

Approved by the Board
Camarillo Community Band Board of Directors
Minutes of the Meeting of July 22, 2018
Weyek Residence, 961 Sharon Drive, Camarillo

PRESENT: Bridget Fischer, Mark Fischer, Paul Fischer, Karen Gatchel, Doug Hardie, David Hudnell, Kirk Raymond, Daniel Rhymes, Linda Rhymes, Betty Weyek. Underlined names indicate past board members (Mary Ellen Lefler was unable to attend). Kirk Raymond founded the band. The other attendees not underlined are band members.

Preliminaries. Band manager Dan Rhymes had invited all interested band members to attend a meeting of the Board of Directors at Topper's Pizza at 4:00. John Soyster (who could not go on to Betty Weyek's house) was present at the pizzeria. When after 5:00 it was judged that a quieter location would be better, the attendees who were able moved to the Weyek home. Kirk Raymond moderated the meeting and called it to order at 5:28.

1. Introduction. Dan Rhymes read a brief history of the Camarillo Community Band. His agenda stated that the purpose of the meeting was to "Discuss the formation of Camarillo Community Band, a legal organization," adding "This is the first official board meeting in several years."
2. Current Status. The first part of the meeting was devoted to the band's current status.
 - A. BUDGET. Dan distributed a one-page chart entitled "Camarillo Community Band – Financial Report: A Comparison from 2012 thru 2018." Over the last six years, he said, the band annually takes in \$3,000 in contributions and spends the money in four categories: General, Publicity, Music, and Printing – Program. This year, Conejo Mountain donated \$350 for the Memorial Day Concert. Dan hopes for a donation of \$650 from the Camarillo Lions Club for the July 4 concert.
 - B. CURRENT BALANCE IN THE ACCOUNT. The band received \$2917.58 in 2017 and spent \$3,300.38. There is currently \$6,743.28 in the band's checking account.
 - C. MEMO OF UNDERSTANDING. The Pleasant Valley Recreation and Parks District (PVR&PD) this spring drafted a "memo of understanding" to govern its relationship to the band. PVR&PD no longer "sponsors" the band but continues to "present" it, supporting the band at an estimated cost of \$7,000 annually. Dan had distributed the Memo of Understanding to band members at an earlier rehearsal. He signed it after the majority of band members did so.
 - D. INSURANCE. For the first time this year, PVR&PD has asked the band to acquire insurance, for which the band pays about \$450. Dan distributed a 7-page handout entitled "Certificate of Insurance." Karen Gatchel described the band's current insurance as "event insurance," i.e., insurance that protects the band during rehearsals and concerts. She said that the band's goal should be to get "comprehensive insurance" that would protect the band from a wider range of financial dangers.
 - E. REHEARSAL SPACE AND RENTAL COST. This year PVR&PD had offered the band rehearsal space gratis at the Community Center. This would have required the band to move percussion instruments from one location and back for each

rehearsal. Dan Rhymes declined the offer, and the band now pays the Pleasant Valley School District approximately \$400 annually for rehearsal space. The district owns the percussion equipment.

