

Approved by the Board on March 14, 2021
Camarillo Community Band Board of Directors
Minutes of Sunday, January 17, 2021 (6:30 PM)
Meeting online via Zoom

Members: Daniel A. Rhymes (President), Betty Weyek (Vice President), Rick Austinson (Treasurer), Mark Fischer (Secretary), Nadia Becker (Board member at large), Andy Binsley (Board member at large), Doug Hardie (Board member at large), David Hudnell (Board member at large), and Beverly Matsumura (Board member at large). Norbert Tan and Maya Geisler Meyers were invited to attend.

1. Call to Order. Dan called the meeting to order at 6:34.
2. Roll Call. Beverly Matsumura arrived at 6:49, thus completing the roster.
3. Approval of the Agenda. Dan Rhymes had sent to the members his notes for the meeting (appended to these minutes). He introduced Norbert Tan, a band member with experience working on non-profits, who will review the process of the meeting.
 - A. Discussion. Dan Rhymes accepted Betty Weyek's offer to report on the Fundraising and Publicity Committees at agenda item 10.
 - B. Approval. The agenda was unanimously approved (8/0).
4. Minutes of the Meeting of December 27, 2020. After receiving several comments about his first draft minutes of the meeting, Mark Fischer submitted a second draft. Dan Rhymes asked that the minutes assign Rick Austinson's announcement of the death of Dick Lee to a separate agenda item entitled "For Your Information." With that correction, the December 27 minutes were unanimously approved (8/0).
5. Board Meeting Dates and Times for 2021 Fiscal Year. (6:47)
 - A. Introduction. In his notes (appended below), Dan Rhymes proposed a 2021-2022 schedule for the CCB Board. All dates are on Sunday, meeting from 6:30 to 8:00: March 14, June 6, September 12, November 14, December 26 (15-minute session) and January 16, 2022.
 - B. Discussion. After a discussion, the board decided to drop the December meeting and hold the election of new board members at the November meeting. Dan moved that 7:00 PM be the start time for the five remaining meetings, and it was passed unanimously (Rhymes/Becker: 9/0, with Beverly Matsumura voting).
6. Increase of Board Members.
 - A. Introduction of Norbert Tan. Dan introduced Norbert Tan as an observer with expertise in non-profit organizations (see Dan's notes, appended below). Norbert thanked Dan, saying that he is happy to help, and recommending that future agendas indicate how much time is assigned to each agenda item. Nadia Becker requested that Norbert report his observations to the entire board.

- B. Increase of Board. At 7:01, Dan Rhymes, referring to the Bylaws (item 7b), had asked the board to increase the Camarillo Community Band Board of Directors from nine to ten members. His notes (appended below) provided a rationale.
 - C. Discussion. Rick Austinson recalled the early struggles of the Board in developing the band's bylaws and policies. Instead of trying to answer the question of whether the bylaws needed to be changed to increase the number of board members, Dan moved the creation of a "Governance Committee" and the motion passed (Rhymes/Austinson, 9/0).
7. Nomination of Maya (Geisler) Meyers. Dan Rhymes introduced Maya (at 7:06), who has been nominated to the board. Maya had submitted a statement about her candidacy, included in Dan's notes (appended below). After a conversation with Maya, she left the Zoom meeting while the board discussed her nomination.
 8. Election. At 7:14, Dan Rhymes moved the election of Maya (Geisler) Meyers, a nominee to the Board of Directors, as a Board Member at Large for the 2021 Fiscal Year, and she was unanimously elected (Rhymes/Weyek, 9/0). The secretary will send Maya and Beverly Matsumura (elected in December) the bylaws and policies.
 9. Finance: Approval of the 2021 Budget.
 - A. Introduction (7:17). Rick Austinson had submitted a Balance Sheet, a statement of Profit and Loss, and a Transaction List in advance of the meeting. Andy Binsley noted that the transaction list does not include donations to GiveButter (the band's online donation platform), and Rick said he would incorporate them.
 - B. The 2021 Budget. Rick displayed his draft budget for 2021 and promised that he would send it to members as a pdf. He thanked David Hudnell and Doug Weyek for performing the annual required audit of transactions last August.
 1. Reserves. In light of the band's diminished income in 2020, Rick noted that the proposed budget draws from the band's reserves in order to achieve balance. The proposed budget assumes that the band will resume concerts in the summer of 2021.
 2. Motion. Andy Binsley moved to approve the budget (Binsley/Rhymes, 10/0, with Maya Meyers adding to the vote).
 10. Updates from the Band Manager.
 - A. Committees. At 7:34, Dan Rhymes asked the board's three committees (Election, Fund-Raising, and Publicity Committees) to prepare written reports for the next board meeting and each subsequent meeting.
 - B. Discussion. Betty Weyek reported on the publicity, fundraising and finance committees (appended below). The board tacitly approved Dan's request.
 11. Music Library.
 - A. Introduction. At 7:41, Dan Rhymes introduced a discussion of the music library that Kirk Raymond had offered to donate to the CCB. He presented a rationale for accepting the library in his notes (appended below). On October 18, 2020, he had moved that the board accept Kirk's offer, and the board had agreed to look

