



Camarillo Ranch Foundation, Inc. **Board of Directors Meeting Agenda**

TUESDAY, November 1, 2016 – 6:30 p.m.
Camarillo Ranch – Conference Rom
201 Camarillo Ranch Road
Camarillo, CA 93012

227th Meeting

1. **Call to Order** – Charles Devlin
2. **Minutes** – Action to approve the minutes of the meeting held Oct. 5, 2016
3. **Next Meeting** - January 4, 2017 in the Camarillo Ranch Conference Room
4. **Comments**
 - a. Public Comments regarding items not on the agenda.
 - Docents Representative
 - b. Board President – Charles Devlin
 - c. Board/Council Member Comments
5. **Unfinished Business**
 - a. Second Reading and Action to approve Employee Handbook – Marissa Lopez
6. **New Business**
 - a. Action to approve 2017 CRF Calendar of board meetings – Marissa Lopez
 - b. Action to approve new program “Kids Day at the Ranch” – Marissa Lopez
 - c. Action to approve modification to BP 1.0 Board Operations to include: “The CRF shall carry an errors and omissions policy and indemnify board members and executive employees acting within the scope of their duties. In any action for breach of directors’ duties pursuant to California Corporations Code Section 5231, the liability of the directors of the corporation for monetary damages shall be eliminated to the fullest extent permissible under California law.
7. **Reports**
 - a. Executive Committee – Charles Devlin – EC discussed HR Solutions package of services, criteria for board action items, volunteer polices, stakeholder training on branding, quarterly Town Hall meetings and approved travel expenses for Niki Richardson to make a presentation at Visit California.
 - b. Strategic Plan Task Forces:
 - Board Committee Restructuring – Michelle D’Anna
 - Legacy/Strategic Plan – Michael Drews
 - Gift Shop – Gerry Olsen
 - Volunteer Policies –
 - c. Community Relations Committee – Karen King

- d. Finance Committee – Martin Daly
- e. Operations Committee -- David Schlangen & Bruce Fuhrman
- f. Programs Committee – Karen Prough
- g. Chief Operations Officer – Marissa Lopez
- h. Director of Fund Development and Public Relations – Niki Richardson

8. Closed Session

Public Employee Performance Evaluation, Government Code 54957(b)

Title: Director of Fund Development & PR

9. Human Resources - None

10. Adjournment

Future Agenda Items:

- Reserve Study
- Board Committee Restructuring
- Legacy/Strategic Plan
- Gift Shop
- Records- which to retain, how long?
- CRF Speakers' Bureau – Legacy Tour
- Strategic Plan – Quarterly updates on goals, development of long term strategies
- Policies: new accounts, volunteers

CRF Subcommittee Meetings – The Foundations' subcommittees meet monthly or as indicated below. All meetings are held on the Camarillo Ranch property.

Modified meeting dates for November only are listed in parentheses.

Community Relations Committee	Second Wednesday	4:00 p.m.
Docents Committee	Second Thursday	4:15 p.m.
Docents Executive Committee	First Monday	9:00 a.m.
Executive Committee (Nov. 29, 2:00)	Fourth Tuesday	5:00 p.m.
Finance Committee (Nov. 29, 4:00)	Third Monday	4:30 p.m.
Operations Committee (Nov. 28, 3:00)	Third Monday	3:30 p.m.
Programs Committee	Third Tuesday	4:30 p.m.

Distribution:

Camarillo Ranch Foundation Board Members
City Council Camarillo Ranch Committee Members
City Clerk, City of Camarillo

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Americans with Disabilities Act Compliance Statement

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Camarillo Ranch Office at (805) 389-8182 at least 48 hours prior to the meeting to enable us to make reasonable accommodations to ensure access to this meeting. (28 CFR 35.102-35.104, ADA Title III)



Camarillo Ranch Foundation, Inc. **Minutes - Board of Directors Meeting**

Wednesday, Oct. 5, 2016 – 6:30 p.m.
Camarillo Ranch House, Stables Conference Room
201 Camarillo Ranch Road
Camarillo, CA 93012

226th Meeting

1. **Call to Order** – Charles Devlin called the meeting to order at 6:30 p.m.
2. **Present - Board Members** – President Charles Devlin, Vice President Michelle D’Anna, Treasurer Martin Daly, Secretary Ellen Smith, Michael Drews, Bruce Fuhrman, Don Maag, Gerry Olsen, David Schlangen. Also present - Councilmember Charlotte Craven and Mayor Mike Morgan. Others present –Director of Development Niki Chopra Richardson, Docent Chair Betty Addieg and Patricia Turner.

Absent - Peter Ellermann, Kyron Johnson, Karen King, Fred Penney, Karen Prough, and Susana Reeder.
3. **Minutes** – The minutes of the regular meeting of August 3, 2016 were approved as corrected. Michelle D’Anna abstained.
4. **Next Meeting** - November 2, 2016 is the next regular meeting.
5. **Comments**
 - a. Public - Docent President Betty Addieg requested board members to sign up for Adolfo’s birthday to count visitors at the gates. She reported that school tours have begun with 530 students expected to visit the ranch during October and November. She thanked Gerry Olsen for his gift of tools for use in the school tours program.
 - b. Board President – Charles Devlin thanked Niki Richardson and the staff for the great job coordinating and implementing the Leadership Luncheon. The event was well attended and received positive feedback from attendees. He also stated that he and Marissa Lopez had met with Charlotte Craven to discuss feedback on the recent board mini retreat. He emphasized that board attendance at meetings is very important; six absences in a six month period is grounds for termination.
 - c. Board/Council Member Comments – Gerry Olsen thanked Niki Richardson, Marissa Lopez and the staff for Leadership Luncheon. He stated that the video was excellent. He also reported that he has completed a non-profit education program sponsored by the Chamber of Commerce. Martin Daly also praised the luncheon and commented that the participants appreciated the tight adherence to the time schedule. Niki Richardson recognized her assistant, Rhakia Alcaez, who was instrumental in the coordination of the event.
6. **Unfinished Business**

- a. Car Show Task Force Report – On a motion by Bruce Fuhrman, the board took unanimous action to approve the Car Show Task Force recommendations with minor reformatting. Next year the car show will be held on a much smaller scale in conjunction with a Throwback Thursday food truck event.
- b. Employee Handbook – The board held a first reading of the Employee Handbook. Niki Richardson encouraged board members to send their questions or concerns to Marissa Lopez. The Handbook will be brought to the board for action at the November meeting.
- c. Retreat Update “Shaping the Future – Guiding the Way” – Charles Devlin reported on follow up plans. Michelle D’Anna is chairing a task force charged with proposing a restructuring of board committees to better fit with the current governance model. Niki Richardson is working on messaging regarding Adolfo Camarillo’s legacy in the community. Michael Drews is chairing a task force to incorporate Adolfo’s legacy into the strategic planning of the CRF. Gerry Olsen is chairing a task force to review options concerning a gift shop. Devlin stated that Facilitator/Consultant Lorraine Warshaw noted several priorities from her perspective including: development of a compelling vision with 3-5 year strategies, focus on policy board governance, and to consider employment of a CEO on a part-time basis to provide guidance to the executive team.

7. New Business

- a. Docent Building Task Force – Ellen Smith reported that a task force composed of docents and board members researched best practices among similar historic institutions for enhancing docent recruitment efforts in order to increase the ranks of docent volunteers available for house and school tours. She presented a list of recommendations and a proposal for employment of a Program Coordinator to take responsibility for their implementation.

8. Reports

- a. Executive Committee – Charles Devlin reported that the committee dealt with agenda development and staff consultation.
- b. Finance Committee – Martin Daly reported that the committee reviewed the Reserve Study and asked for additional detail from the consultants. He stated that the gross operating income is \$39,00 above last year and that net revenue is \$9000 above the prior year.
- c. Operations Committee David Schlangen reported on upgrades and maintenance issues including updated security measures for the house.
- d. Director of Fund Development and Public Relations – Niki Richardson gave an update on membership, major gifts and planned giving. She is continuing to work on branding through development of an annual report to the community, website recommendations and training for board, staff and volunteers. She reported that \$49,00 in current funds and future pledges were received at the Leadership Luncheon and suggested strategies for keeping donors engaged with the CRF.

9. Closed Session – None

10. Human Resources - None

11. Adjournment - Charles Devlin adjourned the meeting at 7:50 p.m.

_____ Ellen Smith, Secretary

Board Approval: November 2, 2016

Distribution:

Camarillo Ranch Foundation Board Members
City Council Camarillo Ranch Committee Members
City Clerk, City of Camarillo

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Revised 10.11.16



EMPLOYEE HANDBOOK

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INTRODUCTION AND WELCOME

Welcome to Camarillo Ranch! As we say frequently, “we are a team,” and every day we work as a team to make the Camarillo Ranch the most unique and beautiful place in Ventura County for special celebrations. Owned by the City of Camarillo, the estate is one of the historic gems of region. Today, it is rapidly becoming one of the best destination sites for weddings and events in central Ventura County.

Steeped in a rich history, Adolfo Camarillo inherited a 10,000 acre rancho when he was 16 years old. Landowner, horse breeder, rancher and philanthropist, Adolfo was named by Pope Pius XII, a Knight of St. Gregory the Great. Today, the City of Camarillo is the proud home to California State University Channel Islands, one of the fastest growing campuses in the University group.

