

# CAMARILLO RANCH FOUNDATION BOARD OF DIRECTORS

92nd Meeting, Wednesday, May 3, 2006

**CALL TO ORDER** – The 92nd meeting of the Camarillo Ranch Foundation Board of Directors was called to order by President Ira Grooms on Wednesday, May 3, 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, Treasurer Susana Reeder, Chuck Andrews, Bruce Fuhrman, John Hills, Bill Little, Frank Malabarba, Karen Prough, Ted Rains, Kiran Sahota, and Rose Wisuri Ex-officio Board Member: Camarillo City Council Member Charlotte Craven. Others present: Ranch Manager Kristen Richey-Herrera and Docent Chair Susan Andrews.

**INTRODUCTION OF NEW BOARD MEMBERS** – Ira Grooms introduced newly-appointed Board members – Bruce Fuhrman and David Malabarba.

**MINUTES OF APRIL 5, 2006 REGULAR MEETING** – It was moved by Bill Little, seconded, and unanimously approved that the minutes of the regular meeting of April 5, 2006, be adopted as distributed.

## **FINANCIAL INFORMATION**

**TREASURER'S REPORT** – Susana Reeder reported the following Foundation balances as of April 30, 2006 – Certificate of Deposit No. 1 - \$103,005.04; Certificate of Deposit No. 2 - \$15,082.99; Checking Account - \$11,583.94; Money Market - \$19,958.70; UBS Financial Services - \$7958.95; UBS Financial Services Endowment - \$10,698.73; and Petty Cash - \$500, for a total of \$168,788.35, down \$7816.15 from March 31, 2006.

**FINANCIAL REPORT** – Michael Lavenant reviewed the Financial Report of Income and Expenses, dated May 2, 2006. It was moved by Art Goulet, seconded and unanimously approved that the report be filed.

**NEXT BOARD MEETING** – Ira Grooms reported the next Board meeting will be Wednesday, June 7, 2006, at 6:30 p.m.

**PUBLIC COMMENTS** – Charlotte Craven reported the Camarillo City Council 2006-2007 Budget Study Session will be Saturday, June 3, at the Camarillo Police Department Community Room. Ira Grooms and John Hills will attend.

**CAMARILLO RANCH BOARD OF DIRECTORS' MEETING**

May 3, 2006

Page 1 of 4

ITEM FROM BOARD RETREAT: PARKING LOT AND PARKING – John Hills reported on City of Camarillo progress regarding paving the Ranch parking lot. Construction may take place this Fall or Winter. Ted Rains suggested that the cost of additional parking could be added to the capital campaign for restoration to the Mule Barn.

## **REPORTS**

PRESIDENT – Ira Grooms said he was happy to have a full board – 15 members – for the first time in a number of months.

BOARD MEMBERS – Susana Reeder thanked the Foundation for flowers sent to her mother, Carmelita Nicholson, following Carmelita’s accident. Rose Wisuri expressed concern about the reading of handouts at Board meetings.

EXECUTIVE COMMITTEE – Michael Lavenant reported the Executive Committee will meet Wednesday, May 31, at 9:15 a.m. in the Camarillo House.

BARN FUND RAISING COMMITTEE - Gerry Olsen and Ted Rains reported the Barn Fund Raising Committee interviewed three potential capital campaign consultants April 26 and will have a recommendation for the Board at the June 7 meeting.

COMMUNITY RELATIONS/MEMBERSHIP COMMITTEE – Art Goulet reviewed a Community Relations/Membership Committee meeting summary, dated April 25, 2006. Goulet and Bill Little discussed City of Camarillo Trailblazer Signs. Following discussion, it was moved by Little, seconded, and unanimously approved that the Foundation contact Assemblywoman Strickland and ask her to amend her State Assembly bill to add the same type of guide sign on Highway 101 as proposed for the Camarillo Commemorative Air Force Museum. Little and Charlotte Craven will make the contact. Kiran Sahota reported several people had asked for a Ranch summer event. Little reported that the 2006 Foundation membership campaign will begin the latter part of June.

DOCENTS’ COMMITTEE - Susan Andrews reported Andrea Tice will speak to the Docents Thursday, May 11, on hair art.

GIFT SHOP – Rose Wisuri handed out the Gift Shop Quarterly Financial Report for January, February, and March 2006, asked that the new Board members consider volunteering in the Gift Shop, and said the next Gift Shop Volunteer meeting will be Friday, May 26.