- into the matter. On November 15, Andy Binsley had moved to accept Kirk's library, but the matter was not brought to a vote.
- B. Discussion. The discussion hinged on the cost of storage that the band would incur if it accepted the donation. Some members argued that the money might be better spent on new titles. The precarious financial situation of the band in light of the covid crisis was a paramount concern.
 - C. Calling the Question. In the end, Andy Binsley withdrew his Nov. 15 motion, and the board returned to Dan's motion of Oct. 18, i.e., that the board accept the offer from Kirk Raymond to donate his music library. At 8:17 the motion was defeated (1/9), with Dan Rhymes the sole vote in favor.
12. Grants: City of Camarillo and Meadowlark Service League. Dan Rhymes said that he does not want the band to pursue grants at this time. The City of Camarillo is not offering grants, and the Meadowlark Service League did not approve the band's application last year. The board tacitly agreed.
13. PVR&PD Memo. Dan Rhymes has not yet received a "Memo of Understanding" from the Pleasant Valley Recreation and Park District, which presents the band's concerts. He asked the board's patience while he tries to contact the PVR&PD.
14. Insurance.
- A. Introduction. Dan Rhymes invited the board to help him analyze the CCB's needs for insurance (required by the PVR&PD). The band has already purchased a basic policy that met PVR&PD requirements (liability, asset, etc.). Now a question arises as to whether the Board of Directors needs additional insurance.
 - B. Discussion. Andy Binsley offered to help Dan consult a broker with the Center for Nonprofits, and Dan accepted his offer.
15. Next Meeting. Dan Rhymes announced at 8:28 that the next meeting of the Camarillo Community Band Board of Directors will be held on-line via ZOOM on March 14 (see item 5 above). He had laid out possible future topics for discussion in his notes (appended below). The board agreed to meet at 7:00 on March 14.
16. Adjournment. The meeting adjourned at 8:30 (Austinson/Rhymes 10/0).

Mark F. Fischer

Attached notes, reviews, and comments
for the Camarillo Community Board of Directors Meeting
January 17, 2021
Prepared by Dan Rhymes, President

Invited guest Norbert Tan

I invited Norbert Tan to join our meeting to review our meeting process. He will meet with me later to discuss his observations. Because of his expertise working with Non-Profit Corporations, Mr. Austinson and the "Election of Board Members" committee

are planning to discuss the proper board member election process. The committee will present their conclusions to the board for their approval. I suggest they also discuss the concern of several board members regarding the Camarillo Community Band By-Laws item 7b, which requires a motion to change the number of board members on the board.

Notes Pertaining to Agenda Items

Agenda Item 5. Proposed 2021 meeting dates based on the 2020 schedule

All dates are on Sundays and the time can be discussed. Current time for the board meeting has been from 6:30 to 8:00 PM.

- 1-17-2021
- 3-14-2021
- 6-6-2021
- 9-12-2021
- 11-14-2021
- 12-26-2021 (15 minute session) 1-16-2022

Agenda Item 6. Camarillo Community Band By-Laws item 7b

The wording in this item requires the Camarillo Community Band Board of Directors to present a motion to change the number of Directors on the Board. If we do not agree with this by-law then a formal motion to change the wording is required.

From the By-Laws of the Camarillo Community Band

- “b. The authorized number of Directors on the Board shall be set by resolution of the Board, but not less than four (4) or more than fifteen (15). . . .”
- From an early discussion by Karen Gatchel regarding the by-laws and policies: “Purpose. In a discussion of the band’s purpose (#3), a question arose about what belongs in the bylaws (as distinct from the band’s policies). Karen Gatchel replied that by-laws should rarely change; policies may change often. “

Agenda Item 7. Maya (Geisler) Myers’ statement to be considered for becoming a member of the 2021 Camarillo Community Band Board of Directors as a Board member at Large:

“Dear Mr. Dan Rhymes and the Camarillo Community Band Board:

I love music. Music is sounds and rhythms that you can create by yourself or with others. When I was younger, I was very lucky to participate in numerous musical activities, including jazz band, concert band, jazz vocal ensemble, drumline, and more. Music was everything to me. As I grew older, life got busy. I finished college, got married, had children, and started my elementary teaching career. The only opportunity for me as a true "adult" with music was leading the psalms at church and participating, on occasion, with the Camarillo Community Band.

