

Minutes approved by the Board on March 17, 2024
Camarillo Community Band Board Meeting Agenda

Meeting Date: Sunday, January 14, 2024

Meeting Time: 3:00 PM to 5:00 PM

Location: The Fischer home, 1921 San Onofre Dr., Camarillo, 93012

1. Call to Order. Present were Rick Austinson, Andy Binsley, Mark Fischer, Steve Graff, Doug Hardie, John McQuilkin, Daniel Rhymes, and Betty Weyek. Andy, Dan, Mark and John were in person; the others participated via Zoom.
2. Roll Call. Mark Fischer called the roll at 3:02. Steve Graff was able to log in at 3:39.
3. Agenda. The board unanimously approved of the agenda submitted by Dan Rhymes.
4. Minutes. Mark Fischer presented the minutes of the November 5 meeting. Rick Austinson had submitted an adjustment to the minutes about his finance report. With that adjustment, the minutes were unanimously accepted.
5. Finance Report. At 3:05, Rick Austinson presented the current finance report.
 - A. Documentation. Rick had sent a transaction list, a statement of profit and loss, and a balance sheet in advance. He briefly discussed his findings. He noted that the band finances are at 106.7% of what was budgeted. 2023 was, he said, “the best year the band has ever had.” Invitations to donate from the various conductors contributed to the success.
 - B. Proposed Budget. Rick had also placed a proposed budget in the Googledocs drive. The budget, he said, is based on the band’s actual income and expenses for the last six years. The band aims, he said, for a \$2,000 net income above expenses in order to rent a storage facility. He has budgeted an expected \$400 donation at each concert in the next year.
 - C. Discussion of Proposed Budget. In the discussion, several themes emerged.
 1. Upcoming Expenses. Several members argued for continued fiscal watchfulness.
 - a. Conductor’s Stand and Wire Stands. The band needs to purchase a new conductor’s stand and new wire stands. The estimate of Equipment expenditures in the new budget has gone up to \$300. The board agreed that the purchase of a new conductor’s stand is a priority.
 - b. Repair of Boxes. Dan Rhymes noted that the wooden boxes for transporting the wire stands need to be rebuilt.
 2. Success of Christmas Concert. Rick noted that the Christmas Concert had a large audience. The QR code in the program facilitated contributions. Next year, Andy Binsley said, the Christmas Concert should include a request for donations.
 3. Conejo Mountain. Dan Rhymes recalled the donation from Conejo Mountain on the occasion of the Memorial Day concert. He said that he hopes that a similar donation will be forthcoming at Memorial Day 2024.
 4. Opportunities to Save.
 - a. Rehearsal Space. Rick noted that the band did not pay for rehearsal space last year, thus saving \$612. Betty Weyek suggested that the new budget keep the amount budgeted for rehearsal space rental. Rick Austinson agreed.
 - b. Restroom Cleanup. Dan observed that the band need not budget \$300 any longer for bathroom cleanup, because the Pleasant Valley Recreation and Parks Department (PVR&PD) has agreed to pay it.

