

Approved by the Board on September 22, 2019
Minutes of the Camarillo Community Band Board Meeting
Sunday March 24, 2019, 6:30 PM – 8:30 PM
Betty Weyek's Home - 961 Sharon Drive, Camarillo, CA

1. Call to Order. At 6:34, Dan Rhymes called the meeting to order.
2. Roll Call. Present were Rick Austinson (treasurer), Andy Binsley, Mark Fischer (secretary), Doug Hardie, David Hudnell, Dan Rhymes (president), John Soyster, Betty Weyek (vice president). Also present was Kirk Raymond (invited moderator). Mary Ellen Lefler was absent.
3. Approval of the Agenda. Betty Weyek moved (a) to add a new agenda item to discuss meeting procedures and how the board determines its actions; also (b) to add the website as an additional agenda item. The motion passed 6/0 (Andy Binsley and Doug Hardie had not yet arrived).
4. President's Message. In a brief message to the board (appended), Dan Rhymes said that the creation of the CCB Board as a 501c3 corporation was a response to the Pleasant Valley Recreation and Parks Department, which had required the band to buy insurance. Gaining non-profit status has also enabled the band to develop internal controls. But the formation of the board has strained relationships, and Dan indicated a desire to restore trust among members. The core mission of the board, he said, is to "control our contracts, monitor our donations and expenses, and raise the funds to pay for it all." The board should support its volunteers, define their roles, and resolve differences.
5. Minutes. The minutes of the board meeting held on February 3, 2019 were approved as amended by a vote of 8/0.
 - A. Insurance. The minutes (at point 7.A.2) reported a conversation about purchasing insurance. After a discussion, the minutes were affirmed as written.
 - B. Website. The minutes (at point 12.B.1) referred to a policy proposal regarding the band's website. After a discussion, the minutes were affirmed as written.
 - C. The members agreed that Karen Gatchel attended the meeting not as an invitee but as a band member (item 2), corrected a typo ("5013c"), expressed a wish that PVR&PD might invite adults to join the band (11.A.3), and clarified the policy about fundraising with the italicized words that follow: "all funds raised by CCB (*except restricted funds*) shall be placed in a general fund" (12.C.1.b).
6. Financial Update. At 6:57 the board turned to band finances.
 - A. Grant Success. Betty Weyek reported that PVR&PD has recommended the approval of a grant to CCB of \$2000 for the purchase of new music. Dan Rhymes and the board applauded John Soyster, who wrote the grant proposal.
 - B. Report. Treasurer Rick Austinson distributed a balance sheet, a profit and loss statement, and a list of transactions.
 1. New Expenditures. The Transaction List (said Rick) reflects the expenditure on an insurance policy and a \$150 check to Jennifer Jones for creating ad copy. Dan Rhymes (Jennifer's father) distributed a copy of the ad.
 2. Donation. The family of the late band member Fred Galloway has donated \$120 in his memory.

- C. Insurance Policy. Rick Austinson reported that he and Dan Rhymes approved \$351 for a band insurance policy. Betty Weyek felt that they had gone beyond their mandate (in her view, the board had only authorized Dan to get a formal quote from the insurance company, not to actually purchase the policy). Rick disagreed. The board had indicated its support for the purchase of insurance, he said, and both he and Dan were only complying with the board's wishes.
7. Memo of Understanding. At 7:08, Dan Rhymes turned to the Pleasant Valley Recreation and Parks District (PVR&PD) Memo of Understanding. He asked the board for its approval of the MOU. One item on the memo (at 7.a.ii) has a minor mistake, he said, but he moved to approve it. It passed (8/0), Dan signed it, and said he would deliver it to PVR&PD.
8. CCB Policy 1.a: Review and Define. The Board's "Communication" Policy was approved at the meeting of February 3, 2019, said Dan Rhymes, but since that time questions about it have arisen. He turned the meeting over to Kirk Raymond.
- A. Introduction. At 7:17, Kirk raised the question about the second sentence in policy statement 1.a: "CCB Vice President is responsible for maintaining all communication platforms." He asked Betty Weyek, the Vice President, to explain how she interpreted the sentence.
1. Intent. For Betty Weyek, "maintaining" means "overseeing communications." She does not actually keep the band roster, for example (her daughter-in-law Michelle Weyek does that), but she "makes sure" that the roster is kept up-to-date. Betty said that she would like to receive a copy of every official email concerning the band. "If I'm a supervisor," she said, "the people using the platform need to keep me in the loop." She wants to make sure that the band calendar is correct and its social media are accurate, and in that way to take some of the load off the board President's shoulders.
 2. Question. Dan Rhymes said that the word "platform" is unclear. He expressed the view that the Vice President need not monitor every transaction. Such monitoring, he said, seems to imply a lack of trust.
- B. Discussion. Betty's intent and Dan's question prompted a discussion by the other members.
1. Precautions. Doug Hardie regularly sends email to the entire band. He urged Betty to take precautions (if she intends to take over his job of communicating with the members) so that internet service providers will not interpret band email as spam.
 2. Not Monitoring. David Hudnell argued that "maintaining all platforms" does not mean monitoring all communications but rather ensuring smooth functioning.
 3. Website. Rick Austinson observed that maintenance is more than ensuring function. If the band website is up, but the content is incorrect, then it is not being "maintained." The Vice President, Rick said, is now plays a larger role.
 4. Deferral. Andy Binsley recommended that the board defer a discussion of "platforms" until it defines an "electronic communication" policy.
 5. Gmail. Mark Fischer said that "maintaining" the Gmail account means: "responding to inquiries, forwarding messages, changing passwords, keeping contact lists."