Music is something I've had to put aside. Now that my children are older, I can finally go back to things that I love--to things that make me ME. Last year, I was so thankful to borrow a baritone horn (an old bent up one from the elementary school where I teach) and play with the Camarillo Community Band. Going to rehearsals and then performing with others made me smile a certain smile I hadn't had in years. Creating music brings me so much joy. I've really appreciated the openness and truly welcoming attitude that the band members have towards me, even though I've lost some of my technique! I've enjoyed coming to band rehearsal and seeing some familiar faces that I've known now for over 30 years--Mr. and Mrs. Rhymes, Mrs. Weyek, Doug & Michelle Weyek, among others. I feel like I'm playing with Camarillo musician legends!

I would really like to give back. I understand that there are some open positions on the Board, and if possible, I would love to be considered. I would love to help out as much as it helped me.

Thank you for your time.

Maya Myers (née Maya Geisler 805-402-0854)”

Agenda Item 10. Updates from Band Manager and current Camarillo Community Band Committees. This item will be placed in each agenda for each current operating committee to update the board on their progress.

Agenda Item 11. Kirk Raymond’s donation of a Music Library

We were excited to learn that Mr. Raymond (Founder of the Camarillo Community Band) offered to donate his band music library (544 titles) to a non-profit 501(c)3 corporation and is inquiring if the Camarillo Community Band is interested. All of the board were in agreement, but they wanted to know what the storage costs would be. There have been conversations about the bands assets stored at the home of Mr. Rhymes. This was an opportunity to move those assets into more secure storage along with the “Raymond Band Music Library “ donation. I researched and calculated an approximate cost to store our assets to be approximately \$2400.00 per year. This was for a 10X10 storage unit. If we accepted the Raymond Band Music Library we would need to expand our storage to a 10X15 and increase our yearly cost by an estimated \$500.00.

I proposed a motion to officially accept the donation of the “Raymond Band Music Library”. After I had presented the motion and had a second, several members of the board voiced concern over the storage cost which had been discussed at the previous board meeting. It was suggested we could decrease the size of the library by donating to other organizations the titles which are too hard, titles which do not fit our style of music, titles which are missing parts which are not available to purchase. In other words decrease the storage foot print. The following concerns were expressed by several board members:

1. Missing parts which may make the selection difficult to play. Even if the title is “POP” (Permanently Out of Print). A search can be made or a part can sometimes be made from the score.
2. Title too difficult for Camarillo Community Band
A title may be difficult at this time. But we may decide to change our format or we may have the players to handle the more difficult selections in future years.
3. Too easy, not relevant, not ???
The future is ours to create new opportunities. Why limit our future possibilities by getting rid of music that we feel is too easy or too hard. This music may be needed in the future.

I feel we should accept this fantastic gift in its entirety, the Raymond Band Music Library. As the librarian, I will review each title for missing parts, difficulty, relevance, and will seek out advice of other band directors.

Agenda Item 14. Insurance requirements

I have researched insurance options since the Pleasant Valley Recreation and Park District first required the Camarillo Community Band to have an insurance policy for liability coverage. This happened when they decided to stop “Sponsoring” the band and began to only “Present” our concerts. We purchased a basic policy which met PVR&PD requirements (liability, asset, etc.). We obtained a quote for “Board of Directors” insurance which had a cost of around \$2,000.00 per year. I have not been able to get my

concerns answered as to what is covered by “Board Insurance” that is in addition to what we already have with our basic liability policy. We need someone to re-visit the insurance requirements.

Agenda Item 15. Future Projects

1. Document storage
2. E-Mail communication
3. Passwords storage and security
4. Band Brochure
5. CCB Program design
6. Band description at bottom of letterhead and on all publicity
7. Band member roster, compare and update
8. Storage of Patron list and Band Roster
9. Insurance requirements

Reports on the Fundraising, Publicity, and Finance Committees

By Betty Weyek, January 17, 2021

Fundraising Committee Report

1. Dining In fundraising events:
 - July 7 at Panda Express
 - Presto Pasta July 14

Toppers and El Tecolate are not allowing fundraising currently.

2. QR Codes

- Two QR Codes have been created. One for GiveButter and one for CCB website.

Publicity Committee Report

- Go Daddy offered a Webinar: 4 Updates to Make to Your Website for the New Year. Most information was for larger businesses, however, there were a few points that might be helpful for CCB. I will share in a Publicity Committee meeting. I offered to share information on future Webinars offered by Go Daddy with the board.

Finance information

- I have created an account with TechSoup. It is an organization that supports Non-Profits and offers software and hardware at a discount to Non-Profits. We can purchase QuickBooks at a significant discount. Members can TechSoup.org and browse the website and catalog.