

Approved by the Board
Camarillo Community Band Board of Directors
Minutes of the Meeting of October 28, 2018
Weyek Residence, 961 Sharon Drive, Camarillo

1. Call to Order. The meeting opened at 7:05.
2. Roll Call: Rick Austinson, Mark Fischer, Karen Gatchel, Doug Hardie, Mary Ellen Lefler, Kirk Raymond, Daniel Rhymes, John Soyster, and Betty Weyek. Kirk Raymond (not a board member but founder of the band) chaired the meeting. David Hudnell was absent.
3. Approval of the Agenda. The agenda was approved as amended (8/0): it was noted that, on the agenda, the mailbox was wrongly listed as P.O. Box 903 instead of 231.
4. Approval of the Minutes from the Board meeting held on 9/16/18. Karen Gatchel moved to approve them and the board agreed (8/0).
5. Financial Report Update and status of the formation of 501(c)3.
 - A. Introduction. Karen Gatchel distributed a handout entitled “Camarillo Community Band 501(c)3 Checklist.” She reviewed the document with the board, noting the following matters that must be included in the minutes:
 - The CCB has established an official mailing address: P.O. Box 231, Camarillo CA 93011 at the U.S. Post Office on Pickwick Drive.
 - The CCB has established an official phone number (805) 530-6370 using MagicJack.
 - The CCB has an official email CamarilloCommunityBand@gmail.com
 - The CCB has an official website www.CamarilloCommunityBand.com
 - The CCB was approved as a California Public Nonprofit Corporation on 7/3/18. The Corporation number is C4171407.
 - The CCB Officers for 2018 were registered with the Secretary of State, using Form SI-100 on 7/24/18.
 - The IRS assigned CCB a Federal Identification Number on 7/30/18. The EIN is 83-134299.
 - The CCB filed form IRS 1023EZ on 9/18/18 to apply for federal tax exempt status. The IRS returned a Letter of Determination on 9/25/18 specifying that CCB is a 501(c)3 tax exempt corporation.
 - The CCB filed form FTB 3500A on 10/2/18 to apply for state tax exempt status. The CCB is waiting for confirmation of tax exempt status from California.
 - The CCB filed form CT-1 with the Office of Attorney General, Registry of Charitable Trusts on 9/30/18. The CCB is waiting for confirmation and to be assigned a charity number.
 - The last step in the establishment of CCB as a 501(c)3 is the creation of Board Policies.
 - B. Progress and Remaining Tasks. Numbers 1-27 on the checklist have been accomplished. Numbers 28-33 are yet to be done in the CCB’s process of completing 501c3 status.
 - C. Financial Report. Karen summarized the CCB’s financial responsibilities as a 501(c)3 entity and reviewed the three following documents:
 1. Profit and Loss. The statement is almost complete, but does not yet show the income or expense of the Christmas concert nor the cost of rehearsal space at PVSD facilities for 2018.

2. Balance Sheet. The total liabilities and equity of the CCB is \$6,410.15.
 3. Transaction List by Date. The list noted every expense and source of income since the September 16, 2018 meeting.
 4. Appreciation. Dan Rhymes praised Karen Gatchel's work on behalf of the band's 501(c)3 status and finances.
6. Report of the "Band Member Survey."
- A. Introduction (Mary Ellen Lefler). At 7:20, Mary Ellen distributed a 20-page summary of the summer 2018 survey of CCB musicians. As she reviewed the summary, she found some computer errors, and said that she would correct them. There were 37 responses to the Community Band Survey. She began with the four conductors (Bob Hackett, Mike Gangemi, Darlene Hale, and Julie Judd).
 1. Overall Satisfaction. In general, the responses to questions 1-10 were positive. There was some criticism of the July 19 conductor.
 2. Questions 11-24. Mary Ellen reviewed the responses to general questions (not directly related to a conductor). Some examples: New band members were generally happy. New musical selections were satisfactory. Players want to bring their own music stands (and not replace the old ones).
 3. Synopsis. At Dan's request, Mary Ellen agreed to create a synopsis of her 20-page report.
7. Memorandum of Understanding.
- A. Introduction. Dan explained that Eric Storrie, an official of the Pleasant Valley Parks & Recreation Department, had drafted the 2018 Memorandum of Understanding, setting forth the PVP&RD's agreement with the CCB. Mr. Storrie wanted, among other things, to change the location of the bandstand (so that a movie screen would not have to be moved). He also requested a comparison of the two previous band member surveys to the current survey. In the future, the PVP&RD also may want to bring in food trucks to sell refreshments to band patrons. Dan will explain the importance of consistency regarding the placement of the bandstand, and that musicians find distracting the noise of food truck generators.
 - B. Discussion.
 1. Food trucks. Betty Weyek noted that PVP&RD has the right to invite food trucks. Mark Fischer said that an unamplified CCB might be distracted by the sound of generators on nearby trucks. Kirk Raymond noted that, if there are food trucks next season, the band can survey patrons at the end of July, asking them whether the trucks were a distraction. Karen Gatchel asked when the next meeting with Eric Storrie would take place and Dan Rhymes replied that he would inform members of the date.
 2. Dates. This coming year (said Dan), the Fourth of July is a Thursday, so there will be only four concerts in July (including the Fourth). In the past, the band

has added a fifth concert on August 1. This will be discussed at the next meeting along with the band calendar.