Here at the Ranch we host more than 100 weddings each year, as well as many private parties and corporate and community events. Additionally we are pleased to celebrate the Ranch’s rich history with school children and members of the public. These quests come to the Ranch to tour the gardens and the historic ranch house. We who work here at the Ranch want to make the experiences of our guests as memorable as possible; however they happen to visit us.

Our team is led by the vision of the Board of Directors of the Foundation, and implemented by you-our valued staff. All of us, from the board members to the volunteer interns and docents, value the dignity of the work we do and the legacy of the Camarillo family we strive to preserve. We treat each other with the courtesy, respect and professionalism we expect to receive from others. We are always vigilant to protect the integrity of the property and to enhance its visibility as a place in which the greater community can take civic pride. In many ways we are like a large family with a long history behind us an exciting future of historic preservation, event facilitation, and support for the community ahead of us. We work together, we entertain guest, we laugh together often; and most of all we take care of each other and the Ranch as rancho families have done here in California for over 175 years.

So, “welcome to the Camarillo Ranch team!” We are glad to have you with us.

Marissa Lopez, Chief Operating Officer

THIS HANDBOOK

CRF = “we, us and our” Employee = “you, your, me, me”

This employee handbook is presented for your information. We hope that it will introduce you to Camarillo Ranch Foundation, Inc. (the "Ranch") and enhance your job performance and satisfaction. However, this handbook is not a contract of employment and does not guarantee your continued employment.

This handbook supersedes any prior handbook, verbal or written policy or procedure that may conflict with its provisions. We reserve the right to modify or change any of the policies or procedures contained in this handbook as necessary. Any changes to this handbook will be in writing. No oral statements, representations, conduct or practices of any officer or employee of the Ranch will modify any of these policies.

None of these policies are intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

All employees of the Ranch, including you, are employed at will. This means that we may change your terms and conditions of employment at any time, with or without advance notice or cause. It also means you may terminate your employment at any time, for any reason, and we have the same right to terminate your employment at any time for any reason. This at-will relationship cannot be modified during your employment unless we enter into a detailed written agreement signed by you and the Chief Operating Officer.

I. EMPLOYMENT POLICIES

1.1 EQUAL EMPLOYMENT OPPORTUNITY

We provide equal employment opportunities to all qualified applicants and employees without discrimination with regard to race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by law. We also prohibit discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

We are committed to maintaining a work environment which is free from discrimination, harassment, bullying and retaliation. It is offensive to abuse another person's dignity through ethnic, racist or sexist slurs, or other derogatory or objectionable conduct. You may not harass, bully, discriminate or retaliate against another applicant or employee because of that person's actual or perceived race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected under applicable law. We will not tolerate discrimination, harassment, bullying or retaliation by any employee (including supervisors, managers or co-workers) or independent contractor of the Ranch, or by any outside persons in contact with our employees and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

We will reasonably accommodate the known physical or mental disabilities of an otherwise qualified applicant or employee, unless undue hardship would result. If you require accommodation to perform the essential functions of your job, please contact the Chief Operating Officer to notify us of your disability and to describe the accommodations you believe are necessary to enable you to perform your job duties. We will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the Ranch.

If you have questions or concerns about discrimination, harassment, bullying or retaliation in the workplace you should bring these issues to the attention of your supervisor, and the Chief Operating Officer. You can raise concerns, report problems, or make complaints without fear of reprisal. In accordance with Ranch policy, anyone

engaging in any type of unlawful discrimination, harassment or retaliation or bullying will be subject to corrective action, up to and including termination.

1.2 POLICY AGAINST HARASSMENT

We are committed to maintaining a harassment-free work environment. We prohibit sexual harassment and harassment based on race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other basis protected by federal, state, or local law or ordinance or regulation. We also prohibit harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Our anti-harassment policy applies to everyone involved in the operation of the Ranch and sets a standard of expected behavior for all persons working in or with our Ranch. We will not tolerate harassment by any applicant, employee (including supervisors, managers or co-workers) or independent contractor of the Ranch, or by any outside persons in contact with our employees and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.).

Prohibited harassment is defined as verbal, physical and visual behavior where:

- (1) The victim must accept the harassing behavior as an explicit or implicit condition of employment or other relationship with the Ranch.
- (2) The victim's acceptance or rejection of the harassing behavior is used as a basis for an employment decision or a decision affecting any other relationship with the Ranch.
- (3) The harassing behavior interferes with a person's work performance or creates an intimidating, hostile or offensive work environment. This behavior may include slurs, jokes, statements, email, texts, instant messages or other electronic messages, gestures, assault, interfering with another's movement or normal work activities, or pictures, drawings or cartoons based upon protected characteristics.

Sexual harassment, in particular, refers to all of the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual behavior or advances. Sexually harassing conduct may occur between members of the same gender as well as those of the opposite gender. Sexually harassing conduct need not be motivated by sexual desire.

Retaliation against any person for reporting or threatening to report harassment, or for participating in an investigation of harassment, is also prohibited.

1.3 GOSSIP, BULLYING, ABUSIVE CONDUCT OR COMMUNICATIONS

Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our Ranch culture, create false rumors, disrupt workplace operations, interfere with others' privacy and hurt other people. You may not bully, gossip, engage in abusive conduct or make unnecessary, profane or disrespectful comments about other employees of our Ranch.

Bullying is defined as repeated intentional and malicious behaviors by an employer or employee at the workplace, directed at an employee, that is intended to degrade, humiliate, embarrass, or otherwise undermine the employee's performance in a manner unrelated to legitimate business interests. It may include verbal abuse (such as repeated derogatory remarks, insults or epithets), offensive conduct or behaviors which a reasonable person would find to be threatening, humiliating or intimidating. It may also include work interference, gratuitous sabotage or undermining of a person's work performance without legitimate business purpose. A single act does not constitute abusive conduct unless it is especially severe or egregious.

1.4 REPORTING HARASSMENT, DISCRIMINATION, RETALIATION OR BULLYING TO THE RANCH

If you believe you have been harassed, discriminated or retaliated against, or bullied, or have witnessed an incident of harassment, discrimination, retaliation or bullying, please submit an oral or written complaint to your supervisor, the Chief Operating Officer as soon as possible after the incident. Your complaint should include details of the incident(s) and the names of the individuals and witnesses involved. Any supervisor or manager who receives a complaint of discrimination, harassment, bullying or retaliation must immediately report that complaint to the Chief Operating Officer. We will fairly, promptly and thoroughly investigate your complaint. The investigation will be conducted internally or externally by an impartial and qualified investigator. The investigation process will be documented and tracked for reasonable progress to ensure a timely resolution. Although we cannot promise complete confidentiality, we will maintain confidentiality to the extent permitted by law and will be as discreet as possible throughout the investigation process.

All personnel must fully cooperate in the investigation process. You may not discourage or prevent any victim of harassment, bullying, discrimination or retaliation, from using our complaint procedure to report harassing, bullying, discriminatory or retaliatory conduct, or discourage or prevent any witness from participating in the investigation.

If we determine that harassment, bullying, discrimination or retaliation has occurred, we will take appropriate remedial action to resolve the complaint in light of the circumstances involved.

We will inform the complainant, the accused and any other involved persons about the general results of our investigation. We will not retaliate against you for filing a complaint or participating in an investigation, and we will not tolerate or permit retaliation against you by management, supervisors, employees, independent contractors or other persons.

We urge you to immediately report any incidents of harassment, bullying, discrimination or retaliation so that we can quickly and fairly resolve any complaints. The federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing also investigate and prosecute complaints of unlawful harassment, bullying, discrimination and retaliation. If you think you are the victim of harassment, discrimination or retaliation, you may file a complaint with the appropriate agency. Both agencies may be found on the internet or through Directory Assistance. The Ranch has also provided you with a copy of the Brochure on Sexual Harassment (DFEH 185).

1.5 FRATERNIZATION

We strongly discourage personal and social relationships between supervisory and non-supervisory employees because they may lead to misunderstandings, complaints of favoritism, lack of objectivity, sexual harassment, or severe employee morale problems.

If you date or ask to date, make sexual overtures toward or accept sexual overtures from, or attempt to establish a romantic or sexual relationship with any employee working under your direct or indirect supervision or management, you must immediately disclose the circumstances to the Chief Operating Officer.

Your relationship with another employee (including sexual or romantic relationships, family relationships, close friendships, roommates or similar relationships, whether or not one of you is a supervisor or manager of the other) must not disrupt Ranch operations or violate our policy against harassment contained in this handbook.

1.6 IMMIGRATION LAW COMPLIANCE

We are required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identity and their right to employment in the United States. Your employment is contingent upon providing this documentation and keeping it current with us throughout your employment.

To meet this obligation, you must provide the Ranch with documentation establishing your identity and legal right to work in the United States within three working days after your hire date. If you have not completed this verification within three days, you may not work until the verification process has been completed.

The Ranch will monitor the expiration dates of identity and legal authorizations to work in the United States. You must keep this documentation updated throughout your

employment to maintain your continued employment status. You must also notify the Chief Operating Officer of any change in your immigration status.

If your right to work documentation expires, you will be put on inactive status, and you will have five business days to submit renewed documentation of your right to work. If you do not do so, we are required to terminate your employment.

1.7 EMPLOYMENT STATUS

1.7.1 Regular Full-Time Employee

Regular full-time employees are regularly scheduled to work at least 30 hours in a work week. Regular full-time employees are entitled to all Ranch-sponsored benefits described in this handbook, as specified by our current carriers or as required by law.

1.7.2 Regular Part-Time Employee

Regular part-time employees are regularly scheduled to work less than 30 hours in a work week. Regular part-time employees will not be eligible for the Ranch-sponsored benefits described in this handbook, except as required by law or as otherwise authorized in writing by the Ranch.

