*Approved by the Board on May 21, 2023*

**Board of Directors, Camarillo Community Band**

Minutes for the Meeting of March 19, 2023

Meeting Time: 7:00 PM – 8:30 PM via Zoom

Members: Daniel A. Rhymes (President), Betty Weyek (Vice President), Rick Austinson (Treasurer), Mark Fischer (Secretary), Andy Binsley (Board member at large), Steve Graff (Board member at large), Doug Hardie (Board member at large), and John McQuilkin (Board Member at large).

Absent was Nadia Becker (Board member at large).

1. Call to Order. Dan Rhymes called the board to order at 7:03 PM.
2. Roll Call. Nadia Becker and Steve Graff were not present for the roll call; Steve arrived a few minutes after the meeting began.
3. Approval of the Agenda. Dan Rhymes moved the approval of the agenda (with a second by Andy Binsley). The members unanimously approved the agenda.
4. Approval of the Minutes of January 15, 2023. Rick Austinson moved, and Andy Binsley seconded the approval of the minutes. The board gave its unanimous approval.
5. Finance Report. Rick Austinson in advance had distributed a Balance Sheet, a statement of Profit and Loss, and a List of Transactions. He announced that the band received a final donation from the Amazon Smile program, which is now defunct.
6. Old Business.
   1. Memorial Day, May 29, 2023. At 7:10, Dan Rhymes announced that the band had been invited to perform on Memorial Day, May 29, 2023, at Conejo Mountain Cemetery. After a discussion, the board agreed that Dan will consult the membership via email about whether to rehearse either on the Tuesday or the Thursday before Memorial Day.
   2. Camarillo Ranch Foundation. Dan announced that the foundation has not invited the band to participate this year in its “Throw-Back Thursday” series (as it did in 2022). The foundation expressed no dissatisfaction with the band, but wanted to try different groups.
   3. In-Kind donations. Dan asked for a further discussion of in-kind contributions, which were treated at the November 13 meeting.
      * 1. Five Principles. The board formulated principles for accepting in-kind contributions:

* *In-kind contributions should be recognized just as cash*. In-kind donors who make valuable contributions should be recognized.
* *The band must decide what in-kind gifts are acceptable*. The band should not accept contributions that are unwanted, unneeded, or that entail undue expenses.
* *The band should maintain a wish-list*. The board should periodically review and publicize a list of in-kind contributions that advance the board’s mission.
* *Band manager should decide*. The band manager should decide whether or not to accept an in-kind contribution.
* *Estimating the Value*. The board agreed that the value of a contributed item shall be negotiated by the band manager and by the contributor.
  + - 1. Internet Resource and Discussion. Dan referred board members to an online document entitled “[Everything Your Nonprofit Should Know](https://www.jitasagroup.com/jitasa_nonprofit_blog/in-kind-donations/)” about In-kind Contributions (by the Jitasa Group). The document generally affirms the five principles endorsed by the board on November 13 and adds a note about income tax. It says that the IRS form 990 requires non-profits like the CCB to report in-kind donations for its annual tax forms (as well as for donor tax deductions). There may be disagreements between the band and the donor as to the value of the contribution. The best way to prevent this problem is for the CCB to list its gift acceptance policy, that is, to list what the band needs and to assign a value to each item.
      2. Discussion about In-Kind Contributions.
      * Disagreement. Dan Rhymes disagreed with Mark Fischer, who said that the band need not add in-kind contributions to its list of financial transactions and income. Mark said that the Form 990 requires a dollar figure (a total of all contributions), not a list of donations (separating money from in-kind contributions). Rick Austinson said that he has never listed in-kind contributions on form 990N.
      * Conversion to Cash. Steve Graff made a distinction between the in-kind contribution and its cash value. In-kind contributions that the band uses (and does not convert to cash) are not a concern to the IRS, said Steve.
      * Estimating the Value. Dan said that 501c3 corporations cannot tell donors the value of a contribution. But Betty Weyek said that a “fair market value” can be assigned and noted as a contribution on the band’s programs.
      * The Tier System. Andy Binsley noted that the recent creation of donor tiers (posted on the band’s programs) has prompted the current discussion of the tier system. Mark added that the key issue from November 13 (which may need clarification) is “In-kind contributions should be recognized just as cash.”
      1. Further Research. The board affirmed Andy Binsley’s statement that further research is necessary. Rick Austinson and Dan Rhymes agreed to consult the band’s agent, Traveler’s Insurance.
  1. Web Page Status. At 7:39, Dan Rhymes said that payment for web page hosting will be due in August 2023. He will renew the hosting with Rick Austinson’s help.