8. SalesForce.com.

A. Introduction. At 7:53, Rick Austinson introduced the board to [SalesForce](#), a company that makes customer relationship management software. Rick is himself a user of the software. He believes that SalesForce, which offers 32,000 nonprofits its “Nonprofit Success Pack” at no charge, might be advantageous to CCB. It is good for managing mailing lists and communications. He asked whether the board like him to set up the Nonprofit Success Pack for the CCB.

B. Discussion.

1. Save Our Kids Music. Karen Gatchel said that SOKM tried Salesforce, but because SOKM had a long history and ten years of data, she found Salesforce too cumbersome. By contrast, she said, CCB is new as a nonprofit, and thus could easily get started with Salesforce.
2. Complexity. Betty Weyek said that she had tried to learn Salesforce, but it was too complicated for her. Rick allayed her concern about whether an average volunteer could use Salesforce.
3. Use. To Kirk Raymond’s question, Rick explained that Salesforce supports non-profits by helping them first to create mailing lists, accounts, and lists of contacts, and then to manage communications, such as targeted requests for contributions. The free version of Salesforce for nonprofits is limited, Rick said, to ten accounts.

C. Motion. It was moved that Rick Austinson go forward with SalesForce, including the import of the CCB mailing lists. The motion passed (8/0).

9. Insurance. At 8:05, Dan Rhymes observed that the PVPR&D Memorandum of Understanding requires the CCB to get insurance for CCB events, for the organization, and for the officers. Karen Gatchel said that it might cost as much as \$500. Dan said that he will proceed with getting quotes.

10. Nomination of Officers.

A. Introduction (Dan Rhymes). At 8:10, Dan raised the question of how he was to solicit the nomination of board members for 2019. Should it be done via a blanket email to all 400 email addresses of band members?

B. Discussion. Board members generally advised Dan to solicit nominations from all 400 band members. Kirk Raymond recommended that the email include two questions: (1) would you like to serve on the board, and (2) would you like to be an officer? Karen Gatchel noted that the board can be as small as four or as large as fifteen – it need not be limited to nine members.

C. Conclusion. The board agreed that Dan Rhymes and Mark Fischer would draft a form to “solicit” nominations for board membership from the band members, and that Doug Hardie would send it out to band members. It was moved that the

solicitation form should have a November 25 requested due date. The motion passed (8/0).

11. Proposed Board Policies.

- A. Introduction (Betty Weyek). At 8:28, Betty recommended that the board review the draft policies, starting with Section 6 (“Finance”). Karen Gatchel sketched the purpose of the policies and said that they may not violate the CCB bylaws.
- B. The group proceeded to review Section 6 (“Finance”). Section 6 includes 22 sub-sections (letters a-v). Most were approved without great discussion. The sections in **Bold Face Type** (below) will require the board’s further attention.
- Letter c, “**CCB Registry of Charitable Trusts.**” The number for the registry and the date for the registry have yet to be obtained.
 - Letter i, “Reconciliation,” stated that “a non-signatory shall reconcile the bank statements by the end of the month for the CCB financial account,” and the board added that it would appoint a non-signatory.
 - Letter k, “**Counting Cash,**” generated discussion about custody of any cash collected by the band. Karen Gatchel moved that the board approve letter k “as is.” The motion passed (8/0). Then the board passed a motion (8/0) to give letter k more attention at its next meeting, especially the matter of using a locked bag to hold donations.
 - Letter l, “Check Deposits/Reimbursements,” stated: “Requests for CCB funds should be made with a CCB Check Request Form. Items in a pre-approved CCB Budget or pre-approved at a CCB Board Meeting are payable as long as the amount for the approved items is within the budgeted amount and if there are sufficient funds in CCB accounts to satisfy the request.” Dan Rhymes wondered whether this would give the CCB flexibility in a crisis. Members reassured him that, in a crisis, an emergency meeting of the board could be held.
 - Letter r, “**Liability Insurance.**” The board recognized that it has yet to buy liability insurance, so this item was tabled.
- C. After the review, Section 6 on “Finance” was passed (with attention still needed for the three points in bold face type above). The board meeting adjourned at 9:04.

Mark F. Fischer