

# CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS

90th Meeting, Wednesday, March 1, 2006

**CALL TO ORDER** – The 90th meeting of the Camarillo Ranch Foundation Board of Directors was called to order by President Ira Grooms on Wednesday, March 1, 2006, at 6:30 p.m. in the Camarillo House, 201 Camarillo Ranch Rd., Camarillo, CA 93012.

**PRESENT** – Board Members - President Ira Grooms, Vice President Michael Lavenant, Secretary Gerry Olsen, David Carlson (entered at 6:32 p.m.), John Hills, Bill Little, Joe Ortiz (departed at 8:10 p.m.), Karin Prough, and Ted Rains. Ex-officio Board Members: Camarillo City Council Member Charlotte Craven. Others present: Ranch Manager Kristen Richey-Herrera and Docent Representative Barbara Bois.

**MINUTES OF FEB. 1, 2006 MEETING** – It was moved by Ted Rains, seconded, and unanimously approved that the minutes of the regular meeting of Feb. 1, 2006, be adopted as distributed.

## **FINANCIAL INFORMATION**

**TREASURER'S REPORT** – Michael Lavenant reported the following Foundation balances as of Feb. 28, 2006 – Certificate of Deposit - \$102,551.18; Checking Account - \$19,124.45; Money Market - \$34,097.24; UBS - \$7888.78; UBS Endowment - \$10,605.49; and Petty Cash - \$500, for a total of \$174,759.14.

**FINANCIAL REPORT** – Michael Lavenant reviewed the Financial Report of Income and Expenses, dated March 1, 2006. By unanimous consent, the report was accepted and filed.

**FINANCE AND ADMINISTRATION COMMITTEE** – Michael Lavenant reported on a review of income and expenses, the budget process, insurance issues, and ranch hours.

**NEXT BOARD MEETING** – Ira Grooms reported the next Board meeting will be Wednesday, April 5, 2006, at 6:30 p.m.

## **REPORTS**

**PRESIDENT** – Ira Grooms welcome Charlotte Craven to the meeting.

**BOARD MEMBERS** – Bill Little and Gerry Olsen reported the Board Retreat went well. John Hills said follow up to the Retreat is important. Karen Prough thanked the Docents for the tour of St. Mary Magdalen Chapel.

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BARN FUND RAISING COMMITTEE – Gerry Olsen reported the Barn Fund Raising Committee will meet Wednesday, March 29, at 5:30 p.m. at the Ranch taking up some of the Barn issues discussed at the Board Retreat.

COMMUNITY RELATIONS/MEMBERSHIP COMMITTEE - Bill Little reported on actions of the Community Relations/Membership Committee on Feb. 28 including: Recommending that the Merienda be discontinued, recommending that a new community outreach or awareness event was unnecessary and that no further action be taken in this regard, recommending that an annual Western Night with barn and line dancing be considered for a second major fundraiser and that the second fund raiser not be scheduled for 2006 but in spring 2007, and recommending that a community survey be considered to determine community interests regarding a second major fund raising event. Charlotte Craven said the City of Camarillo utility bill insert could be used for the event survey. It was then moved by Bill Little, seconded, and unanimously approved that the Merienda be discontinued.

DOCENTS' COMMITTEE - Barbara Bois thanked Joe Ortiz for the tour of St. Mary Magdalen Chapel, said former Augustinian Monk Vince Marzo will speak to the Docents on Thursday, March 9, and that training for new Docents will be held March 8, 11, and 16.

GIFT SHOP – John Hills reported the Gift Shop is on target to reach its goal for contributions to the Foundation budget and that the Gift Shop needs more volunteers.

GRANTS – Kristin Richey-Herrera reported that the TV monitors for the Camarillo House have been purchased with funds from a City of Camarillo grant.