1.7.3 Temporary Agency Employees

Temporary agency employees consist of those employees who are employed by outside agencies and are not employees of the Ranch. They are brought in from time to time to help with special events or projects, or to fill in at peak work and vacation periods. A temporary employee may be either full-time or part-time. During their work with the Ranch, temporary agency employees must follow the general policies and procedures outlined in this manual. A temporary employee will receive no Ranch-sponsored benefits except as required by law.

If a temporary employee transitions to regular status as a part-time or full-time employee, time worked as a temporary employee will count towards any applicable benefit eligibility waiting periods. If this policy is in conflict with plan documents, or local, state or federal law, the plan documents or state or federal law will prevail.

1.7.4 Exempt Employee

An exempt employee is one whose wages and duties are not covered by certain wage and time requirements of local, state or federal regulations. An exempt employee does not receive overtime and may not be required follow the same time card procedures as a non-exempt employee. Exempt employees will be notified of their exempt status by management.

1.7.5 Non-Exempt Employee

A non-exempt employee is paid on the basis of hours worked per pay period and receives compensation for overtime. Non-exempt employees must follow the timekeeping procedures set forth in this handbook. All employees are non-exempt unless notified otherwise by management.

1.7.6 Reference Checks/Clearances/Licenses

We confirm the educational background, employment and personal references of all applicants prior to hire. If we discover after your hire that you submitted incomplete or false information in your application process, you will be disciplined or terminated.

If you are required to drive Ranch or personal vehicles on Ranch business, you must have and maintain a valid California driver's license and remain eligible for coverage under our insurance policy. You must also provide a valid insurance declaration establishing your own insurance coverage for your personal vehicle, if applicable.

If a license or certification is required to perform your job duties, you are responsible for obtaining and maintaining that license or certification. If a license (other than a driver's license) or certification is required for your job position, we may reimburse you for the costs of obtaining that license or certification in certain circumstances.

1.7.7 Employment of Relatives/Personal Relationships

The Ranch started as the largest land grant in the area. Its rich traditions are rooted in ranching, community service, education and family. Families have been working on ranches and farms for generations. As such, the Ranch does not maintain a strict policy that prohibits employment of relatives in all circumstances. However, there are restrictions on the employment of relatives under some circumstances if it affects morale, safety, security or supervisory oversight as determined by the Chief Operating Officer.

1.7.8 Outside Employment & Other Activities

You may participate in outside employment or in any other activity as long as it does not directly or indirectly create a conflict of interest with our Ranch or interfere with your job performance.

The following types of outside employment are strictly prohibited:

- Employment that conflicts with your work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with your employment with the Ranch;

- Employment that interferes with the protection of the Ranch's proprietary or confidential information;
- Employment that impairs or has a detrimental effect on your work performance at the Ranch;
- Employment that requires you to conduct work or related activities on the Ranch's property during working hours or using the Ranch's facilities and/or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the Ranch

If a conflict arises or you are unable to maintain a high work performance standard as a result of your outside job or activity, we will ask you to choose between that position or activity and your continued employment with us.

If you wish to engage in outside employment, you should inform the Chief Operating Officer to determine whether a conflict of interest exists. No work related to your outside employment may be performed during hours of work, with Ranch property or equipment.

1.7.9 Introductory Period

You are considered an introductory employee during your first 90 days of employment with us. During this period, we will evaluate your work attitude, attendance, performance and ability to work with other employees and supervisors. Likewise, during this period, you have the opportunity to determine if you are satisfied with your position and working environment. While in your introductory period, you will not receive Ranch-sponsored benefits, except as noted or as mandated by law.

When you have satisfactorily completed your introductory period, you will become a regular (full or part-time) employee. Completing your introductory period does not alter your at-will employment status. You retain the right to terminate your employment at any time, with or without cause or notice, and we have a similar right throughout your employment with us.

1.7.10 Promotion and Job Openings

We may post certain job openings or promotions. Current employees may be given first consideration after our review of such factors as education, experience, performance record, ability and skills. Whether a job opening is suitable for promotion or transfer from within the Ranch is in management's sole discretion. If you are transferred or promoted into a new position, you must go through a new introductory period.

1.7.11 Terminations

Termination is the severance of our employee-employer relationship, whether by resignation, layoff, discharge, retirement or death. As an at-will employee, you have the right to terminate your employment at any time and we have a similar right to terminate your employment at any time.

If you choose to resign, we request (but do not require) the courtesy of at least two weeks' written notice so that we can plan ahead for your departure.

If it becomes necessary to reduce staff, we will select employees for layoff based on job performance levels and qualifications, the requirements of available positions, our need for particular skills and experience, and any other business needs of the Ranch.

1.7.12 Rehire

If you resign from the Ranch, you may be eligible for rehire at a later date if you left in good standing and if the Ranch has openings for which you are the most qualified candidate. Former employees who apply for open positions will be expected to follow the Ranch's standard recruiting practices for new job applicants. The Ranch does not guarantee that you will be rehired.

1.8 CONDITIONS OF EMPLOYMENT

1.8.1 Job Duties and Work Schedule

The Ranch's historic estate is a destination for weddings and special events. We have a limited number of staff members. As such it is difficult to maintain up to date formal job descriptions because of the necessity for, and the willingness of, our employees to pitch in whenever and wherever required to maintain the facility, promote events and assist our guests. Job responsibilities may change at any time during employment. In addition, employees may be asked to work on special events and on special occasions as necessary to support the specific needs of a department, project or an event. The Ranch reserves the right, at any time and with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

The regular work schedule is eight (8) hours per work day, Monday through Friday, or 40 hours per work week. Your supervisor will provide you with your work schedule when you begin employment. Like your job duties, your work schedule is also subject to change as necessary to meet the Ranch's needs, although we will provide you with reasonable notice to facilitate your personal planning.

1.8.2 Meal Periods

Non-exempt employees are entitled to take an unpaid duty-free meal period of 30 minutes whenever you work more than five hours. This meal period should

commence before you have completed five hours of work. You are entitled to take a second unpaid duty-free meal period of 30 minutes whenever you work more than ten hours. This meal period should commence before you have completed ten hours of work. You are entitled to take a third unpaid duty-free meal period of 30 minutes whenever you work more than 15 hours. This meal period should commence before you have completed fifteen hours of work.

You must record the beginning and the end of your meal period on your time sheet. If you perform any work for any reason during your meal period, you must record it on your time sheet so that you can be paid for your time. Working off-the-clock during any meal period is strictly prohibited.

If your work shift will be six hours or less, or you work more than ten but less than 12 hours in one shift and you have already taken your first meal period of the day, the law permits you to waive your meal period at your option. If this circumstance occurs, or if you choose not to take the meal period(s) we have provided to you, you must note that you voluntarily waived your meal period on our meal period waiver forms which may be obtained from your supervisor.

You are entitled to leave the premises for your meal period. You may not skip your meal period in order to work unauthorized overtime, to come in late or to leave early without the prior approval of your supervisor. You may not extend the time you have available to you for a meal period by combining meal periods or by adding rest periods to a meal period.

You must be prepared to resume work promptly at the end of your meal period. If non-exempt employees expect their meal period to exceed their allotted time, they must obtain prior approval from their supervisor. Failure to obtain such approval in advance will be treated as unauthorized tardiness.

If you are unable to take a desired meal period in a timely manner for any reason, let your supervisor or the Chief Operating Officer know immediately so that we can work with you to ensure that your meal periods are always available to you. You may raise any concerns about your ability to take your meal periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated meal periods each day of work.

Exempt employees are entitled to take meal periods at reasonable intervals as needed. If your workload prevents you from taking meal periods, let your supervisor or the Chief Operating Officer know immediately so that we can address the situation.

1.8.3 Rest Periods

Non-exempt employees are entitled to take a paid ten-minute rest period for each four-hour work shift or major portion of four hours (i.e., more than two hours), except that employees whose work shift will end in 3.5 hours or less are not entitled to a rest period. Rest periods are provided as follows: (1) employees working between 3.5 hours to six hours are entitled to take one rest period of ten minutes; (2) employees

working shifts from six hours to ten hours are entitled to take two rest periods of ten minutes each; (3) employees working shifts of more than ten hours to fourteen hours are entitled to take three rest periods of ten minutes each, and so on.

Your rest period should be taken in the middle of your four-hour work period whenever possible. You may not extend the time you have available to you for a rest period by combining rest periods or by adding rest periods to a meal period.

If you are unable to take a rest period in a timely manner for any reason, please discuss it immediately with your supervisor or the Chief Operating Officer so that we can work with you to ensure that your rest periods are always available to you. You may raise any concerns about your ability to take your rest periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated rest periods each day of work.

Exempt employees are entitled to take rest periods at reasonable intervals as needed. If your workload prevents you from taking rest periods, let your supervisor or the Chief Operating Officer know immediately so that we can address the situation.

1.8.4 Recovery Periods

We provide non-exempt employees who work outdoors with recovery periods to proactively prevent heat illness. The Ranch provides shade, fresh water and recovery periods in accordance with the applicable statutes, regulations and standards promulgated by the Industrial Welfare Commission, the Occupational Safety and Health Standards Board, or the Division of Occupational Safety and Health.

If you are unable to take a recovery period for any reason, please discuss it immediately with your supervisor or the Chief Operating Officer so that we can work with you to ensure that your recovery periods are always available to you. You may raise any concerns about your ability to take your recovery periods at any time without fear of retaliation; it is our intent that you be able to take all of your recovery periods each day of work.