- D. Next Stage. At 7:35, Kirk Raymond intervened. “We are already performing the regular jobs that make the band function,” he said. “Let’s simply advise our volunteers to regularly inform the Vice President.”
1. Keep Things General. “Let’s not back ourselves into a corner by spelling out every detail,” said David Hudnell. He urged the board to express policy statements in general terms. The band functioned well before it became a 501c3, he said. “We just want to make sure that it continues to function.”
 2. Specifics. Rick Austinson preferred clarity to “keeping things general.” He said, “We need to know who’s doing what, so there is a clear list of jobs and who is responsible.”
 3. Approval. Betty Weyek insisted on the importance of the policy statement, “CCB President or Vice President shall approve all communications.” She said, “If I am responsible for what a volunteer is doing, I need to ‘approve’ it.” For example, her daughter-in-law Michelle maintains the band roster. “It is my responsibility to tell Michelle her duties,” Betty said, “not Dan’s.”
- E. Language. At 7:46, Kirk Raymond encouraged the group to search for language that expresses its intent. The phrase “Maintaining communication platforms” is unclear, he said. “When Betty says that she wants to be CC’d about a meeting between Dan and Michelle,” asked Kirk, “does that mean that Dan and Michelle need her approval?”
1. Disagreement about Roles. Dan Rhymes and Betty Weyek discussed the relation between the roles of the President and Vice President, especially regarding third parties (e.g., in their recent meeting with PVR&PD).
 2. Management and Staff. Rick Austinson observed that the PVR&PD distinguishes between the roles of management (the PVR&PD Board) and staff. Board members of the CCB, however, participate in both board and staff roles – for example, the CCB Board President is also the Band Manager. John Soyster provided another example: the CCB Board Vice-President is also responsible for communication.
 3. Tension. Overlapping roles can create tension, said Andy Binsley. Rick Austinson concurred, adding that it is important to distinguish between board oversight and the board’s appointment of volunteers and committees.
 4. Job Descriptions. Betty Weyek emphasized the importance of job descriptions necessary to the functioning of the band. Andy Binsley agreed. “We’ve gotten hung up on policies that are too detailed,” he said. “For this year, it should be enough to make sure that the jobs get done.”
- F. Motion. Dan Rhymes brought the board’s attention to the sentence in policy article 1.a: “CCB Vice President is responsible for maintaining all communication platforms.” He moved that the board “suspend” the sentence (thereby striking it for the time-being) and re-consider the communications policy at the fall meeting.
1. Support. Andy Binsley expressed his support for Dan’s motion. “Let’s run the band through the summer,” he said, “and not get hung up on the policies.”
 2. Policies and Practice. John Soyster said, “Let’s build our policies around what is working,” he said, “and not try to fix things perfectly in advance.”

3. Committees. Rick Austinson suggested the need to establish a sub-committee to refine the policies. Dan Rhymes offered to create a list of basic band responsibilities.
 - G. Conclusion. At 8:15, the board passed Dan's motion and suspended the second sentence in Policies 1.a (approved 8/0).
 9. Program Committee. At that point, Kirk Raymond raised a question. PVR&PD wants its logo on the band's programs, he said. Shall the board establish a committee to redesign the programs for each concert?
 - A. Parliamentary Procedure. Betty Weyek noted that, according to the band's Bylaws, a committee must include a board member, unless the committee's task is so clearly defined that it need not come back to the board.
 - B. Motion. John Soyster moved that Dan Rhymes establish a committee to re-design concert programs. The motion passed (8/0).
 10. CCB Policies yet to be approved. In light of the foregoing discussion of Policy article 1.a, the board tacitly agreed not to pursue the policies further tonight.
 11. Insurance Policy. Dan Rhymes distributed the final official copy of the policy.
 12. Ad for PVR&PD Activity Guide. Dan Rhymes distributed to the board an advertisement for publication in the Activity Guide.
 13. Discussion of Purchasing Music with the Grant. Kirk Raymond raised a question about how the band will use the \$2000 grant to purchase music. The board briefly discussed the process by which it will order new sheet music.
 14. Calendar. Dan distributed the schedule for the 34th season. He noted that the location of rehearsals has not yet been finally approved.
- The meeting adjourned at 8:39.

Mark F. Fischer

Appendix: Memo to the Camarillo Community Band Board of Directors

The new Non-Profit organization has solved the concerns of PVR&PD. They needed all organizations using their facilities to provide their own insurance. They required the agreement between PVR&PD and CCB be stated in a written "Memo of Understanding". No more handshakes which have served the Camarillo Community Band well for over 30 years.

The formation of our Non-Profit also provided for better control of the donations and expenditures thus reducing the risk of the funds of the organization being embezzled. As we have learned there have been several organizations in the area which have suffered due to dishonest employees and volunteers. The current system we are using also provides reports which are quick and accurate.

The formation of this organization has put a strain on relationships. We need to return to trusting each other to get the job done and done right. We need to be able to solve the problems we are qualified to solve and do so knowing we will get the full support of the CCB Board of Directors.

The Camarillo Community Band Board should control our contracts, monitor our donations and expenses, and raise the funds to pay for it all.

The Camarillo Community Band Board needs to support the volunteers who put these concerts together. I think we need to clearly define what each of our positions is responsible for and if there are discrepancies, a clear path to resolving them.

Daniel A. Rhymes, President
Camarillo Community Band
March 24, 2019