1. Pleasant Valley Recreation and Parks District. At 7:41, Dan Rhymes reviewed the Memorandum of Understanding (MOU) between the band and the Pleasant Valley Recreation and Park District.
   1. Difficulties. Dan echoed concerns about the MOU first expressed by Rick Austinson. In the MOU provided by PVR&PD, Dan pointed to four clauses:
      * + 6.a. This clause ups the level of insurance from $1 million to $2 million.
        + 6.b. This clause discusses the “Certificate of Insurance,” which must “must include the dates of use, location of use, limits of liability, and a 30-day cancellation notice.”
        + 7.a.4.i. This clause states that PVR&PD wants the band to pay a $250 deposit required by the City of Camarillo.
        + 7.a.vi. This clause states that PVR&PD assumes a $1200 cost for restrooms. If there is an increase above that number, the band is responsible.
   2. The Band’s Response. Dan has expressed his concerns to Lanny Binney (Recreation Supervisor) and Katlyn Cimber-Clickener (Recreation Services Manager) and awaits a reply. Dan hopes for the following:
      * + 1. Definition. Dan asks a clearer definition of the 30-day cancellation policy and no restatement of the “dates of use” (which have already been submitted).
          2. Certificate of Insurance. Dan wants to negotiate a request from PVR&PD and the City of Camarillo that employees of the city be “listed as additional insured” on the Certificate. Last year the band submitted a Certificate without this sentence and the required sentence was waived. Now PVR&PD requests it anew.
          3. Cap on Costs. The $1200 offer from PVR&PD is generous, said Dan, but he requests an additional sentence: “The CCB would have an opportunity to review the restroom cleaning quote before the summer season.”
   3. Conclusion. The board members expressed their support for Dan in his negotiations with the PRV&PD. When he receives a new MOU from PVR&PD, he can solicit the board’s approval (which must be unanimous) via email.
2. Band Manager Report. At 8:06, Dan Rhymes reviewed the schedule for the summer concert series. He will send a memo to Betty Weyek, requesting use of Pleasant Valley School District’s Room C3 for band rehearsals.
3. Current Operating Committee Reports.
   1. Publicity Committee. Mark Fischer reported that the Publicity Committee (A. Binsley, B. Fischer, M. Fischer, M. Myers, D. Rhymes, B. Weyek) met on March 11. It reviewed the band’s current publicity efforts and use of social media. Members committed to:

* Improvements to the band’s website,
* The creation of more content for the band’s FB page,
* An increase in the number of press releases sent to the Camarillo Acorn,
* The use of date cards with concert dates to be distributed at concerts.

The committee is also considering a proposal for a prize drawing at summer concerts. Mailings and emails to patrons will contain a coupon. Patrons will be asked to bring the coupon to the concert, where the coupon can be redeemed for a prize. This will indicate to the committee the effectiveness of its postal and email communications.

* 1. Fund Raising Committee. Dan Rhymes will encourage Nadia Becker to convene the Fundraising Committee. Rick Austinson noted that the Fundraising Committee earned a total of $516 last year, including $179 during the Summer Series. Betty Weyek suggested that Dan petition the City of Camarillo to request Mr. Softee at each concert.
  2. Digital Platform Committee. Betty Weyek said that the committee last met in 2021.
  3. Governance Committee. Rick Austinson said that this committee has not met recently.

1. Location for CCB Board Meetings. At 8:20, Dan discussed a concern that had been raised about board meetings. Nadia Becker had requested that the board not meet via Zoom but rather in person. In response to her request, Dan explored the possibility of meeting in a room provided by the PVR&PD (or in other locations). After a discussion, Andy Binsley proposed that the board continue to meet via Zoom and also to explore an occasional outing to Marie Calendar’s. The board agreed.
2. Next Meeting. The board will meet next on May 21, 2023 via Zoom from 7:00 to 8:30 PM.
3. Adjournment. At 8:30, the board adjourned by unanimous consent.

- Mark F. Fischer