HISTORY AND EDUCATION COMMITTEE - Joe Ortiz reviewed the tentative schedule of speakers for the 2006 Chat Nights from June through October and discussed making copies of Adolfo Camarillo's diaries, installation of TV monitors in the Camarillo House, a new silver saddle for the House, that a School Tour Marketing Committee has been established, and that Socorro Lopez-Hanson has joined the Committee.

OPERATIONS COMMITTEE – David Carlson reported that interior signs are still coming and discussed sign stands. John Hills reported on damage to the East Garden lawn. By unanimous consent, it was agreed to authorize John Hills and the Ranch Manager to obtain the necessary repairs to the East Garden lawn. Hills also reported that the Stables will be repainted and repaired at a cost of \$4450 and that finials are about to be installed on the top of the Camarillo House.

WEB SITE – David Carlson reported that the second major event survey could be handled on the web site.

RANCH MANAGER'S REPORT – Kristin Richey-Herrera reviewed the proposed Foundation Budget Revision, dated Feb. 16, 2006. It was moved by Gerry Olsen, seconded, and unanimously approved that the Foundation Budget Revision, dated Feb. 16, 2006, be adopted.

## **UNFINISHED BUSINESS**

STATUS OF GAZEBO PROJECT – Bill Little reported the gazebo project in the East Garden is near completion with a dedication planned for this summer or fall.

MOVIE POLICY – David Carlson said he will have a report for Board discussion at the April Board meeting.

REPORT ON BOARD RETREAT - Ira Grooms reported the Feb. 25 Board Retreat was very successful. Bill Little asked that priority items from the Retreat be considered early in future Board meeting agendas. Following discussion, it was agreed by unanimous consent to have Little draft a letter, to be signed by the President, to be sent to the Camarillo City Council asking that a Foundation Board member be allowed to sit in during interviews of future Foundation Board member candidates.

2006 FOUNDATION COMMITTEES - Ira Grooms passed out copies of the revised list of 2006 Foundation committees. Ted Rains asked that the formation of a Parking Lot Task Force be placed on the April agenda.

## **NEW BUSINESS**

2006-2007 BUDGET PROCESS - Michael Lavenant reported that 2006-2007 Foundation budget process will begin with a meeting of the Budget Task Force Thursday, March 9, at 5 p.m. at the Ranch.

RANCH MANAGER EVALUATION PROCESS – Michael Lavenant passed out copies of the Ranch Manager evaluation document and asked that the document be returned to him by April 30. The Ranch Manager Evaluation Task Force will meet and talk to the Ranch Manager in May and report to the Board in June.

INSURANCE ISSUES – Michael Lavenant reported on Foundation auto insurance, a “gap” policy, and insurance for the golf cart.

EXECUTIVE SESSION - The Board went into Executive Session at 8:21 p.m. and reconvened in Open Session at 8:38 p.m.

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ACTOIONS IN EXECUTIVE SESSION – Gerry Olsen reported the following actions were taken in Executive Session – 1) It was moved by Gerry Olsen, seconded, and unanimously approved that a Sick Leave Policy, dated March 1, 2006, be adopted, striking the second sentence in the second paragraph so that second paragraph will read, “The sick leave policy is for illness only. Most of our employees keep their absences to a minimum. However, unauthorized or excessive absences or tardiness will not be tolerated and may result in discipline.” 2) It was moved by Ted Rains, seconded, and unanimously approved that Michael Lavenant be authorized to negotiate an insurance claim against the Foundation and to reach a conclusion. 3) The Board briefly discussed and agreed by unanimous consent to place the issues of mileage reimbursement and use of ranch and/or personal vehicles on the April Board meeting agenda.

ANNOUNCEMENTS – John Hills reported that will be no Operations Committee meeting in March. Ted Rains noted that Ira Grooms has been named the Camarillo Chamber of Commerce 2005 Senior of the Year.

ADJOURNMENT - There being no further business, the meeting was adjourned by President Ira Grooms at 8:40 p.m.

Gerry Olsen, Secretary

3/2/2006