5. Insurance. The amount budgeted for insurance will remain at \$1600, said Rick, even though some anticipate a rise in costs.
 6. New Music. The members agreed to raise the budget for purchasing music from \$500 to \$1,000. By playing movie music (e.g., Disney scores & pop arrangements), the band pleases its fans.
 7. Software. At present, Rick said, he subscribes to QuickBooks to maintain financial accounts. In the future, the band may be able to use a free Office Manager software.
 - D. Motion to Approve. Andy Binsley moved, and Dan Rhymes seconded, a motion to approve the 2024 budget. There was unanimous approval.
6. Old Business. Dan Rhymes raised a question about who is responsible to monitor the CCB E-Mail Page. Emails pile up, he said, and important communications are buried.
- A. Discussion. Board members discussed the problem of parceling out responsibility for answering the band's email.
 - Digital Platform. Mark Fischer believes that the email question belongs to the Digital Platform Committee (DPC). Its responsibilities (spelled out in early 2021) include planning for (1) the safety of our data and (2) the security of our communications via social media, finance, email, and documentation such as GoogleDocs.
 - Safety. Rick Austinson said that he and Betty (members of the DPC) are concerned about access to sensitive information. The band uses a variety of platforms – emails, email receipts, dropbox, etc. – and needs to combine everything in a single platform.
 - B. Conclusion. The Digital Platform Committee will complete its work and present a plan to the board.
7. New Business.
- A. Upcoming Meetings. Dan Rhymes moved that the board approve the following dates for next year's board meetings: 1-14-24, 3-17-24, 5-19-24, 6-16-24 (if a meeting is needed), 9-8-24, 11-3-24, and 1-12-25. The board agreed unanimously to meet on those dates from 7:00 to 8:30 via Zoom or in person.
 - B. Memo of Understanding. At 4:16, Dan noted that PVR&PD has invited the band to discuss changes that it would like in the MOU.
 1. Christmas Concert. The board advised Dan to tell PVR&PD that the band would prefer the second Sunday in December, rather than the first.
 2. Insurance. A second goal, in discussing the MOU, is to minimize the band's expenses.
 - C. Ensembles. Dan asked the board to advise him: should he try to organize small ensembles of CCB musicians that could be available to play for a fee? The board urged him to go forward, offering two comments:
 1. Fundraising. The ensembles would be part of a fundraising effort and should coordinate with the Fundraising Committee.
 2. Related Groups. John McQuilkin suggested that other small ensembles (already existing) might want to be included under the umbrella of the CCB's small ensembles.
8. Band Manager Report. At 4:31, Dan Rhymes received an email that an out-of-town conductor who is moving to the area would like to be considered for a conducting position. Board members expressed a concern about whether the band's current roster of conductors could absorb a newcomer. Betty suggested that Dan invite the out-of-towner to conduct a single piece within concert.

9. Current Operating Committee Reports. At 4:33, Dan invited the standing committees (Publicity, Fundraising, Digital Platform, and Governance) to make reports. There were none. Dan asked each committee to submit to him and the board a list of issues that the committee is working on.
10. President's Report. The agenda noted that the President was to discuss insurance policies. Dan announced that the board had agreed to maintain the present policies at the existing premiums. At 4:40 he turned to the question of how to distinguish between the position of the Board President and the Band Manager, both of which he currently holds.
 - A. Introduction. Dan said that, in principle, distinguishing between the President and the Manager is simple: "The president monitors and directs the organization through the board, negotiates contracts, presents documents for the board, prepares the agenda, and does research." In short, the Band Manager determines what's going forward and makes it happen.
 - B. Discussion. Various theories were discussed about the relation between the Board President and the Board itself.
 1. President as Staff. Rick Austinson and Betty Weyek expressed the view that the Band Manager is like a staff member who works for the board. As a staff member, the manager negotiates an issue and makes a proposal to the board, which can approve it.
 2. Negotiation. Andy Binsley noted that both the President and the Manager have responsibility for negotiation. The President negotiates as a staff member and makes a proposal to the board. The Manager also negotiates (as directed by the Board). He summed up this way: "The President runs the board; the Manager runs the concerts."
 3. Consultation. Mark Fischer noted that the Manager is not just a staff member who works for the board. He is also a leader who helps create the board agenda.
 4. Manager/Superintendent. The manager, Rick said, is like a school superintendent who is responsible to a board. John McQuilkin noted, however that the Superintendent, like a high school band director, is an employee. The manager is also like the "Booster Club" president of a high school band who is a volunteer.
 - C. Relevance of the Discussion. At 4:52, Dan announced to the Board that he is resigning his position as President of the Board of Directors, the resignation to take effect once a new President has been selected. He will retain his position as Band Manager. He invited the Board to review the Bylaws, section 7.B, which stated, "Nominations for the Board of Directors and Officers shall be solicited 30 days prior to the date of the election."
 - D. Discussion. The Board thanked Dan for his service and expressed appreciation for giving thought to the transition.
11. Next Meeting. The board will meet next on March 17 from 7:00 to 8:30 via Zoom. At 5:05 the board unanimously agreed to adjourn.

Mark F. Fischer