1.8.5 Failure to Provide/Take Meal, Rest or Recovery Periods

IF YOU ARE NOT PROVIDED WITH, OR YOU ARE DENIED A MEAL, REST, OR HEAT ILLNESS RECOVERY PERIOD, OR YOU FAIL TO TAKE A MEAL OR REST PERIOD AS REQUIRED BY LAW AND THE RANCH'S POLICY, YOU MUST NOTIFY EITHER YOUR SUPERVISOR OR CHIEF OPERATING OFFICER WITHIN 24 HOURS SO THAT THE MATTER CAN BE FULLY INVESTIGATED AND APPROPRIATE CORRECTIVE ACTION CAN BE TAKEN. Violation of the Ranch's meal and rest period requirements constitutes a violation of our policy. Employees who violate this policy may be subject to discipline, up to and including termination.

1.8.6 Lactation Accommodation

If you are a nursing mother, you are entitled to a reasonable amount of break time to express milk in private in an area designated by the Ranch. You should use your regular paid rest periods for this purpose. Additional break periods necessary to express milk will be unpaid. We will not discriminate or retaliate against you based upon your lactation needs or activity.

1.8.7 Attendance

1.8.7.1 Absences

Regular and timely attendance is an essential function of every position in our Ranch. We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered “excused” only if you have received prior approval from your supervisor or the Chief Operating Officer to use your available leave time to cover your absence.

If the need for an absence is foreseeable, you must provide reasonable advance notification. If you will be unexpectedly absent for any portion or all of a work day for any reason, you must notify your supervisor, the Chief Operating Officer via call, text or e-mail at least one hour prior to your starting time, or as soon as possible in light of the circumstances.

If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for three consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor’s certificate for any absence due to illness or injury. We also may require a doctor’s certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances, it is found to be disruptive to the Ranch, your co-workers or our customers or to cause an undue hardship to the Ranch.

1.8.7.2 Tardiness

We expect you to begin work at your scheduled starting time and promptly after any meal period. You will be considered “tardy” if you clock in after your scheduled starting time or after your scheduled return from any meal period.

1.8.8 Performance Reviews

Performance reviews are intended to provide you with feedback regarding management's assessment of your job performance. They also give you an opportunity to discuss your job requirements and the Ranch's expectations, as well as to raise any concerns you may have.

We will usually review your performance at the end of your introductory period and approximately once a year thereafter, or as needed. Written evaluation forms will include your input during the performance evaluation meeting. A copy of the evaluation will be placed in your personnel file. During your performance review, your compensation may be adjusted upward or downward based upon market conditions, your performance and the Ranch's performance. Compensation increases are not guaranteed. The outcome of your performance review and any compensation adjustment you may receive will not alter your status as an at-will employee.

1.9 COMPENSATION

1.9.1 Workweek/Workday

Our work week begins at 12:01 a.m. on each Monday and ends at midnight on the following Sunday. Our work day begins at 12:01 a.m. on each day and ends at midnight that night.

1.9.2 Overtime

Business circumstances may require that employees work overtime hours, and we expect you to do so when called upon unless there are exceptional circumstances.

Non-exempt employees will be paid for overtime hours worked as required by applicable law. Generally, this means that you will earn overtime pay at the rate of time-and-a-half your usual rate for hours worked over eight in one workday, over 40 in one workweek, and for the first eight hours of work on the seventh day of work in the same workweek. You will receive overtime pay at the rate of double-time for hours worked over twelve in one workday, and for all hours worked in excess of eight hours on the seventh workday in the same workweek. Only hours actually worked are counted toward overtime.

All overtime hours must be authorized in advance by your supervisor. If you work unauthorized overtime, you will be paid for your time, but you will also be disciplined or terminated for doing so.

1.9.3 Make-Up Time

If you wish to take off a few hours during a workweek for personal reasons, you may request to make up the time off on another day(s) during the same workweek to avoid loss of pay or reductions to your accrued paid time off. Your request must be made

in writing on the Ranch's Make-Up Time Form and must be approved in advance by your supervisor.

If your request is approved, you may take the time off and work the extra time in any order you wish, so long as both are completed in the same workweek. Once you have made up working time, you must also take off the requested time, and vice-versa. You may not work more than 11 hours in any one workday, or more than 40 hours in any one work week.

If you work approved make-up time, you will be paid for your missed hours without having to apply any accrued paid time off, and you will not receive overtime pay, even if the work would otherwise create an overtime situation.

1.9.4 Reporting Time

If you are required to report to work, but you not put to work or you are furnished with less than half of your usual or scheduled day's work, you will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at your regular rate of pay. Also, if you are required to report to work a second time in any one work day and you are furnished less than two hours of work on the second reporting, you will be paid for two hours at your regular rate of pay. Note that these rules will not apply if you are on paid standby status or when you have a regularly scheduled shift of less than two hours.

This policy does not apply: (1) When operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; or (2) When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or (3) When the interruption of work is caused by an Act of God (like rain, an earthquake, or other natural disaster etc.) or other cause not within the employer's control, for example, a bomb threat. Thus, in cases of inclement weather, should work with your direct supervisor to determine whether you should show-up to work.

Finally, you will not be entitled to reporting time pay if you report to work but you are deemed not fit to work, or if you have not reported to work on time or if you are fired or sent home as a disciplinary action.

1.9.5 Pay Period/Pay Day

You will receive your paycheck every two weeks on Friday. Paychecks are available for pick up after 2:00 p.m. If a Ranch or bank holiday falls on a designated pay day, we will issue paychecks on the day before whenever possible.

You must pick up your paycheck in person or provide your signed written authorization for another person to do so. You may choose to have your paycheck deposited automatically into your checking or savings account. Forms for enrolling in the Automatic Deposit program are available from the Chief Operating Officer.

1.9.6 Payroll Deductions

We will make payroll deductions from your paycheck as required by state and federal law. These currently include: Social Security (FICA), State Disability (SDI), and state and federal income taxes. Other deductions, such as employee health insurance contributions, may also be made if you authorize it in writing. We will not deduct any amounts from your paycheck unless required by law or authorized in writing by you.

1.9.7 Payroll Errors

If you have questions about errors, inclusions or omissions on your paycheck, promptly address them with your supervisor. Any necessary corrections will be made immediately. If payroll errors result in an overpayment to you, you must promptly reimburse us for that overpayment.

1.9.8 Pay Advances, Loans or Check Cashing

We do not grant payroll advances, loans or check cashing to employees.

1.9.9 Garnishments

When your wages are garnished by a court order to repay a debt that you have incurred, we are legally bound to withhold the amount required by the garnishment order from your paycheck. If you object to the garnishment, you must take independent action to have it lifted; we cannot intervene on your behalf.

If your financial concerns do not interfere with your job performance, we will make the deductions and payments as required and there will be no job-related repercussions. However, if an excessive number of wage garnishment orders or involvement in legal matters related to your garnishments causes administrative hardship and unnecessary cost for us, we may have to consider separation from employment.

1.9.10 Time Records

All non-exempt employees must use the time sheet to record their daily hours worked. You must record the time you began your work day, the time you left for a meal period, the time you returned from a meal period, the time you stopped work at the end of the day, and whenever you leave the premises for any reason other than rest breaks or Ranch business. Exempt may also be required to record their daily hours worked in certain situations based on business needs. You must sign your time sheet no later than the end of your last work day in the work week. Your signature on your time sheets attests that the time recorded is true and correct.

Supervisors are responsible for monitoring attendance and punctuality and reporting all absences to the Chief Operating Officer. Supervisors will also be responsible for reviewing their support staffs' time sheets and for maintaining a record of absences for all support staff, verifying that the time sheets accurately reflect all absences and tardiness.

If you forget to record your time or if there are errors on your time record, report it to your supervisor immediately so that the Ranch can correct your time record. Any hours recorded in excess of your scheduled hours (including unscheduled working time or overtime) must be approved in advance by your supervisor.

You may not be on Ranch premises/job sites or begin working earlier than your authorized starting time, and you may not remain on Ranch premises/job sites or stop working later than your authorized ending time, without prior approval of your supervisor or the Event Manager. Any time worked by non-exempt employees off Ranch premises, including work at home, must be approved in advance by your supervisor.

Working off-the-clock is strictly prohibited. "Off-the-clock" work is a generic term that means work you may perform but that is not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Unauthorized use of or tampering with the timekeeping system, marking another employee's time record (even with that employee's permission), allowing another employee to mark your time record or writing on your or another employee's time record is prohibited.

You will be paid only for time recorded by the time sheet, and for other authorized time off. If you have any questions or problems, please discuss them immediately with your supervisor or the Chief Operating Officer.

1.9.11 Unclaimed/Lost Paychecks

If you do not pick up your paycheck within three days of the date issued, we will send a letter to your last known address reminding you to pick up your paycheck or to give written instructions to the Ranch to mail it to an address you have designated. You must report lost or missing paychecks immediately so that we can place a "stop payment" order on the paycheck. If appropriate, we will issue a new check to replace a lost or missing check.

II. BENEFITS

This section is intended to provide eligible employees with a brief summary of some of the features of our Ranch-sponsored benefits. It is important to note that more detailed information is contained in the official plan documents and insurance policies that govern our Ranch-sponsored benefit plans. If there is any conflict between the brief summaries contained in this handbook and the official plan documents, the official plan documents will control.

