

*Approved by the Board, 03/24/19*  
**Camarillo Community Band Board of Directors**  
Minutes of the Meeting of February 3, 2019, 6:30 – 8:30 PM  
At the Home of Betty Weyek, 961 Sharon Drive, Camarillo, CA

1. Call to Order. At 6:35, Dan Rhymes called the meeting to order.
2. Roll Call. Members Rick Austinson, Andy Binsley, Mark Fischer, Doug Hardie, Dan Rhymes, and Betty Weyek were present. Kirk Raymond served as facilitator. Karen Gatchel was also present. Members John Soyster, David Hudnell, and Mary Ellen Lefler were absent.
3. Approval of the Agenda. A motion to change the agenda to start with a discussion of board policies was defeated.
4. Minutes. The minutes from the Board meeting held on 01/06/19 were approved (6/0).
5. Financial Update, budget questions.
  - A. Introduction. Treasurer Rick Austinson distributed a draft budget, a “Balance Sheet,” a “Profit and Loss” statement, and a transaction report (“A/R [Accounts Receivable] Aging Summary”).
    1. On the draft budget, there were three columns: “Actuals 2018,” “Provisional Budget 2019,” and “Draft Budget 2019.” The “Provisional Budget” was worked out at the January 6 meeting. Rick asked for approval of the “Draft Budget 2019.”
    2. Updates. The line items for “Equipment Use,” “Base Library,” and “Website” were highlighted. The “Reserves” were also discussed.
      - a. “Equipment use” is a line item that reflects the one-time purchase of new cymbals. Rick sketched other adjustments to the budget.
      - b. “Printing” and “postage” are separate line items, as specified in IRS reporting guidelines.
    3. Rick recommended that the board approve the proposed budget.
  - B. Motion to approve. The motion to approve passed unanimously (6/0).
6. Grants – City of Camarillo and Meadowlark Service League.
  - A. Kudos. Dan Rhymes acknowledged the work of John Soyster, who has developed a Community Service Grant application to the City of Camarillo and submitted it.
  - B. Discussion. The board also shared information about the Meadowlark Service League, a local organization that entertains applications for grants.
    1. Purpose of the grant. The members discussed a variety of reasons for which the CCB might possibly request funds from Meadowlark.
    2. Postponement. The board agreed that, because the CCB is not certain about additional needs, it would not consider the Meadowlark grant further this year.
  - C. Next Steps. Dan will contact the Meadowlark Service League (to be put on the email list for 2020 grant applicants) and other agencies that invite groups to submit applications to grant. The possibility was raised of establishing a committee of the CCB board to pursue grants.
7. Insurance report.
  - A. Introduction (Dan Rhymes). Dan distributed a draft “Business owners Policy” prepared by the State Farm General Insurance Company, and dated 12/04/18.

1. Review. Dan reviewed the liability policy. He called it a “basic policy” that (at \$325 annually) meets the requirements of Pleasant Valley Parks & Recreation Department. He recollected that there has never been an insurance claim against the band.
  2. Decision. He asked the board whether he should get a quote from State Farm in proper form (i.e., for the CCB, not for Dan as an individual). Doug Hardie moved that Dan act on it. The motion passed 6/0.
  - B. Insurance for the CCB Board. Dan has also received from State Farm a “Premium Proposal” for a “Not-for-Profit Organization Liability Policy including Employment Practices Liability Coverage.” The cost is \$1,980 for a \$1 million policy. If the band were sued, the policy would protect the board.
  - C. Discussion.
    1. SOKM. Betty Weyek and Karen Gatchel noted that SOKM pays about \$400 annually for insurance. The SOKM board is covered. The 501c3 rules do not require the board members to be covered.
    2. Assets. Members said that the chances of the CCB being sued are slim, given that the band’s assets are less than \$10,000.
  - D. Conclusion. The board encouraged Dan to immediately pursue the band liability policy, and to continue researching the question of insurance against board liability. Andy Binsley also offered to look into the matter among his circle of contacts.
8. Move to Constitution Park for the Summer “Concerts in the Park.”
- A. Introduction. At 7:24, Dan discussed his meeting with Eric Storrie at Pleasant Valley Recreation and Parks District. Betty Weyek was also present. Storrie has new duties and introduced Jane Raab, who will take his place as the band’s PVR&PD contact.
    1. Citizen’s Patrol. In the past, the CCB was unhappy with performing at Constitution Park. Concertgoers for the Saturday concert would put out chairs and blankets before Thursday evening, preventing CCB concertgoers from sitting close to the bandstand. Dan reported that the PVR&PD will request that the Police Department or the Camarillo Citizens Patrol to remove chairs and blankets placed on the grass prematurely.
    2. Sound and Lighting. Dan has requested that the band have two rehearsals on the bandstand itself to check the sound and lighting.
    3. Marquee. Dan has also requested that the electronic marquee will advertise the CCB on the day of the concert under the heading, “Concerts in the Park.” It was noted that the CCB usually advertizes its performances as the “summer concert series,” not “concerts in the park.”
  - B. Decision. Should the CCB move to Constitution Park? Doug Hardie so moved and the motion passed (6/0). Dan will follow up with Jane Raab.
9. Guest Conductors.
- A. Introduction. At 7:37, Betty Weyek and Karen Gatchel noted that the board has not voted on a list of potential conductors for the upcoming season. Betty would like to have a list of potential conductors from which the board might recommend directors for the summer concert series.
  - B. Dan agreed to submit to the board a list of conductors who have led the band in the past. The board will discuss the names at a later meeting in order to compile a list of appropriate directors.
10. Re-visit CCB Board Meeting schedule for 2019 Fiscal Year.
- A. Introduction. At 7:47, the board revisited its schedule of meetings.
  - B. The schedule was defined on January 6:

