

Approved by the Board on June 6, 2021
Camarillo Community Band Board of Directors
Minutes of Sunday, March 14, 2021 (7:00 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, connecting by phone), David Hudnell (Board member at large), Beverly Matsumura (Board member at large) and Maya Myers. Norbert Tan was invited to attend.

1. Call to Order. Due to complications with Zoom, Dan called the meeting to order at 7:23.
2. Roll Call. All were present except Andy Binsley and David Hudnell. David was excused because it was his wife's birthday. Andy arrived at 8:06.
3. Approval of the Agenda. The agenda was unanimously approved 8/0.
4. Approval of Past Minutes. The minutes of the Board meeting held on January 17, 2020 were approved subject to two corrections. Dan had voted in favor of accepting the Kirk Raymond music library, and Doug Weyek (not Rick Weyek) had participated in the audit. With that the minutes were approved (8/0).
5. Guest: Norbert Tan. Mr. Rhymes had invited band member Norbert Tan, a consultant for nonprofits and a coach of nonprofit leaders, to share reflections on board process.
 - A. Questions. Norbert praised the board for its success and raised questions about how it might improve by means of a board retreat. The board should improve its effectiveness, form new board members, and establish a "matrix" for listing the skills needed by the board.
 - B. Discussion.
 1. Committee Responsibility. Rick Austinson noted that the board has struggled with the question of how much oversight committees require. Should the board allow committees to take action without the board approving committee initiatives? Norbert replied that the board has final say, but it should empower committees to do research and trust them. If a board member has concerns about a committee, that board member should join the committee.
 2. Board Oversight. Dan Rhymes asked about oversight by the board. Norbert replied that the board exercises oversight by asking for reports from the committee. The board can resolve many questions via email. Betty Weyek asked whether a committee could plan a fund-raising event without seeking the board's approval. The board should not be micro-managing its committees. Norbert replied that the committee can seek the board's approval via email.

3. Board expansion. Norbert suggested that the board might expand its membership in order to accomplish more. Rick Austinson noted that committees of the board may include non-board members, but should have at least one board member.
 4. Board visibility. Norbert recommended that board members should be more visible. He suggested that one or another board members should make announcements during band rehearsals, and that the board should be acknowledged during concerts.
 - C. Conclusion. The conversation ended at 7:57 with Norbert's offer to lead the board in a strategic planning retreat.
6. Finance Report. Rick Austinson had sent the board a Balance Sheet, a Profit and Loss Statement, and a Statement of Transactions, all dated March 14. The board thanked him and there was no discussion.
 7. Digital Security, Communication, and Document Storage.
 - A. Introduction. Dan Rhymes had sent the board a proposal to form a committee to discuss the band's use of digital media to communicate and store information. The committee would set policy about accessing documents, controlling passwords, and maintaining security.
 - B. Discussion. During the discussion, the board agreed that the questions to be considered by the proposed committee are important.
 - C. Conclusion. Rick Austinson seconded Dan's motion, which passed unanimously (8/0). Rick, Nadia Becker, Dan, and Betty Weyek will serve on the committee.
 8. Memo of Understanding. Pleasant Valley Recreation and Park District has signed a memo for 2021.
 - A. Introduction. Dan Rhymes had distributed the MOU to the board in advance. It included the following statements:
 - Purpose. The memo focuses on the 2021 Concerts in the Park series and the 2021 Christmas Concert.
 - Rehearsals. The PVR&PD offers to provide a rehearsal space with chairs, power and lights (whether indoors or outdoors).
 - Summer Series. The memo commits to five Thursdays in July.
 - Fourth of July. The PVR&PD agrees to "work for this event" with CCB, said Dan, but the chances of playing are slim.
 - B. Decision. There was a brief discussion, and the motion to accept the MOU passed unanimously (9/0, with Andy Binsley joining).
 9. Committees. Dan Rhymes introduced the committee reports.
 - A. Governance Committee. Rick Austinson plans to schedule a meeting of the committee with Norbert Tan. In addition to Rick, the members are Doug Hardie, David Hudnell, and Betty Weyek.
 - B. Publicity Committee.
 1. Introduction. Mark Fischer reported that the publicity committee (including Dan Rhymes, Betty Weyek, Maya Myers, and Bridget Fischer) met on

February 28. It developed five updates to the band's publicity strategy and proposed them in writing. The updates aim to save publicity expenses and improve effectiveness. Mark summarized the five proposals, and then invited a discussion

2. **First Motion.** Discussion of the Publicity Committee Proposal. The board was enthusiastic about the committee's proposals.
 - a. **Digital Marketing.** Many board members endorsed the committee's proposal to embrace digital forms of marketing.
 - b. **People without Digital Devices.** Dan Rhymes cautioned the committee not to dispense entirely with mailings, because that would neglect members of the band's audience who are not internet savvy.
 - c. **Economy.** In the past, PVR&PD has allowed the band to make copies at considerable savings, said Dan.
 - d. **Decision.** Mark moved acceptance of the committee proposal, which was seconded by Nadia Becker. It passed unanimously (9/0).
3. **Second Motion.** Doug Hardie proposed that the Publicity Committee be given a budget with discretion to spend it on digital marketing.
 - a. **Amendment.** Doug's motion was amended by Andy Binsley, who said the budget should include the line items for postage (\$400) and publicity (\$575). A vigorous discussion ensued.
 - b. **Discretion.** Members asked whether the committee has discretion to spend money on its own. Shouldn't such a decision come back to the entire board? Members agreed that the committee should have such discretion because it is only spending money that it has already spent in the past.
 - c. **Decision.** The amended motion was: "The publicity committee shall have the discretion to use the \$400 postage budget and the \$575 publicity budget." At 8:42, the motion passed unanimously (9/0).

C. **Fund Raising Committee.** There was no report.

D. **Report from Band Manager.** Dan Rhymes mentioned three items:

1. The passing of Charter member Pete Perez.
2. The donation from the Mark Galloway family in honor of Mark's father.
3. A violinist, Samir Bremer, has joined the band as a percussionist.

10. **Future Business.** Dan Rhymes said that his wife Linda has researched the question of band musicians performing while wearing with mask. This will be discussed at the next meeting.

11. **Next Meeting.** The Camarillo Community Band Board of Directors will hold its next meeting on-line via ZOOM on June 6, 2021, from 7:00 to 8:30 PM. The main issue will be whether the band can perform in summer of 2021.

12. **Adjournment.** At 8:30 there was a unanimous vote to adjourn 8/0 (minus Maya Myers, who had left the meeting earlier.)