

CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS

114th Meeting, Wednesday, Mar. 5, 2008

CALL TO ORDER – The 114th meeting of the Camarillo Ranch Foundation Board of Directors was called to order by President Ted Rains on Wednesday, March 5, 2008, at 6:30 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, Chuck Andrews, Bruce Fuhrman, Ira Grooms, Art Goulet, John Hills, Michael Lavenant, Bill Little, Frank Malabarba, and Kiran Sahota. Others present: Camarillo City Council Mayor Charlotte Craven, Docent President Carol Yung, Ranch Manager Kristen Richey-Herrera, and Assistant Ranch Manager Brandi Gardner.

MINUTES OF FEB. 2, 2008 (Special Meeting/Board Retreat) and FEB. 6, 2008 (Regular Meeting) – It was moved by Bill Little, seconded, and unanimously approved, with Art Goulet abstaining, that the minutes of the special meeting of Feb. 2, 2008 and the regular meeting of Feb. 6, 2008, be approved as distributed.

FINANCIAL INFORMATION:

TREASURER'S REPORT – Kristin Richey-Herrera reviewed the Treasurer's Report, dated Feb. 29, 2008, showing \$24,460.96 in checking account, \$188,313.92 in investment CD, \$44,285.83 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 \$277,411.82, a decrease of \$17,702.39 since Jan. 31, 2008. Richey-Herrera reported the Investment CD and Money Market accounts are being combined. Ted Rains said the report will be filed.

NEXT MEETING – Ted Rains reported the next regular Board meeting will be Wednesday, April 2, at 6:30 p.m.

COMMENTS:

PUBLIC – Carol Yung noted the opening night of the Shadow Box Exhibit in the Camarillo House.

BOARD PRESIDENT – Ted Rains reported that he and Gerry Olsen spoke to the Camarillo City Council when the council received the 2007-2008 Camarillo Ranch Foundation Annual Report Wednesday, Feb. 27.

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BOARD MEMBERS – Bill Little noted that only four Board members attended the opening of the Shadow Box Exhibit in the Camarillo House. Chuck Andrews spoke about one of the shadow boxes in the exhibit owned by he and his wife. Charlotte Craven said the Camarillo City Council will consider revisions to the Foundation Bylaws and the Operating Agreement between the City and the Foundation before December.

FINANCIAL:

INCOME AND EXPENSES STATEMENT – Michael Lavenant reviewed the Income and Expenses Statement, dated Feb. 29, 2008, showing \$303,348.22 in income and \$286,323.38 in expenses for the first eight months of the fiscal year. Ted Rains said the report will be filed.

FINANCE AND ADMINISTRATION COMMITTEE – Michael Lavenant reported the Finance and Administration and Budget Committees have projected income at \$403,000 for 2008-2009 and will meet Thursday, March 20, at 4 p.m. to project 2008-2009 expenses.

UNFINISHED BUSINESS:

APPROVAL OF ACCESSIONS – David Carlson and Kristin Richey-Herrera reported inspecting several possible accession items at the Butler Ranch and that they will have a recommendation for the April 2 Board meeting.

DESIGNATION OF PORTION OF HIGHWAY 101 AS ‘ADOLFO CAMARILLO MEMORIAL HIGHWAY’ – Art Goulet reported that the proposed Assembly Resolution titled, “Adolfo Camarillo Memorial Highway,” has been submitted to Legislative Counsel to be drafted by the staff of Assemblyperson Audra Strickland. There was discussion of seeking support for the resolution from the Camarillo City Council and the Ventura County Board of Supervisors.

ENGRAVING OF WEDDING WALK BRICKS –Kristin Richey-Herrera reported that 34 bricks, that have been sold for the Wedding Walk, will be transported to Laser Impressions, Inc. in Sunnyvale for engraving at an engraving cost of \$21.50 per brick.

PROGRESS ON ATTIC RENOVATION – John Hills reported that work is underway on details of the Camarillo House attic renovation and that he will seek bids on electrical and lighting work. Board members discussed lighting fixtures and Hills said arrangements will be made for appropriate fixtures.

ASSIGNMENTS FROM 2008 BOARD RETREAT – Ted Rains distributed a report titled, “Foundation Priorities, Assignments, and Review Schedules for 2008” and asked Foundation committee chairs to review the assignments and give him any comments.

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NEW BUSINESS:

APPOINTMENT OF RANCH MANAGER EVALUATION TASK FORCE – Ted Rains appointed the following persons to the 2008 Ranch Manager Evaluation Task Force – Michael Lavenant, chair; Ira Grooms, Susana Reeder, Bruce Fuhrman, and David Carlson.