- First Meeting. The January 6 meeting was 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).

C. Decision. The board agreed that the next meeting will be March 24. At that time it will review the dates for the remaining meetings.

11. Band Manager Update on Memo of Understanding (MOU) with PVR&PD.

A. Introduction. Dan said that he will ask his daughter Jennifer to design the half-page ad for the PVR&PD newsletter.

1. Budget? Betty noted that there is no line item in the budget to pay Jennifer Rhymes.
2. Andy Binsley moved that \$200 be added to the publicity budget to pay Jennifer Rhymes to develop camera-ready copy.
3. Kirk Raymond advised Dan to ask PVR&PD to include in its announcements a note that the band would welcome new members.

B. The motion passed 5/0, with Dan Rhymes abstaining.

12. Board Policies discussion and adoption.

A. Introduction. At 7:59, the board turned to the CCB Board Policies.

B. Communications (Item 1).

1. Dan reviewed each paragraph of Item 1. Letters a-d (“Approval,” “Email,” “P.O. Box” and “Phone Number”) were approved. Dan moved that the board not discuss Letter e (“Website”), because the current website is under his name, and would have to be moved to a site owned by the CCB. Making changes to it would be involved. The motion passed (6/0).
2. Letter f (“Calendar”) was approved after a long discussion. Some asked whether the calendar could be approved, given that there was not yet approval for the website (since the calendar was to be posted on the website). In the end, Letter f (“Calendar”) was approved (5/1), as was letter g (“Social Media”).
3. Letter h (“Publicity”). This was approved as amended (changes in italics): “CCB shall publicize *CCB activities and events* through local media outlets (*such as* print, radio, television, magazines) and through direct mail to patrons, business, schools, churches, etc.”
4. Conclusion: Policies Item 1 (“Communications”) was approved as amended.

C. Fundraising (Item 2). The board turned to this item at 8:19.

1. The item includes three sub-sections (a, b, and c). They were approved as amended (changes indicated in italics). Ultimately, letter c was deleted.
  - a. “All fundraising activities must be approved at ~~regularly~~ scheduled ~~quarterly~~ meetings in which a quorum is present.
  - b. “All funds raised by CCB (except restricted funds) shall be placed in a general fund and used to support the CCB organization operations.
  - c. “Decisions about the use of funds raised by CCB shall be included in the annual approved budget or if a change is necessary, voted on at [a] regularly scheduled ~~quarterly~~ meeting in which a quorum is present.”
2. Discussion. During the discussion, members made the following observations:
  - a. Funds and Grants. The “funds raised by CCB” (2.b) are distinct from grants.

- b. General Fund. The phrase “general fund” (2.b) implies that funds collected on behalf of the band are not restricted.
- c. Deletion. Dan opposed Letter c because the topic is “fundraising,” not “spending,” and Letter c is about spending. He moved that the board drop Letter c, and the motion passed (6/0). The board agreed to accept Item 2 as amended (e.g., without Letter c)

13. Adjournment. The board adjourned at 8:34.

Mark F. Fischer