

Final – approved by the board
Camarillo Community Band Board of Directors
Minutes of the Meeting of January 6, 2019, 6:30 – 8:00 PM
At the Home of Betty Weyek, 961 Sharon Drive, Camarillo, CA

1. Call to Order. At 6:37, Dan Rhymes called the meeting to order.
2. Roll Call. Present were Rick Austinson (Treasurer), Mark Fischer), Dan Rhymes (President), John Soyster, and Betty Weyek (Vice President). Kirk Raymond was also present as facilitator. Andrew Binsley, Doug Hardie, David Hudnell, and Mary Ellen Lefler were absent.
3. Approval of the Agenda. Betty Weyek asked whether Rick Austinson’s “Financial Report” was going to include a discussion of the annual budget, and Rick said that it would. With that the agenda was approved.
4. Approval of the Minutes. The board reviewed the minutes of the meeting held on Dec. 4, 2018. Board members recommended a number of corrections, which Secretary Mark Fischer accepted. The board approved the amended minutes (5/0).
5. Financial Report.
 - A. Introduction. Dan Rhymes expressed gratitude for Karen Gatchel’s communications to the board regarding the board’s 501c3 Status.
 1. Status. On December 18, Karen reported that the CCB was granted tax-exempt status for the State of California effective July 3, 2018. On January 6, she asked that the following items be noted in the board’s minutes:
 - CT-1 filed with the Office of Attorney General, Registry of Charitable Trusts was approved 11-05-2018. The trust number is CT0260949. This [she wrote] can be approved and added to the Board Policies. (Item 26)
 - FTB 3500A form was approved by the Franchise Tax Board on 12-10-2018. CCB’s tax exempt status with the State of CA is now official and retroactive to 07-03-2018. (Item 28)
 - The SI-100 listing the new officers for 2019 was submitted on 12-04-2018. Karen is waiting on a registered copy. (Item 31)
 - The initial 501c3 process is now complete.
 - All remaining items on the CCB 501c3 Checklist are to be completed annually (Items 29-34).
 - Treasurer Rick Austinson can report on the new bank account (Item 6).
 2. Checking Account. On January 3, Karen reported that a checking account for the CCB was opened at Rabobank on January 1. The new account number is 314883597. The routing number is 122238420.
 - B. Financial Documents. Rick Austinson distributed a balance sheet, a profit and loss statement, and a transaction list.
 1. Liabilities. Dan Rhymes asked whether the band’s library of sheet music is an asset. Rick said that, if the CCB were a business, it would be listed as an asset and depreciated – but sheet music does not depreciate as other assets do.
 2. Value. The board will have to assign a value to the band’s library for insurance purposes.
 - C. Income. Rick had brought a projector and displayed a draft budget on the wall with an estimate of income.
 1. Profit and Loss as a basis for the budget. Rick Austinson stated that the specific values in the 2018 profit and loss statement should become the basis for the CCB

- future budget. For example, the income under “Christmas” for 2018 was \$195; Rick will round it off to \$200 for budgeting purposes. To give another example, the CCB received \$700 last year for the July Fourth concert, but may not receive the same in 2019. Rick will lower the figure in the 2019 budget.
2. Donations. There was an inconclusive discussion as to whether the “general” income category should be included under the income category “summer.”
 3. Conclusion. The board agreed that an estimated income of \$3000 is a prudent projection.
- D. Expenses. In this portion of the meeting, Rick projected a spreadsheet with the actual expense figures from 2018. The board discussed them, helping Rick to create a 2019 expense budget in draft form. Two major items were discussed:
1. Item 15, “Printing and Postage.” Kirk Raymond anticipated that postage in 2019 will rise. Dan Rhymes suggested that last year’s \$309 printing expense may not be the best guide to 2019 expenses, and urged a \$400 projected expense.
 - a. Clarity of Accounting. Kirk added that, although some band members have contributed services in the past, it may not be prudent to assume that they will continue to make such a contribution. It may be necessary to budget for some things (as if the band were going to pay for it, not rely on member contributions).
 - b. “Organizational Information.” Betty Weyek noted that the expense item “Org. Info.” refers to the printing of flyers for the band’s pizza party in July.
 - c. Item 15. The board agreed that the printing and postage budget will go up from \$705 to \$800.
 2. Item 16, “Other Expenses.” Under this heading, several items were discussed.
 - a. Equipment Expense. The total equipment expense of \$576, Dan Rhymes said, may drop in 2019. He does not anticipate the purchase of a new file cabinet or a cymbal repair (as there was in 2018).
 - b. SOKM. In 2019, the CCB gave \$50 to “Save Our Kids Music” (for the use of its equipment). The board agreed that this deserves a separate heading, e.g., “Equipment Rental” or “Equipment Use.”
 - c. Equipment Rental. The 2019 budget will include \$200 for this line item.
 - d. Rehearsal. The board discussed whether the 2018 rehearsal expense of \$527 was a good basis for estimating the 2019 expenses.
 - e. Insurance. Dan Rhymes said that he is inquiring about the cost of “Directors and Officers” insurance. He reported further in agenda item 7.
 - f. Music Purchase. The board agreed that the 2018 expense of \$411 is a good basis for budgeting the expense in 2019. Kirk Raymond suggested a division between (1) library items requested by each guest conductor and (2) basic library items that the board wants to buy. The board agreed to make the division for the budget.
 - g. Tax Returns/Official Filings. This expense of \$361 for 2018 will drop to \$20 in 2019 (since the band’s income is less than \$25,000).
 - h. Technology. Last year, there was no cost for the web site. Betty Weyek suggested that the budget should include an anticipated expense of \$30 for the domain name. There is also an expense of \$215 for QuickBooks Online.
 3. Rainy Day or Contingency Fund. Rick Austinson noted that the band’s projected expenses are \$1100 more than the projected income. The CCB has a “nest egg” (money in the bank) of approximately \$6000, he observed, so it can “afford” to spend more than its expected income. Eventually, he said, higher expenses will deplete the next egg. Mark Fischer urged that the \$6000 in the bank account be listed in the budget as a “rainy day” or “contingency” fund.

