADOLFO CAMARILLO MEMORIAL HIGHWAY’ – Art Goulet presented a proposed California Assembly Concurrent Resolution, titled, “Adolfo Camarillo Memorial Highway.” Bill Little said the proposed resolution has been submitted to the office of Assemblyperson Audra Strickland for drafting. It was agreed, by unanimous consent, to seek support for the resolution from the Camarillo City Council and the Ventura County Board of Supervisors. It was moved by Gerry Olsen, seconded, and unanimously approved that the Board adopt the resolution and urge State Assembly approval of the resolution.

ENGRAVING OF WEDDING WALK BRICKS –Kristin Richey-Herrera reported that a new vendor had been identified for engraving the Wedding Walk bricks – Laser Impressions, Inc. of Sunnyvale - and that 34 of the bricks had been sold. It was moved by Michael Lavenant, seconded, and unanimously approved that the Board move forward with the engraving of the bricks at \$22.20 including bricks, engraving and shipping with Laser Impressions. Ted Rains said the Community Relations Committee will handle the project.

REPORT ON 2008 BOARD RETREAT – Ted Rains reported he was pleased with the 2008 Board Retreat and the results.

CAMARILLO RANCH BOARD OF DIRECTORS’ SPECIAL MEETING

February 6, 2008

Page 2 of 4

## **NEW BUSINESS:**

**PROPOSED PARTNERSHIP WITH REBOZO FESTIVAL** - Kristin Richey-Herrera introduced guests present from the Rebozo Festival Committee. Following discussion by Board members, guests, and staff, it was moved by Bill Little, seconded, and unanimously approved that the Board grant a one-time, one-year waiver of fees, with the Ranch recovering out-of-pocket costs, to the Rebozo Festival Committee for its Rebozo Festival Sunday, May 18, from 11 a.m. to 2 p.m. at the Ranch. David Carlson proposed that the Board set a fee-waiver policy.

**APPOINTMENT OF 2008 BUDGET COMMITTEE** – Ted Rains appointed the following 2008 Budget Committee – Michael Lavenant, chair; Bill Little, Ira Grooms, Gerry Olsen, and Rose Wisuri. Lavenant announced the first meeting of the Committee will be Thursday, Feb. 21, at 4 p.m. at the Ranch.

**REPORT ON RANCH MANAGER EVALUATION PROCESS** – Michael Lavenant distributed two reports – “Ranch Manager Evaluation Timeframe for 2007-2008” and the “Ranch Manager Evaluation Form.” He asked that Board members complete the Ranch Manager Evaluation Form and return it to him by the March 5 Board meeting. Ted Rains announced he would appoint the 2008 Ranch Manager Evaluation Task Force at the March 5 Board meeting.

## **REPORTS:**

**BARN COMMITTEE** – Bill Little reported the City of Camarillo is expected to seek bids for restoration of the Red Barn in March and award bids in April, with a six-month construction period planned. He said a new committee, the “After Barn Committee,” is being organized to plan uses, etc. of the Barn following the completion of construction.

**BOARD DEVELOPMENT COMMITTEE** – Bill Little also reported that Bill Taylor has resigned and that the Board Development Committee is seeking persons to apply for the position. Little also reported all five incumbent Board members, up for reappointment, have filed papers with the City of Camarillo seeking reappointment.

**COMMUNITY RELATIONS/MEMBERSHIP COMMITTEE** – Art Goulet reviewed a summary of the Community Relations Committee meeting of Jan. 22, 2008.

**DOCENTS** – Ted Rains and Kristin Richey-Herrera reported on the Doll House and Shadow Box Show starting Wednesday, Feb. 13, at the Camarillo House.

**GIFT SHOP** – Rose Wisuri distributed the Gift Shop Quarterly Financial Report, for October through December 2007, and stated the Gift Shop is doing well financially.

**GRANTS COMMITTEE** – Bruce Fuhrman reported on progress on several grants. Following a report on renovation of the Camarillo House attic, it was moved by Bill

**CAMARILLO RANCH BOARD OF DIRECTORS' SPECIAL MEETING**

February 6, 2008

Page 3 of 4

Little, seconded, and unanimously approved that the Board direct that the renovation work on the attic be done at a cost not to exceed \$5000 and that the City of Camarillo be billed for the work if possible under the present agreement. Fuhrman reported that the Union Pacific Foundation grant application had been denied and that grant applications with the Ventura County Community Foundation and the Meadowlark Service League have been filed.

**HISTORY AND EDUCATION COMMITTEE** – Frank Malabarba reported on plans for 2008 Chat Nights and that Mary Ann Miller is the new Chat Night Coordinator. He also reported on progress on the History of the Ranch book and on the Ranch Calendar project.

**OPERATING AGREEMENT TASK FORCE** – Ted Rains reported that a meeting may be held shortly with the Operating Agreement Task Force and City of Camarillo officials.

**OPERATIONS COMMITTEE** – John Hills reported that the Ranch has received an antique lamp from Bob and Char Scudder of Camarillo.

**SALARY STRUCTURE TASK FORCE** – Ted Rains reported the Salary Structure Task Force has met and will make recommendations at the March 5 Board meeting.

**RANCH MANAGER'S REPORT** – Kristin Richey-Herrera reported the Camarillo White Horse Association will hold its annual meeting Thursday, Feb. 28, at 7 p.m. in the Camarillo House.

**ANNOUNCEMENTS:**

**2008 GALA** - Susana Reeder reported that the first meeting of the 2008 Gala Planning Committee will be held in March.

**ADJOURNMENT** – There being no further business, the meeting was adjourned by Ted Rains at 8:14 p.m.

Gerry Olsen, Secretary  
Approved by CRF Board of Directors March 5, 2008

2/7/2008