2.1 VACATIONS

We provide paid vacation time to regular full-time to provide them with periods of rest and relaxation away from their regular job duties. Eligible employees do not earn paid vacation time during their introductory period. Executive staff may have different accruals than listed below.

If eligible, you will earn paid vacation time as follows:

Years of Service	Annual Vacation Accrual
First day of employment through completion of the introductory period	No Accrual
First day following the completion of the introductory period through the completion of 1 year of employment	Up to 30 hours (3.75 work days) per year
First day of the 2nd year of employment through completion of the 4th year of employment	Up to 80 hours (10 work days) per year
First day of the 5th year of employment through the remainder of employment	Up to 120 hours (15 work days) per year

Vacation time accrues on a pro rata basis per pay period. Vacation pay is paid to you at your current straight-time hourly rate at the time you take the vacation. We do not advance vacation time or pay to employees.

You may use vacation time in minimum increments of one-half day (four hours). You may not use more than three weeks of vacation at one time.

Your accrued, unused vacation time may be carried over from year to year. However, once you have accumulated two times as many hours as your current annual accrual benefit, you will stop accruing further vacation time until you have taken enough vacation hours to bring you below this accrual cap.

You will not accrue vacation benefits while on a leave of absence. You will not receive additional vacation time if you become ill or injured while on vacation. If a designated paid holiday is observed by the Ranch during your vacation period, it will not count against your vacation bank. All accrued but unused vacation will be paid to you at your final rate of pay when you leave the Ranch.

You must submit your vacation request at least two weeks in advance, and all vacation requests must be approved in advance by the Chief Operating Officer. If there is a conflict in scheduling vacations, we will first consider our business needs. If all other factors are equal, we will then give preference to seniority in approving conflicting vacation requests.

Although you are allotted vacation pay benefits to cover periods of absence for personal time off, you should not automatically assume that an absence is permissible merely because you have sufficient vacation pay benefits available to cover all or a portion of your time off. The Ranch may determine that your absences are excessive if, based on all the facts and circumstances, it is found disruptive to the Ranch, co-workers or customers.

We may defer your vacation request, require you to take vacations at certain times, schedule your vacation if you fail to do so or if we deem it necessary, pay out your accrued vacation or shut down all or any part of the Ranch for vacation purposes if necessitated by business needs or in our sole discretion. We will give you at least 90 days' notice of Ranch-scheduled vacation time.

2.2 SICK LEAVE

Eligible employees (those who work for the Ranch for 30 days or more in one year) will be entitled to accrue paid sick, from the commencement of employment, leave as follows:

On your first date of eligibility, paid sick leave begins to accrue at the rate of one hour of sick leave for every 30 hours worked, subject to the maximum caps referenced below. Eligible employees may use up to a maximum of 24 hours or three days of paid sick leave (whichever is greater) per calendar year. Eligible employees may accrue and carry over sick leave up to a maximum of 48 hours or six days, (whichever is greater). Once you have reached the maximum cap, you will not earn any additional paid sick leave until you have used enough sick leave to fall below the cap.

Local city ordinances may apply to your accrual of sick time, depending upon the city(ies) in which you work. Local ordinances which alter your accrual or use of sick time will be applied as necessary depending upon where you work. If there is any conflict between this sick leave policy and the laws of the city in which you work, the law which is more generous to you will apply.

Eligible employees may begin to use paid sick leave beginning on the 90th day of employment. Subject to applicable law, eligible employees may use sick leave in minimum increments of two hours.

Sick leave is paid at your regular straight-time hourly rate in effect at the time you use it, or as otherwise required by law. You will receive payment for used sick leave no later than the payday for the next regular payroll period after the sick leave was taken.

We will not "advance" sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay, unless you request that we apply accrued vacation to your absence. Sick leave may not be used for vacation or personal time off, but may be used for preventive care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments, as well as a need for time off due to domestic violence, sexual assault or stalking. You may also use your annual earned sick leave to care for your

injured or ill family member, including any of the following: spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild or any other family members specified by applicable law.

If the need for paid sick leave time is foreseeable, you must provide reasonable advance notification. In unexpected or emergency situations, you must notify your supervisor, the Chief Operating Officer or the Event Manager via call, text or e-mail at least one hour prior to your starting time, or as soon as possible in light of the circumstances. If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. You must keep your supervisor informed as to when you expect to return to work.

Although you are allotted sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay benefits available to cover all or a portion of your time off. Subject to applicable law, we reserve the right to require a written statement from your physician or your family member's physician certifying your absence. If your absence is due to your medical condition, to the extent allowed under the law, we reserve the right to require a written release from your physician that you can return to work.

If you leave the Ranch for any reason, the Ranch does not cash out accrued but unused sick leave. However, if you are rehired within one year of your initial separation, all previously unused sick leave will be reinstated.

If your absence due to illness or injury extends beyond seven days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information and claim forms from your supervisor or online at www.edd.ca.gov.

2.3 HOLIDAYS

Subject to applicable law, regular full-time employees are given the following holidays off with pay each year:

- New Year's Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday. The Ranch may choose to close for other days during the calendar year including, but not limited to, the calendar days between the day after

Christmas (the 26th) and New Year's Eve (the 31st), but that time off will be unpaid time, except as otherwise required by law.

We will pay holiday pay to you at your regular straight-time hourly rate in effect at the time the holiday is observed. To be eligible for holiday pay, you must work your entire shift on the Ranch's last scheduled work day immediately prior to, and your entire shift on the Ranch's first scheduled work day immediately after the designated holiday (regardless of whether you are scheduled for those days), unless your absence is excused. You will not receive holiday pay if you are scheduled to work but do not report to work on a designated holiday.

If you recognize alternative holidays for religious purposes, contact the Chief Operating Officer to discuss your right to take additional religious holidays without pay.

Temporary non-exempt, part-time non-exempt or full-time commissioned employees are not entitled to paid holidays.

2.4 LEAVES OF ABSENCE

2.4.1 Insurance and Benefits During All Disability Leaves

If you need a leave of absence for disability purposes other than pregnancy disability leave (including Workers' Compensation Leave or other disability leaves), and you are otherwise eligible to participate in our Ranch-sponsored group health and dental/vision insurance program, you may maintain your group health and dental/vision insurance coverage during your leave of absence by paying all of your insurance coverage premiums. You must also pay for any dependent coverage. If you do not make timely premium payments to us during your leave, your coverage will be cancelled for nonpayment of premiums, and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

For pregnancy disability leave ("PDL"), the Ranch will continue to pay its share of group insurance coverage for a period of up to 17 and 1/3 weeks.

You do not accrue paid time off benefits during your leave of absence. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable. Any paid time off applied to your leave will count towards your allotted leave time and will not increase the total leave time allowed.

2.4.2 Disability Leave

In addition to any legally-mandated leave to which you may be entitled, we will make every effort to reasonably accommodate your need for an unpaid leave of absence in the event of a disability, as long as it will not pose an undue hardship for the Ranch. If you require a disability leave, make a written request to the Chief Operating Officer.

You must notify the Chief Operating Officer of your intent to resume work at least one week prior to your expected return date. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, stating your ability to return to your regular duties and any restrictions you may have.

Although we cannot guarantee that your job will be held open for you until you return from a disability leave, we will make every effort to return you to the same or a similar job position. If no job opening exists for which you are qualified, you will be separated from employment.

While you are on a disability leave, you may not accept other employment involving the same duties or activities as your position with us. If you do so, or if you fail to return to work at the end of your disability leave, we will assume you have voluntarily resigned your position at our Ranch.

2.4.3 Pregnancy-Related Job Modification or Disability Leave

If you are pregnant, you may request a modification of your job duties or a transfer to a less strenuous or hazardous position. We will accommodate your request for a modification or transfer if it is medically advisable and can be reasonably accommodated without undue hardship to us. You must provide a certification from your health care provider confirming the medical need for a job modification or transfer. Before returning to your normal work duties or schedule, you must provide a written statement from your physician, confirming your ability to return to your regular duties and any limitations upon your ability to work.

If you are disabled by pregnancy, childbirth or related medical conditions, or a condition related to these areas, you may take an unpaid pregnancy disability leave ("PDL"). The PDL covers any period(s) of physician-certified disability of up to four months (17.3 workweeks) per pregnancy. For employees who work part-time or do not work a regular schedule, the PDL covers the amount of time you would typically work in a four month period. At the end of your leave, you will be reinstated in the same or a substantially equivalent position unless your position has been eliminated because of a change in business conditions or operations.

You do not need to take your PDL in one continuous period of time, but can take it on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth and pregnancy-related medical appointments would all be covered by your PDL. You must provide a certification from your health care provider of your pregnancy disability. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any limitations you may have.

You may be eligible for State Disability Insurance ("SDI") for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the

Chief Operating Officer. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable.

If you are covered by a group health insurance plan at the time of your leave, you are entitled to continue your group health insurance coverage for the duration of your pregnancy disability leave under the same terms and conditions as when you are actively working.

If you have been on PDL and intend to take Paid Family Leave for baby bonding purposes after the birth of your child, you must provide us with a certification of your change of leave status.

For more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact the Chief Operating Officer.

2.4.4 Paid Family Leave

Under California's Paid Family Leave Act ("PFL"), you may be eligible to receive payments from the state Employment Development Department while you are on leave for up to six weeks of leave to care for an ill family member (defined as parent, parent-in-law, child, spouse, sibling, grandparent, grandchild or domestic partner) or for bonding with a newborn or recent adoptee. You contribute to the cost of this insurance through payroll deductions.