1. Performance Space. Kirk Raymond compared the performance space at Camarillo's Community Center Park to the performance space of the Modesto Community Band. As a young man he played in the Modesto Band, which was his model when he created the Camarillo Community Band. In Modesto, there is a permanent band shell, and 5,000-6,000 citizens attend each concert.
 2. Bandstand. For many years, the Camarillo Community Band played on Thursday night from the bandstand at Constitution Park. Patrons of the more elaborate Saturday night concerts, however, would stake out their lawn chairs on Thursdays, infringing on the space for Camarillo Band patrons. The Camarillo Band moved to the Community Center Park to avoid this situation.
 3. Booster Club. Kirk Raymond recommended that the Camarillo Band develop a "booster club" to raise money for the band.
- F. MUSIC LIBRARY. When the Camarillo Community Band (CCB) formed in 1986, it utilized Kirk Raymond's music library of 500+ titles. Now it has its own library of 284 titles. This year, the CCB purchased three titles and acquired a fourth at no cost. Kirk Raymond recommended that the band develop a plan for music library acquisitions. Doug Hardie noted that, at the end of this year, many band pieces in the USA will be going out of copyright, and this provides the band with an opportunity to acquire new pieces at no cost.
3. Founding of a Legal Organization. The second part of the meeting started about 6:30. The aim was to establish the band as a corporation. Karen Gatchel reported that the band has been "granted status" as a California Nonprofit Public Benefit Corporation. It will not officially "be" a 501(c)3 until it has completed its paperwork with the IRS.
 - A. DIFFERENCE BETWEEN A "NON-PROFIT" AND "NOT-FOR-PROFIT."
 1. Distinction. Dan Rhymes said that he would prefer to describe the CCB in its publicity as a "non-profit." Karen Gatchel replied that the articles of incorporation describe the band as a "not-for-profit." Doug Hardie commented that, in his experience, not-for-profit corporations belong to the "non-profit world" and so may be accurately termed "non-profits."
 2. Motion. After a discussion, Dan moved that popular descriptions of the CCB should refer to it as a "non-profit." Doug Hardie amended the motion, saying that popular descriptions should refer to the band as a "501(c)3." Of the five members present, three (Dan Rhymes, Linda Rhymes, and Doug Hardie) voted in favor; Karen Gatchel opposed the motion and Betty Weyek abstained. Because four out of six board members did not vote for it, the amended motion did not pass.
 - B. TYPES OF ORGANIZATIONS. Dan remarked that the CCB needs financial backing. He has observed that bands similar to the CCB are occasionally "owned" by other, more financially secure organizations that pay for equipment and underwrite the band. For example, the Ventura County Band is "owned" by

Ventura High School's Office of Adult Education. To be a member of the Ventura County Band, musicians have to enroll in an adult education class. It is evident, he said, that PVR&PD does not want to "own" the CCB. After discussing the matter, the members present generally agreed to wait to see whether PVR&PD wants to adjust the memo of understanding before pursuing financial sponsorship.

- C. PROCESS OF ESTABLISHING A "501(C)3." Karen Gatchel distributed a one-page handout entitled "Steps to Become a California Not for Profit Corporation." At the board's request, she has begun to take these thirteen steps.
 - D. "BOARD-RUN" V. "MEMBER-RUN" ORGANIZATIONS. Dan Rhymes distributed a one-page handout, "Camarillo Community Band Board Guidelines, July 2018." Karen Gatchel described the benefit to the CCB of having a board. Without a board, she said, every decision on behalf of the band would have to be approved by a majority of past and present members, which number about 500. With a board, decisions can be made by the board on the band's behalf.
 - E. DISTINCTION BETWEEN A "BOARD MEMBER" AND AN "ORGANIZATION MEMBER." Karen Gatchel noted that band musicians are "organization members" who advise the "board members." The board makes policy for and governs the band. Karen expressed the hope that the people present at the meeting could select a new board. The new board could then develop by-laws for the band.
 - F. SELECTION OF BOARD MEMBERS FOR THE 501(C)3. Relying on the "Camarillo Community Band Board Guidelines, July 2018," the band members present at the meeting selected a new board in the following way.
 1. Nomination and Selection of CCB Officers. The following officers were nominated and unanimously approved: Dan Rhymes (President), Betty Weyek (Vice President), Mark Fischer (Secretary) and Karen Gatchel (Treasurer). At present, Karen, Dan, and Linda have check-signing privileges.
 2. Nomination and Selection of At-Large Members. The following at-large members were unanimously approved: Rick Austinson (who expressed an interest earlier in the week), Doug Hardie, David Hudnell, Mary Ellen Lefler, and Linda Rhymes.
 - G. NEXT STEPS. Karen Gatchel recommended that that the new board needs to (1) develop by-laws, (2) define board policies, and (3) select new members for 2019. Speaking as Treasurer, she moved that the CCB utilize QuickBooks Online at an annual cost of \$180. The motion passed unanimously.
4. Next Meeting of the Board: When and Where. Before adjourning at 8:00 PM, the board scheduled the following meetings:
- September 9, 7-9 PM, at the Weyek home. Goal: to approve bylaws.
 - October 28, 7-9 PM, at the Weyek home. Goal: to define board policies.
 - December 4 at 9:15 PM (the evening of the rehearsal before the Christmas concert), at Los Altos School, Room C3, to select board members for 2019.

Mark F. Fischer