HISTORY AND EDUCATION COMMITTEE – Kristin Richey-Herrera reported the first 2006 Chat Night to be held Wednesday, June 21, at 7 p.m. will feature Elmer Fontes, Meliton Ortiz, and Leonard Cruz. Kristin also reported on a visit to the Ventura County Art and History Museum in Ventura and examining records of the Adolfo Camarillo

CAMARILLO RANCH BOARD OF DIRECTORS’ MEETING

May 3, 2006

Page 2 of 4

family. Frank Malabarba volunteered to chair the History and Education Committee with Joe Ortiz as co-chair.

LOGO TASK FORCE – Kiran Sahota reported the Logo Task Force met April 27 and will have a recommendation for a Ranch/Foundation logo at the June 7 Board meeting.

OPERATIONS COMMITTEE – Chuck Andrews reported on the work of the Master Gardeners at the Ranch, including a number of gardens and the fountain. John Hills reported the next meeting of the Operations Committee will be Thursday, May 18, at 3 p.m. and that on-site signs may be erected Thursday, May 4.

RANCH MANAGER'S REPORT – Kristin Richey-Herrera reported that 1500 persons attended the Easter Sunrise Service at the Ranch, on attending the Principal for a Day at Monte Vista Middle School, handed out a copy of research on the Camarillo family by intern Shawn Bridegam from Cal State University Channel Islands, and said that \$775 has been donated to the Foundation in memory of Linda LaSalle.

### **UNFINISHED BUSINESS**

STATUS OF GAZEBO PROJECT – Bill Little reported construction of the gazebo in the East Garden is nearly complete and he is working on wording of the three plaques to be placed on the gazebo.

LOCATION SCOUT CONTRACT – Kristin Richey-Herrera recommended that the location scout contract not be renewed once it ends.

2006 RANCH MANAGER EVALUATION PROCESS – Michael Lavenant reported that Board member evaluations of the Ranch Manager have been received and are being tabulated. A Ranch Manager Evaluation Committee of Lavenant, Kiran Sahota, and Rose Wisuri was appointed to review the results, meet with the Ranch Manager, and report results to the Board.

INSURANCE ISSUES – Michael Lavenant reported the Foundation has filed an application for broad insurance coverage and that he will report to the Board at the June 7 Board meeting.

2006-2007 BUDGET PROCESS - Michael Lavenant reported the Budget Committee will meet Thursday, May 4, at 4 p.m. to finalize the Foundation's 2006-2007 Budget and will make a recommendation for the June 7 Board meeting.

### **NEW BUSINESS**

APPROVAL OF DOCENT BYLAW AMENDMENTS – Following a report by Susan Andrews, it was moved by Gerry Olsen, seconded, and unanimously approved that the proposed changes to the CRF Docents' Bylaws, dated April 22, 2006, be adopted.

**CAMARILLO RANCH BOARD OF DIRECTORS' MEETING**

May 3, 2006

Page 3 of 4

ANNOUNCEMENTS – Charlotte Craven reported the next meeting of the City Ranch Liaison Committee will be held Tuesday, June 13, at 8:30 a.m. at City Hall. Ira Grooms, Art Goulet, and John Hills will represent the Foundation.

RECOGNITION OF JOE ORTIZ – Following discussion, Susana Reeder and Rose Wisuri were appointed to determine the type of recognition for Joe Ortiz, charter member of the Board.

The meeting was recessed at 7:50 p.m.

EXECUTIVE SESSION - The Board went into Executive Session at 7:51 p.m. and reconvened in Open Session at 8:16 p.m.

ACTION IN EXECUTIVE SESSION – Gerry Olsen reported the following action was taken in Executive Session – It was moved by Art Goulet, seconded, and unanimously approved that the policy on Use of Ranch and/or Personal Vehicles, dated May 3, 2006, be adopted with the following amendment – Second paragraph, first line to read, “Employees who use their own cars for the Ranch’s business shall be paid a per mile allowance at the then current IRS rate to cover the cost of gasoline, oil, depreciation and insurance. Proof of insurance shall be provided to the Ranch Manager and shall include coverage. Said insurance shall be primary coverage.” The remainder of the second paragraph was adopted.

ANNOUNCEMENTS – Bruce Fuhrman volunteered to become a member of the Barn Fund Raising Committee.

ADJOURNMENT - There being no further business, the meeting was adjourned by President Ira Grooms at 8:17 p.m.

Gerry Olsen, Secretary

5/4/2006