

*Approved by the board on November 5, 2023*  
**Board of Directors, Camarillo Community Band**  
Minutes of the Meeting of May 21, 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), Doug Hardie (Board member at large), and John McQuilkin (Board Member at large). Steve Graff was absent.

1. Call to Order. Dan Rhymes called the meeting to order at 7:04.
2. Roll Call. John McQuilkin and Steve Graff were not yet present. John logged in a few minutes later. Steve sent a message that he was on the East Coast and unable to participate.
3. Approval of the Agenda. The agenda was approved by all but Doug Hardie, who joked, “I don’t want everything unanimous.”
4. Finance Report. At 7:06, Rick Austinson reviewed the balance sheet, the statement of profit and loss, and the transaction statement. An anonymous donor sent an early CCB shirt with a \$100 postal check, Rick said, and the Binsley Foundation contributed \$500. The board thanked Rick for the report.
5. Previous Minutes. At 7:09, the band reviewed the minutes from the Board meeting held on March 19, 2023, which were unanimously approved. Dan Rhymes asked, “Shall the board accept the resignation of board member Nadia Becker, who resigned on March 21?” The board unanimously accepted her resignation.
6. Old Business. At 7:12, Dan Rhymes turned to the items below.
  - A. Memorial Day, May 29, 2023. Dan discussed the fact that not all band members have registered for the concert but said there will be a large number of players. He has met twice with representatives of Conejo Mountain.
  - B. Liability Insurance. At 7:20, Dan explained that the city asks for a “Certificate of Insurance,” a summary of the insurance policy that the band has. The city wants the certificate to include the following statement: “City of Camarillo, its elected and appointed officials, agents, volunteers, and employees are listed as Additional Insured - Pursuant to attached endorsement.” The attached endorsement requested the following to be added to the list of the insured: “City of Camarillo, its elected and appointed officials, agents, volunteers and employees.” The form included the following statement: “*THE ABOVE WORDING IS A FIRM REQUIREMENT TO BE INCLUDED IN ALL ENDORSEMENTS - PER CITY ATTORNEY.*” State Farm Insurance refused to add the “above wording.” Dan went to the Nonprofit Insurance Alliance of California (NIAC), which on May 19 offered a policy with the statement requested by the city. For an annual total of \$906, NIAC offers general liability, business auto liability, and terrorism coverage. After a discussion, the board moved to accept the NIAC insurance proposal in the amount of \$906. The motion passed with opposition from Rick Austinson (6/1).
  - C. Business Insurance. At 7:41, Dan estimated the replacement value of the band’s possessions (music library and equipment) at \$40,000. He said that NIAC wants to

charge \$284 for business insurance, with an optional property endorsement (\$28) plus a terrorism package (\$17). Dan prefers to keep the existing State Farm Policy. After a discussion, the board agreed to decline NIAC's offer of business insurance (but to accept its liability insurance).

7. Pleasant Valley Recreation and Park District. At 7:51, Dan discussed the most current version of the PVR&PD's Memo of Understanding (dated May 1, 2023).
  - A. Changes. Dan noted a number of new clauses in the latest version of the MOU. He expressed qualified approval of the MOU's discussion of rehearsal space (clause 3.b), the annual report to the PVR&PD by the band manager (clause 5), the \$1200 coverage by PVR&PD of the cost of restrooms (clause 7.a.4.ii), renewal of the band for next year (clause 9) and termination of the agreement (clause 10). The board agreed to accept Dan's direction on completing the 2023 MOU.
  - B. Certificate of Insurance. Dan raised questions about Attachment A to the MOU (regarding a certificate of insurance).
    1. Certificate of Insurance (discussed above at 6.B). PVR&PD asks for an increase in insurance coverage of \$1 million per occurrence with a \$2 million aggregate.
    2. The certificate, the MOU says, "must include the dates of use, location of use, limits of liability, and a 30-day cancellation notice." Dan said that liability insurance from NIAC will provide the required wording for the certificate of insurance.
    3. Additional Insurance? Clause 7.a.4.ii states that PVR&PD requires the band to pay a \$250 deposit which is required by the city.
  - C. Endorsement. The MOU has an Attachment B (requesting an endorsement page and a cancellation clause). The band's insurance policy must name PVR&PD as additionally insured and must state this on the endorsement. After a discussion, board members expressed their faith in Dan's judgment about the endorsement and asked him to sign the MOU.
8. Band Manager Report. At 8:07, the board turned to the following items:
  - A. Summer Schedule. Dan summarized the challenge of having a single online registration for band members to indicate their participation in Memorial Day and the Summer Series.
  - B. Directors. The directors for the Summer Series have been chosen.
  - C. Moving equipment. Steve Graff will coordinate this by renting a truck if no band member volunteers a vehicle to transport the equipment.
  - D. Mr. Softee. The board asked Dan to secure the participation of Mr. Softee (the ice cream provider) at each concert. Betty Weyek will inquire about attracting taco cart vendors to the performances.
  - E. Novelty musical selection for each concert. Dan would like to add novelty tunes, such as "Salute to Spike Jones," "The Typewriter," "Dixieland Jam," "Instant Concert," and "Cartoon Carnival." John McQuilkin will research further novelty tunes.
9. Operating Committees. There were no reports. John McQuilkin agreed to chair the Fundraising Committee and the board appointed him to this position.

10. Next Meeting. The Camarillo Community Band Board of Directors will meet next on September 10, 2023 via ZOOM from 7:00 PM to 8:30 PM. Rick Austinson asked the board to discuss the possibility of seeking a sponsor for the band apart from the PVR&PD, which he believes has treated the band disrespectfully with requests for additional insurance and certificates. Dan will put this item on the agenda. The board adjourned at 8:29.

- Mark F. Fischer