APPOINTMENT OF OKTOBERFEST COMMITTEE – Ted Rains appointed the following persons to the 2008 Oktoberfest Committee – Bruce Fuhrman, chair; Chuck Andrews, Ira Grooms, John Hills, Frank Malabarba, and _____ .

REPORT OF SALARY STRUCTURE TASK FORCE – Ted Rains distributed, “Interim Report of Camarillo Ranch Foundation Salary Structure Task Force.” Board members discussed cost of living increases tied to performance, bonuses, and job duties. Rains said the committee will meet again to finalize the report. Rains, on behalf of the committee, moved adoption of the report. Following discussion, it was moved by Gerry Olsen, seconded, and unanimously approved that the task force be thanked, asked to refine the report, and report back to the Board.

NEW FEE SCHEDULE – Brandi Gardner and Kristin Richey-Herrera presented a new fee schedule for Saturdays and hourly rates titled, “Event Packages and Hourly Rates.” Following discussion, it was moved by Gerry Olsen, seconded, and unanimously approved that the proposed increases for Saturday only and increases for the hourly rates be adopted, effective immediately.

HONORIUM FOR CHAT NIGHTS – Following a report by Frank Malabarba, it was moved by Malabarba, seconded, and unanimously approved that a budget of no more than \$1000 be allocated for honorariums for 2008 Chat Night presenters. Board members discussed opening one or two Chat Nights to the general public

ACQUISITION OF NATIVITY SCENE – This item was tabled until the April 2 Board meeting.

REPORTS:

BARN COMMITTEE – Bill Little reported the Camarillo City Council is expected to authorize seeking bids for Red Barn renovation work at its meeting Wednesday, March 12, at 5 p.m. Several Board members agreed to attend the meeting. Little announced that the next meeting of the Barn Committee will be Thursday, March 27, at 4 p.m. to consider a Barn Operations Report from staff.

BOARD DEVELOPMENT COMMITTEE – Bill Little reported that all five incumbent Board members have filed for reappointment and that several additional persons have filed papers seeking appointment to the position left vacant by the resignation of Bill Taylor.

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DOCENTS COMMITTEE – Carol Yung reported four persons are members of the new Docent training class which started March 4 and that the Docents recorded 4642 hours of volunteer service in 2007.

GALA PLANNING COMMITTEE – Kristin Richey-Herrera reported the first meeting of the 2008 Gala Planning Committee will be held later in March.

GIFT SHOP – John Hills reported that Gift Shop staff had completed the annual inventory, has given \$6000 to the Foundation, and paid for the cost of a new computer.

GRANTS COMMITTEE – Bruce Fuhrman reported he is seeking grant funds from the Save America’s Treasures Fund for renovation work in the Camarillo House attic. Fuhrman said that an application has also been filed for a 2008 grant from the Meadowlark Service League and discussed a possible application to the General Mills Hamburger Helper Hometown Helper Fund.

HISTORY AND EDUCATION COMMITTEE – Frank Malabarba reported he had obtained a release from the Ventura County Museum of History and Art for permission to sell copies of the Camarillo Ranch video. Malabarba presented a report titled, “Camarillo Ranch 2009 Calendar Business Plan Discussion.” Following discussion, it was agreed to consider the plan at the April 2 Board meeting.

OPERATIONS COMMITTEE – John Hills reported members of the Operations Committee met with City of Camarillo officials regarding inclusion of maintenance items for the Camarillo Ranch and House in the City of Camarillo 2008-2009 budget. Hills thanked the City officials for their cooperation. Hills also said the front and rear porches of the Camarillo House have been repaired by the Master Crafters.

RANCH MANAGER’S REPORT – Kristin Richey-Herrera reported attending Camarillo White Horse Association annual meeting Feb. 28. She said the Association discussed supporting a proposed Camarillo Ranch float in the Camarillo Christmas Parade, agreed to adopt a stall in the stable area for \$3500, and that Association members reported that the Camarillo White Horses have a specific gene that no other horses have. Richey-Herrera also said the construction of the parking lot east of the Ranch is expected to be completed in September.

ANNOUNCEMENTS:

Gerry Olsen distributed the publication schedule for May 2008 issue of the Foundation newsletter and distributed copies of the invitation to he and his wife’s 50th wedding anniversary celebration.

Bruce Fuhrman said members of Camarillo High School Key Club (Kiwanis) are seeking community projects. The contract is Mary Leszczynski.

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Michael Lavenant said that the deadline for Board members to return 2008 evaluations of the Ranch Manager is March 5.

ADJOURNMENT – There being no further business, the meeting was adjourned by Ted Rains at 8:30 p.m.

Gerry Olsen, Secretary
Approved by CRF Board of Directors April 2, 2008

3/6/2008