You must apply two weeks of your available paid time off benefits to this leave. We do not pay you for your leave, and we cannot guarantee that your job will be held open for you after a Paid Family Leave, although we will certainly make every effort to return you to the same or similar job. We will not retaliate against you for requesting or taking Paid Family Leave. For further information on this benefit and whether you will be guaranteed reinstatement, please contact the Chief Operating Officer.

2.4.5 Workers' Compensation Leave

If you suffer a work-related injury or illness, you are entitled to an unpaid leave of absence. Your leave will continue until one of the following situations occurs:

1. You are released for full or modified duty and can return to work, with or without reasonable accommodation;
2. We receive medical evidence that you will be unable to return to work at any time in the future; or
3. You resign your position or do not return to work after your approved leave has expired.

We may require an examination by a medical professional of our choice at no cost to you to verify your ability to begin or remain on a medical leave.

If you return to work at the end of your leave of absence, you will be reinstated to your former position, unless business conditions have caused us to eliminate your job position. If your position is not available, you will be offered any available opening in a comparable position for which you are qualified. If there is no such position, you will be terminated.

2.4.6 Personal Leave

Any personal leave of absence of more than three (3) days' duration must be requested by the employee in writing on forms furnished by the Ranch. Employees may be granted a personal leave of absence without pay for a maximum period of 30 days. Reasons for a leave may involve family emergencies or extenuating circumstances not covered by other leaves, educational and travel opportunities or other personal endeavors. Each request for a leave of absence will be considered individually.

You must apply all accrued paid time off benefits to your personal leave of absence. You must pay 100% of your health and dental premiums during your leave. If you do not pay your insurance premiums, your coverage will be cancelled and you will receive information regarding your right to continue your coverage under COBRA at your own cost.

You must submit your written request for unpaid personal leave to the Chief Operating Officer for approval. You must provide the starting and ending dates of your requested leave. At least one week prior to your return to work, you must confirm your intent to return to work with the Chief Operating Officer.

We cannot guarantee that your job will be held open for you until you return from a leave. We will make every effort to return you to the same or a similar job; however, if no job opening exists for which you are qualified, you will be separated from employment for lack of work. You may not accept other employment while on personal leave without the prior approval of the Chief Operating Officer. If you do so, or if you do not return to work as scheduled at the end of your personal leave, we will assume you have voluntarily resigned your employment.

2.4.7 Jury Duty/Appearance as a Witness

Non-exempt employees will be given time off without pay to serve on jury duty. Exempt employees will not incur any reduction in pay for a partial week absence due to jury or witness duty.

If you are summoned for jury duty, give your summons to your supervisor to arrange for time off. While on jury duty, you must give us a jury attendance report, signed by a court official, at the end of each week of jury duty.

If you are subpoenaed as a witness, give a copy of the subpoena to your supervisor and we will give you time off without pay as needed. If you are subpoenaed to be a witness for us in a legal proceeding, we will pay you for your time.

During jury service or witness duty, you must return to work on any day when you are not required to report to the court or when you are excused early, as long as there are at least two hours remaining on your usual shift.

2.4.8 Military Leave

If you are on full-time duty in the armed services, we will give you all leave of absence, benefits and reinstatement rights guaranteed to you by current laws. If you are a member of a National Guard or Military Reserve unit, we will give you an unpaid leave of absence for your annual military training (typically two weeks per year). You must give your official duty orders to the Chief Operating Officer and submit a written request for a military leave of absence. You may apply your accrued paid time off benefits to receive pay for any leave period not covered by your military base pay, or you can choose to take the time off without pay.

2.4.9 Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes

If you are the victim of domestic violence, sexual assault, stalking or other violent crimes, you are entitled to reasonable time off without pay to obtain legal relief, such as a temporary restraining order or other injunctive relief for your protection or for your child's protection. You are also entitled to reasonable unpaid time off if the victim is your spouse, child, stepchild, sibling, step-sibling, parent, step-parent or registered domestic partner. If these situations arise, we will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to the Ranch.

2.4.10 Bereavement Leave

You are entitled to an unpaid bereavement leave of up to three days following the death of your spouse, child or step-child, parent or step-parent, grandparent, sibling or step-sibling or registered domestic partner. You may request bereavement leave in special circumstances for other persons not listed here. Bereavement leave must be approved by your supervisor. We may request satisfactory documentation of your need for leave.

2.4.11 Time Off to Vote

If your normally-scheduled work hours prevent you from voting in any statewide election, you may take up to two hours of paid time off to vote at the beginning or end of your work day. You must request voting time off at least two days in advance, and you must provide your voting receipt to your supervisor.

2.4.12 Visiting Child's School

We will give you unpaid time off if you are a parent or guardian of a student and you have been summoned to appear at the student's school under the Education Code. You must provide reasonable notice and documentation of the appearance to your supervisor.

2.4.13 Volunteer Firefighter/Peace Officer/Rescue Personnel

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel (including any officer, employee or member of a disaster medical response team sponsored by the state), you may take all necessary unpaid time off from employment to perform your emergency duty. You must provide as much advance notice as possible to the Chief Operating Officer and you must provide documentation of your need for leave. If you are a health care provider you must notify us at the time you become designated as “emergency rescue personnel” and when you are notified of deployment based on that designation.

2.5 GROUP INSURANCE

We provide access to medical, dental and vision insurance coverage options for eligible employees. You are eligible for coverage in accordance with the terms of the applicable policy and the Affordable Care Act, as well as any equivalent local, state or federal laws. We will pay a portion of the premium for eligible employees. You must pay the premiums for dependent coverage of spouses, dependents and registered domestic partners. You will pay your share of the premiums through payroll deductions.

When your employment ends, you will be covered through the end of the month. After that, you may be eligible to continue coverage through COBRA at your own cost.

Our insurance benefits may be changed or eliminated at any time. The details of our insurance benefits are controlled by the terms of the plan. You may obtain further information regarding our insurance benefits from the Chief Operating Officer.

2.6 SIMPLE IRA PLAN

Information regarding our plan is available from the Chief Operating Officer.

III. GENERAL POLICIES

3.1 CONFIDENTIAL INFORMATION

We use our resources to develop confidential information and trade secrets that are essential to our Ranch, clients and employees. Our confidential information and trade secrets are developed by our employees as part of their job duties and responsibilities. Because protecting our confidential information and trade secrets is important to us, you are required to sign a Confidential Information Agreement as a condition of your employment.

Our confidential or trade secret information includes financial data, product information, the names and contact information for customers, vendors and other potential customers, technological data, marketing information, and other details of our business. This information may be contained in our written materials or in our electronic databases.

You must take great care to protect our trade secrets and other confidential information. You may not disclose any trade secrets or confidential information to third parties, either during or after your employment. You must store all confidential and trade secret information in a manner that protects and maintains the confidentiality of that information.

Notwithstanding anything else in this Handbook to the contrary, an employee will not be liable for: disclosing trade secrets in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

3.2 TECHNOLOGY AND COMMUNICATIONS SYSTEMS

Our technology and communication services, equipment and content ("Communications System") include mail, electronic mail ("e-mail"), facsimiles, telephones, voicemail, personal computers, computer networks, on-line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, dictation machines, pagers, cellular phones, PDAs, smart phones, text messages, Internet posts, bulletin boards and any similar communications or equipment. As technology progresses, there will no doubt be additions.

Our Communications System is our Ranch property. You have no personal rights and no right of privacy in any use of our Communications System. We will access and monitor every employee's use of the Communications System, including all content created or stored on it.

When using our Communications System, you must comply with the following guidelines:

- You are to use the Communications System only for business purposes. Personal use of the Communications System is not permitted, and you should not expect privacy with regard to any unauthorized personal use.
- You may not send or receive personal mail or e-mail with our Communications System.
- You may not use our Communications System to harass others, to gossip or bully others, or to send anonymous communications.
- We may access any employee's use of our Communications System at any time; however, you may not access another employee's use of our Communications System without that person's advance permission to do so.

- We have access to your use of the Communications System at all times, and your use of personal passwords does not prevent us from doing so. If you implement personal passwords, you must disclose them to the IT Consultant or the Chief Operating Officer, but you may not disclose your personal passwords to any other employee without the prior approval of the IT Consultant or the Chief Operating Officer.
- You may not tell outside parties that your voicemail or email is private or confidential, since it may be accessed by us or by other employees as necessary.
- You may not install or download any software, Internet add-in, toolbar, software update or other addition to our Communications System without the advance approval of the IT Consultant or the Chief Operating Officer.
- You may not send our Ranch information or property to your personal e-mail or other outside location except as required in your job duties, and you may not download Ranch information or property to any external drive or storage device.

In addition to any disciplinary action that may be imposed, we also may advise legal authorities of any illegal use of our Communications System.

3.3 SOCIAL MEDIA POLICY

Social media refers to blogs, chat rooms, forums and social networking sites such as Facebook, Twitter, LinkedIn, Pinterest, Instagram, Vine, Snap Chat and YouTube, among others. You have the right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed on working time or by using our Communications System, and do not cause harm to others or conflict with our policies, business, goodwill or reputation.

If you engage in social media activities on your own time, you must comply with the following guidelines as a condition of employment with us:

- Do not disclose our confidential and proprietary information or trade secrets.
- Do not write or post harassing or offensive material in violation of law or our Ranch policies.
- Do not unlawfully defame the Ranch or our personnel, activities or competitors.
- Do not use or reproduce our logo, website link or other proprietary Ranch information without advance permission of the Chief Operating Officer.