- E. Conclusion. At 7:45, the group agreed to establish a provisional budget based on the previous hour's discussion. Rick Austinson will meet with Karen Gatchel to refine the budget for approval by the board at the next meeting.
6. Meeting Schedule. Dan Rhymes noted the importance of establishing a schedule for 2019 CCB Board Meetings. After a discussion, the following Sundays were proposed for meeting at 6:30 PM:
- First Meeting. The present meeting (Jan. 6) is the first of the new year.
 - Band Planning. The second meeting shall take place on March 24.
 - Recap of the Summer. This meeting is scheduled for September 22.
 - End of Year Business. This is slated for November 3.
 - Election of the New Officers. This is set for December 3 (not a Sunday, but after band rehearsal).
 - Policies. Betty Weyek recommended an additional meeting to approve the CCB policies, and the board agreed to February 10.
7. Insurance Options. Dan Rhymes has consulted a number of insurance companies on the band's behalf. He discussed an insurance policy with his State Farm representative Barbara Ortiz. It does not include Directors and Officers insurance, but it meets most of the requirements of PVR&PD. Ms. Ortiz (he said) is working on a precise quote.
8. Memo of Understanding. The Pleasant Valley Recreation & Park District (PVR&PD) has drafted a memo of understanding that explains the limits of its support for the band. In a written response to the PVR&PD memo (a response addressed to the board **that included the comments of Doug Hardie and was** dated November 12, 2018), Dan Rhymes identified a number of issues in the memo and his responses to the issues. He invited the board members to read his memo, consider the issues, and respond to him in writing.
9. Grants. At 8:15, Dan Rhymes distributed a memo from Karen Gatchel dated December 5, 2018. Karen has suggested that the CCB can now apply for a grant from the City of Camarillo. Dan would like to establish a committee of three to work with Karen to prepare the grant request. The purpose of the grant, Dan said, would be to purchase "standard literature for band." The city could possibly grant money for the purchase of other things (e.g., band equipment), but the band's storage space for bulky items is limited. John Soyster was the first to volunteer for service on the committee.
10. Rehearsal and Performance Schedules. The board approved the following dates:
- A. Memorial Day. Dan Rhymes noted that the band has already committed to a performance on Memorial Day in 2019 with a rehearsal one week before.
 - B. Summer. July 4 is a Thursday. July 11 becomes the first regular Thursday concert. The fourth concert will be August 1.
 - C. Christmas. Rehearsals are Nov. 19 (Pleasant Valley School, Room C3), 26 (Senior Center at Burnley and Carmen), and Dec. 3 (Room C3), with a concert on Dec. 8.
11. Board Policies. Earlier in the evening the board set a date of February 10 to discuss policies. Dan Rhymes distributed a handout entitled "Camarillo Community Band Conductors." He asked the board to approve the list of conductors and to indicate any conductors who should not be invited back.
12. Adjournment. The board adjourned on 8:38.

Mark F. Fischer