

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

Present: Rick Austinson (Treasurer), Andy Binsley, Mark Fischer (Secretary), David Hudnell, Daniel A. Rhymes (President), John Soyster, Betty Weyek (Vice President).

1. Call to Order. Dan Rhymes called the meeting to order at 6:39.
2. Roll Call. Doug Hardie, Mary Ellen Lefler, and Kirk Raymond were not present. Although not a board member, Kirk Raymond is the moderator for all board meetings until the Camarillo Community Band is fully functional as a 501(c)3.
3. Approval of the Agenda. The agenda was approved (6/0 – Andy Binsley had not yet arrived).
4. Minutes. The minutes of the Board meeting held on 3/24/19 were approved (6/0).
5. Financial Update, Budget Questions.
 - A. Introduction. Treasurer Rick Austinson presented a Profit and Loss Statement, a Balance Sheet, and a Transaction List. Rick also distributed a revised budget (with three columns: Approved budget, Actual income and expenses, and Proposed Budget Revisions).
 - B. Discussion of the Revised Budget.
 1. Contribution from St. Mary's. Dan Rhymes asked if the band had received an invoice for printing the concert programs. St. Mary's Elementary School has helped to reduce their cost. Dan will speak with him.
 2. Expenses. Rick noted that he expects some bills. The band has spent \$305 on music, but it will be reimbursed from a forthcoming grant.
 3. Adjustments. The band has been promised a \$2000 grant. Rick proposed that the music purchase line item be expanded to \$2000 from the existing \$500. In the past, there was a July 4 contribution of \$500, but it was not received this year. Thus the proposed budget for July 4 income will show an expected contribution of \$0. Rick asked that the board approve the budget revisions.
 4. Proposed Budget v. Final Account. Dan noted that, at the end of the year, the account must be balanced. He reminded the board that Rick's proposal is an adjustment to the budget, not a final statement of the band's actual income and expenses.
 - C. Conclusion. John Soyster moved approval of the proposed budget revisions. It passed 7/0 (Andy Binsley having arrived).
6. Camarillo Community Band Policies Yet to Be Approved (7:10).

- A. Introduction (Dan Rhymes). Dan had sent to the board a memo dated Sept. 22, 2019. He said that he wants to read, discuss, and approve policy items that do not require a long discussion. Further, he proposed creating committees to discuss the band's policies that have not yet been approved.
- B. Preliminary Discussion.
1. Open to Band? Betty Weyek asked whether the committees would be open to members from the band. Everyone agreed they should be.
 2. Process. Mark Fischer said that the board should (1) decide whether it wants to amend the policies as suggested by Dan Rhymes and (2) create a committee structure, stating how many board members and how many band members should be on a committee. There was discussion and no answer.
 3. Publicity. Dan stated that the publicity process will go forward as it has in the past (with publicity coordinator Bridget Fischer). He stated that he does not want to participate in "Peach Jar," an electronic communications process of the Pleasant Valley School District, due to its cost. Betty Weyek replied that Peach Jar is free because she (as a school district employee) has an account. She said that Peach Jar reaches every person in the district – teachers and parents – for a total of 7000 emails. She can send out band fliers under her School District Peach Jar account.
 4. Budget. Rick Austinson said that, if publicizing the band through Peach Jar is free, then the band should use it. The board will inquire about the cost.
- C. Creation of Committees. The agenda stated, "Refer to attached memo listing items requiring additional discussion." In Dan's memo, under the heading "Projects to be assigned to Committees for additional research and discussion," four items are listed:
1. Policies yet to be approved. Dan's memo stated, "Table the following and send them to committee to review and rewrite and bring them back to the CCB Board for final discussion." His memo summarized the issues that he proposed to send to committees.
 2. Election of the CCB Board of Directors. Dan's memo listed a number of policies regarding the election of the board.
 3. Fund Raising and Grant Applications.
 4. Publicity. Dan's memo listed a number of issues that a future publicity committee will need to address.
- D. Further Discussion. After reviewing Dan's memo, the board discussed it.
1. Expectations of the Board. Rick Austinson stated that he would like to see a board whose members have staggered terms. He moved that the board approve Dan Rhymes' proposal to "table" the issues listed in the memo. The board then discussed Rick's motion.

2. Expectations of Committee. Betty Weyek urged that the board should create a committee structure with specified members and a targeted timeline for accomplishing its task.
3. Targeted Completion. Andy Binsley suggested that the board should establish a chairperson for each committee (Policies, Election of Board, Fundraising, and Publicity), and to give them as much freedom as possible to accomplish their tasks. The publicity committee, for example, would be a standing committee with a target for completion.

E. Motion on Policies (item 1 in Dan’s memo).

1. Deferral. Dan moved to defer policies yet to be approved (the policies listed on his memo of September 22). The motion passed (7/0).
2. Committee. The board moved the establishment of a Policy Committee to review the tabled policies (mentioned in the preceding motion) and report to the board the progress it has made at the board’s November 3 meeting. It passed (7/0). Rick Austinson, David Hudnell, and Betty Weyek indicated a desire to work on this committee.