- When expressing your opinion or position, you must use your own name and Internet account, not the Ranch name or Internet account. Your comments or posts must be yours alone, and must not appear to be representative of or approved by our Ranch.

Remember that you are responsible for your comments or posts on social media sites. You can be sued by the Ranch, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments.

If you blog about their work, or post comments online that mention the Ranch, or any topic related to it, you should place a disclaimer on their blog or post, such as:

“Although I am employed by Camarillo Ranch Foundation, the opinions and postings on this site are my own and those of the individuals who post to this site. They do not represent the opinions, positions, strategies, or views of Camarillo Ranch Foundation, or its other employees.”

If you want to use social media to promote our Ranch’s activities, products or initiatives, you must obtain advance approval of the Chief Operating Officer.

You are not required to disclose your personal social media passwords or to grant management access to your private social media postings or the postings of any third parties. Your postings may be subject to disclosure by law or in the context of a workplace investigation. You should be aware that any content posted or published on the Internet is, by its very nature, subject to disclosure in any number of ways (including by third parties who have received or viewed your posts), and you do not have secure privacy rights with regard to your social media activity.

Nothing in this policy is intended to interfere with employees’ rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time. We will enforce this policy only to the extent necessary to protect our trade secrets, enforce our policies and protect Ranch personnel and customers.

3.4 ENDORSEMENT POLICY

We appreciate our employees’ efforts to promote our products and services. However, the Federal Trade Commission (“FTC”) has set specific guidelines for statements made by employees about any Ranch service or product through social media, internet activity or other electronic publications or communications. The guidelines apply to you even when you are using your personal computer, telephones or other electronic equipment on your own time.

If you are posting information about our products or services on any internet site (such Facebook, Twitter, blogs, chat rooms, or other media sources), you must state only your honest opinions, beliefs or experience. You must also conspicuously and clearly

disclose your relationship to our Ranch so that readers of the message know that you are affiliated with our Ranch when they read your post or comment.

Under the FTC guidelines, we are required to monitor your Internet or other electronic endorsements of our products or services, and to take action if the FTC guidelines are violated. If you do not comply with these disclosure requirements, you are personally liable for any misleading or unsubstantiated statements made regarding our products or services.

3.5 USE OF COMMUNICATION DEVICES

3.5.1 Workplace Use

The Ranch's telephone system is one of our main links with the public—our customers. The telephone system is to be used for business purposes only. THE RANCH RESERVES THE RIGHT TO MONITOR AND RETRIEVE RANCH MESSAGES IN ITS SOLE DISCRETION including: (1) monitor any phone calls made on its telephone system; (2) access any Ranch messages left on or transmitted over the telephone system or any other electronic system; and (3) access any files located in its computers. THERE IS NO EXPECTATION OF PRIVACY!

Because they create distractions and disrupt regular work routines, you may not use personal communication devices such as cell phones, PDAs, smart phones and pagers during work hours and in work areas, unless you are using a Ranch-provided device for business purposes.

You must restrict your personal use of your own communication devices to your official meal or rest periods or other work breaks. Even while on break, you're personal communications must not disrupt other Ranch personnel. If you have an emergency situation requiring you to be reachable (such as a family member undergoing surgery or the imminent birth of a child), you must obtain the prior approval of your supervisor to use a communication device during working hours.

You may not forward business calls to or from a cell phone or other personal device unless you have prior approval from your supervisor.

Any questions about the Telephone Use Policy may be directed to the IT Consultant or the Chief Operating Officer.

3.5.2 Camera Cell Phones/Audio and Video Recording

Unless specifically required by your job duties, to protect Ranch security and employee privacy, you may never use camera cell phones to take pictures on Ranch property without the prior written approval of the Chief Operating Officer. Additionally, you may never use your cell phone or another device to engage in any form of audio or video recording on Ranch premises without the prior written approval of the Chief Operating Officer and the written consent of the individual to be recorded.

3.5.3 Ranch-Provided Devices

Ranch-provided cell phones must be used only for business purposes and only when a less costly alternative does not exist. If you use a Ranch-provided cell phone for personal use, you must reimburse us for the cost of the call(s).

3.6 RANCH INSPECTION

Although we provide certain storage areas in the workplace to you for your convenience and to help you to do your job, these areas remain our sole property at all times. We can and will inspect all Ranch property and its contents at any time we believe it to be necessary or appropriate. Remember that other employees may also enter your desk or other Ranch property as needed to perform their job duties. We also reserve the right to search any bags, purses, briefcases or other personal items that you bring onto Ranch premises.

We are not responsible for loss, damage, theft or destruction of any articles that you place or leave in Ranch storage areas. Do not bring anything into the workplace that you would not want to lose.

3.7 RANCH PROPERTY

We expect you to take good care of our Ranch property and to use our Ranch property only for authorized business purposes.

You may not take Ranch supplies or property off Ranch premises without prior approval of your supervisor. You must return all Ranch property issued to you when your employment ends or upon our request.

3.8 HOUSEKEEPING

You must keep your immediate work area clean and orderly, and must contribute to maintaining a professional, clean and neat environment in our facility at all times.

3.9 VISITORS

For liability and safety reasons, you may not bring visitors to our Ranch without the prior approval of the Chief Operating Officer. We will ask unauthorized persons and those without proper identification to leave the premises.

3.10 SOLICITATION

3.10.1 Solicitation by Employees

You may not solicit, collect money, sell products or services, or post or distribute materials on Ranch property or during working hours without the advance approval of the Chief Operating Officer. This rule is not intended to curtail your free

speech rights; it is intended to prevent disruption and to avoid undue pressure upon employees to make financial contributions.

3.10.2 Solicitation by Third Parties

Any person who is not an employee of the Ranch is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Ranch property at all times.

3.11 BULLETIN BOARDS

We post information on the bulletin boards regarding employee rights, working conditions and hours, safety, Ranch policies, items of interest and other matters pertaining to your employment. You may post personal information or materials with the advance approval of the Chief Operating Officer, who will tell you where the item can be posted and for how long.

3.12 EMPLOYMENT REFERENCES

We will respond only to written requests for information. We will provide only your dates of employment and positions held in response to requests for information about your employment with us. If you want any additional information released, you must give us written authorization to do so. Only the Chief Operating Officer may respond to requests for employment information.

3.13 PERSONNEL INFORMATION AND FILES

We keep your name, home address, telephone number and personal e-mail address so that you can be reached in an emergency. You must keep this information updated with the Ranch. Your contact information will not be released to anyone outside the Ranch without your written permission or unless required by law. Your personnel records also contain information related to your performance and any grievance related to your performance.

Only you, a representative authorized in writing by you, the Chief Operating Officer, and authorized members of management have access to your personnel file. You or your representative designated in writing by you may review the contents of your personnel file in the presence of the Chief Operating Officer or that person's designee, but you may not remove, alter or mark any document in your file. You, or a representative authorized in writing by you, are also entitled to receive copies of any document in your personnel file, although you may be required to pay for the cost of such copies.

Requests to review your personnel file or to receive copies of your file must be made in writing to the Chief Operating Officer. Within 30 days of receiving the written request, your personnel file will be made available for inspection at a time and place designated by the Ranch. If you have requested copies of your file, those copies will be sent to you at the address you have designated within 30 days of receiving your written request.

3.14 PAYROLL INFORMATION

You may review your payroll records (including time records) in the presence of the Chief Operating Officer or that person's designee within 21 days of making an oral or written request to the Chief Operating Officer. You may also request copies of your payroll records, but you must pay the copying costs.

3.15 USE OF VEHICLES ON RANCH BUSINESS

3.15.1 Personal Automobiles

You may not drive your personal automobile on Ranch business unless you have received prior written permission from the Chief Operating Officer. You must provide us with a copy of a current valid California driver's license, proof of insurance for at least the California statutory minimums and a current DMV driving record report. These must be kept current during your employment.

We may revoke your right to drive your personal vehicle on Ranch business for any reason, including when you have a revoked or suspended driver's license, a moving violation or accident, or any situation that makes you uninsurable or insurable only at higher-than-standard rates. If driving your personal vehicle for Ranch business is necessary to perform your job duties and you lose your right to drive or we revoke your right to drive your personal vehicle on Ranch business, you may be terminated.

We will reimburse you for your mileage at the prevailing rate per mile set by the Internal Revenue Service. To receive mileage reimbursement, you must log your mileage and submit an expense report to the Chief Operating Officer.

Any employee, while operating a vehicle while on Ranch business, who receives any type of traffic/parking ticket, must bring the ticket into the office within twenty-four (24) hours after the violation. Failure to do so may result in termination. We are not responsible for any damage, parking tickets, equipment violation citations or moving violations occurring while you are operating your personal vehicle on Ranch business.

In the event of an automobile accident, employees are expected to cooperate fully with the authorities. Any employee involved in an accident while on Ranch business must report the accident immediately to their supervisor before their work shift is over for the day. Failure to do so may result in immediate termination.

3.15.2 Ranch Vehicles

The Ranch owns and maintains a utility cart for use by certain employees on Ranch property while they are engaged in Ranch business. The use of the utility cart is for Ranch purposes only and is only to be used by authorized representatives. The Ranch Manager will determine who is authorized to operate the utility cart. Any unauthorized use of the utility cart may be grounds for discipline or loss of cart privileges. The utility cart should be operated in a safe manner.

If you are assigned to drive the utility cart on Ranch business. You must provide us with a copy of a current valid California driver's license, proof of insurance for at least the California statutory minimums and a current DMV driving record report. These must be kept current during your employment.