F. Other Committees.

1. Motion on the Election of Board Members (item 2 in Dan’s memo). Andy Binsley moved the creation of an election committee to review current election policies by the November meeting, and make any recommended changes in preparation for the December elections. It passed (7/0). Rick Austinson, David Hudnell, and Betty Weyek indicated a desire to work on this committee as well.
 2. Fund-Raising and Grant Applications. Andy Binsley moved the establishment of two committees, one for Fund-Raising and Grants, and the other for Publicity. It passed (7/0). Dan Rhymes and John Soyster indicated a desire to work on the Fund-Raising and Grants Committee.
 3. Publicity Committee. Betty Weyek and Mark Fischer would like to work on this committee. The board agreed that Bridget Fischer, the current publicity coordinator, shall be on it as well.
7. Create Committees to discuss issues important to the future of the CCB. At this point, the board turned to policies that (unlike the policies that require refinement in committee) could be more easily approved.
- A. Committees. Dan Rhymes turned to the band policies, item 3, “Committees.” He stated that he would like the board to approve Policy 3.A, B, and D. Dan moved that 3.A and 3.B be approved. The motion passed (7/0).
1. Policies 3.A and 3.B:
 - a. Policy 3.A: “The CCB Board may create committees and appoint Chairpersons to work on tasks, events or fundraisers that further the CCB mission.”

- b. Policy 3B: “All committees will have a CCB Board Member on the committee.”
2. Policy 3.D. This policy was about the reporting of committee activities and decisions. It was discussed at some length. In the end, John Soyster moved the following changes: “All committee activities and decisions will be reported at the next scheduled board meeting.”
- a. Opposition. Dan Rhymes objected on the grounds that committees should not have authority independent of the board of directors.
 - b. Structure. Betty Weyek said that the board would define the structure within which the committee can work.
 - c. Report, not Act. Andy Binsley said the committees do not have unlimited authority. Policy 3.D states that committees must report on their activities. They are authorized to do only what the board specifies.
 - d. Conclusion. The board passed the Soyster motion on Policy 3.D (7/0).
3. Board (Policy 5). The board reviewed Policy 5, “Board.” It tabled item 5A (election), then approved policies 5B (board roster), 5C (registration of officers), 5D (conflict of interest).
- a. Policy 5D: Conflict of Interest. At present, the policy states: “Conflict of Interest. Each CCB Board Member shall file annually with the CCB Secretary a Conflict of Interest Statement. CCB Board Members who have a conflict of interest pertaining to a specific matter on the agenda shall recuse themselves from the ~~discussion and~~ vote.”
 - i. The board struck two words, “discussion and.”
 - ii. The board approved the policy as amended.
 - b. Policy 5E: Electronic Meetings/Communications. At present it reads, “Each CCB Board Member shall file annually with the CCB Secretary a written Consent to Communicate Electronically. (~~telephone, voice message, facsimile, telegraph, text message or email.~~)” The policy was approved as amended.
 - c. Policy 5F: Personal Donations. At present it reads: “Each CCB Board Member is encouraged to donate annually to CCB in an amount that they find meaningful.”
 - i. Opposition. Dan Rhymes opposed the Policy as suggesting that a board member must “pay to play.”
 - ii. Common Practice. Rick Austinson, Andy Binsley, David Hudnell and Betty Weyek argued that it is common practice.
 - iii. Conclusion: It passed 5/2.
 - d. Policy 5G: Fundraising Duty. It states: “CCB Board Members have the responsibility to actively participate in fundraising efforts necessary to fund the mission of the organization.”

- i. Commitment. Rick Austinson noted that this Policy does indeed oblige the board to participate in fundraising.
 - ii. Hypothetical? John Soyster noted that the CCB has not engaged in any fundraising yet.
 - iii. Motion: Policy 5G was deleted. But the placeholder 5G in the Policy document must remain in order to keep the order of policies constant.
 - e. Policy 5H. It reads: “Fiduciary Responsibility. CCB Board Members have a fiduciary responsibility to ensure that the fundraising activities of the organization are sufficient to meet the needs of the organization. CCB Board Members shall review the financial statements of the organization on an annual basis.” The board voted to approve it as written (7/0).
4. Policy 6: Finance. The committee discussed 6R, did not reach any agreement, and moved on.
8. Schedule an additional CCB Board Meeting in October. Dan Rhymes had proposed an additional meeting, but acknowledged that the board had made great progress and the additional meeting was no longer necessary. He dropped the proposal.
9. Confirm CCB Board meeting scheduled for Sunday, November 3, 2019. Several board members acknowledged that they could not attend on November 3. Dan said he would do some research about another date.
10. Adjournment. The board adjourned at 8:30.

Mark F. Fischer