We may request an updated DMV driving record report at any time. We may also revoke your right to drive any Ranch vehicle for any reason, including when you have a revoked or suspended driver's license, a moving violation or accident, or any situation that makes you uninsurable or insurable only at higher-than-standard rates.

If driving any Ranch vehicle is necessary to perform your job duties and you lose your right to drive or we revoke your right to drive a Ranch vehicle, you may be terminated.

3.15.3 Use of Communication Devices While Driving

Using a cell phone or similar communications device while driving creates a safety hazard for the driver and the general public. If you are driving a Ranch-owned or rental vehicle, or driving a personal vehicle on Ranch business, you must use a hands-free device with your cell phone or similar communications device to make and receive telephone calls while driving.

If you are driving a Ranch-owned or rental vehicle, or driving a personal vehicle on Ranch business, you may not write, send or read text messages, emails or instant messages using any cell phone or other electronic wireless communications device while driving, unless you are using a device which allows hands-free or voice operation for text messages and you are using it in that manner.

If you are under the age of 18, you may not use your cell phone for any purpose while driving, even with a hands-free device.

In addition to disciplinary action, violations of this policy may result in personal liability as well as monetary fines imposed by California law enforcement authorities.

3.16 EMPLOYEE MEETINGS

When you are required by the Ranch to attend a Ranch meeting, you will be paid for your time spent in the meeting, including any overtime that may result. You may also be invited to attend certain Ranch meetings which are not mandatory, and time spent in these optional meetings will not be compensated. If you are not required to attend a scheduled meeting, you may choose not to attend without fear of retaliation.

3.17 KITCHEN AND BREAK ROOM

We offer a kitchen and break room with a coffee maker, refrigerator/freezer and microwave oven for your convenience and comfort. In the spirit of cooperation and mutual respect, please clean up after your use of the kitchen by doing the following:

- Throw away garbage when you are finished eating
- Wipe the table off after you are finished eating
- Clean the microwave oven after using it
- Make a new pot of coffee if you take the last cup
- Wash your utensils, plates and cups after using them
- Clean spills off the counter and table

Every Friday, any dirty dishes left in the sink and anything perishable left in the refrigerator will be thrown away.

3.18 CONFLICTS OF INTEREST

We recognize your right to engage in lawful outside conduct during non-working hours away from our premises. However, a conflict of interest occurs when your private interests (or the private interests of your immediate family members) interfere with your job responsibilities. You must not place yourself or our Ranch in a position of conflict. If your lawful off-duty activities create a conflict of interest or prevent you from successfully performing your job duties, we will ask you to choose between terminating the off-duty conduct and resigning from your position with us.

3.19 GIFTS

You may not give or accept cash or gifts, loans, expensive entertainment or anything else that might be expected to influence your conduct with our customers and clients or their families, business associates, vendors or other persons providing goods or services to us, or other employees or independent contractors of our Ranch.

3.20 PUBLIC STATEMENTS AND THE MEDIA

We have designated the Board President or his/her designee as spokesperson to represent our Ranch for public purposes. If the Board President or his/her designee is not available, inquiries may be directed to the Chief Operating Officer.

You do not have the authority to make public statements to the media or other outsiders on behalf of our Ranch without the prior approval of the Chief Operating Officer. If you are contacted by a representative of the media (i.e., newspapers, magazines, radio, television, etc.), refer them to the Chief Operating Officer.

3.21 BUSINESS EXPENSE REIMBURSEMENT

We will reimburse you for business expenses incurred while performing your job duties for the Ranch. You may not incur business expenses without obtaining the prior written approval of your supervisor. To be reimbursed for business-related expenses,

submit your receipts and proof of payment to the Chief Operating Officer within fourteen days of incurring the expense.

You will be reimbursed for your mileage at the prevailing IRS rate for business-related travel in your own vehicle, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You will also be paid for your time during a business-related commute, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You may be paid for a portion of your commuting time and/or mileage for your commute to and from work in exceptional circumstances where your temporary work location is farther away from your usual work location.

3.22 PERSONAL COMMUNICATION DEVICE REIMBURSEMENT

You may not make, receive or forward business-related calls, e-mails, text messages or other electronic communications using a personal cell phone or other personal communication device.

3.23 TRAVEL EXPENSE REIMBURSEMENT

We will reimburse you for travel expenses incurred while performing your job duties for the Ranch. You may not incur travel expenses without obtaining the prior written approval of the Chief Operating Officer.

If you are required to travel on behalf of the Ranch, contact the Chief Operating Officer for further information regarding your travel arrangements and reimbursement of expenses.

IV. HEALTH AND SAFETY

4.1 WORKERS' COMPENSATION

All employees are covered by our workers' compensation insurance, which covers occupational illnesses and injuries you suffer while performing your job duties on behalf of our Ranch. You are eligible for this coverage at no cost to you upon your first day of employment. Workers' compensation insurance provides weekly disability payments as well as payment for medical and hospital expenses for injuries or illnesses arising out of your job.

Regardless of the nature or severity, you must immediately report all injuries incurred while on the job to your supervisor and the Chief Operating Officer. In case of serious injury, we may refer you to a physician or a hospital. You may not be eligible for benefits if your illness or injury is caused by your consumption of alcohol or illegal drugs, or arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of your work-related duties.

You may not file a knowingly false or fraudulent claim, and you may incur criminal penalties for doing so. It is a felony to make a knowingly false or fraudulent material statement or representation to obtain Workers' Compensation benefits or payments.

You are entitled to an unpaid leave of absence during your recovery from a workplace illness or injury. For more information regarding this leave, see the Workers' Compensation Leave of Absence policy in this handbook.

4.2 HAZARDS

You must immediately report any hazards you may observe to your supervisor. Hazards may include sharp or splintered edges or corners, broken chair casters, frayed electrical connections, loose flooring or ceiling tiles, or any other conditions likely to do bodily harm, damage clothing or constitute a fire hazard.

You may not wear headsets or earphones while on duty, except headsets designed for use while on a Ranch telephone. You may play radios or other noise-making devices only with the prior approval of your supervisor.

4.3 SAFETY RULES

The safety of each employee is of vital importance to the Ranch. Safety rules must be complied with by each employee at all times while on Company time. All employees must comply with the following safety rules:

1. Report all safety hazards to your supervisor.
2. Wear required safety glasses and other required protective clothing when performing work requiring such equipment.
3. Appropriate safety shoes must be worn by Ranch personnel.
4. Loose clothing must never be worn while operating machinery.
5. Use designated safety guards and never remove safety devices from machinery.
6. Liquids such as water, blood, cleaning fluids, must never be permitted to remain on the floors.
7. Never smoke in Ranch vehicles, buildings or on the grounds.
8. Know the location of all fire extinguishers and emergency exits in your area. If you do not know where they are, contact your supervisor.
9. Horseplay is forbidden as it may be a danger to you or other employees.

10. Do not lift or push objects that are too heavy or awkward for you to handle. Ask for help. To lift correctly: bend your knees, keep your body erect and push upward with your legs.
11. Stacking and handling of boxes, etc., must be done safely. See your supervisor when in doubt.
12. Employees must use proper equipment or dollies in moving any heavy or cumbersome loads.
13. Good housekeeping in your work area is essential. Remove all waste and debris. Keep machinery and safety devices free from obstruction and easily accessible.
14. Observe and follow all warning signs on equipment and follow all operating instructions.
15. Keep aisles clear at all times.
16. Encourage your co-workers to follow safety practices.
17. Remember that the majority of accidents do not just happen, they are caused.

4.4 INJURY AND ILLNESS PREVENTION

We have an Injury and Illness Prevention Program, which is separately issued to all employees. Every employee is responsible for observing safety rules and maintaining safe working conditions. We provide the best facilities and safest conditions possible, but being alert and using good common sense is essential in preventing accidents.

4.5 FIRST AID

Report any injury requiring first aid or medical treatment to your supervisor and the Chief Operating Officer. First aid supplies and personnel are available in every building for emergency treatment of minor injuries, but employees suffering major physical disorders or illness on Ranch premises will be taken to the nearest available emergency treatment facility. Medical clearance is required from the Chief Operating Officer for any employee who leaves the premises as a result of an occupational illness or injury. In case of emergency, dial 911 immediately.

4.6 SMOKING/USE OF TOBACCO

We a smoke-free workplace. We do not permit smoking (including “e-cigarettes” or vaporizers) or the use of tobacco anywhere inside the facility, in Ranch vehicles or on Ranch Premises. If you are visiting off-site customer locations, you must observe the no smoking/no tobacco rules there. If you are smoking or using tobacco during rest breaks, you must not smell of smoke or tobacco when you return to the workplace. You may not

chew or spit tobacco on Ranch premises or in Ranch vehicles. You may not discard cigarettes, tobacco or related materials on Ranch premises, except in designated receptacles.

4.7 ALCOHOL AND DRUG ABUSE POLICY

We are committed to maintaining a safe, efficient and productive work environment. We also want all employees to perform their duties safely and efficiently, in a manner that protects their interests and those of their co-workers. We recognize that the use of alcohol or unlawful drugs, or misuse of legal or prescription drugs, can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. For these reasons, we have a strict policy against inappropriate use and possession of drugs or alcohol. Every employee must comply with this policy at all times.

You must report for work fit to perform your job. You may not use or possess alcohol or illegal drugs, or misuse legal or prescription drugs. If you need to take a prescription drug that could affect your ability to perform your job duties, you must discuss possible reasonable accommodations with the Chief Operating Officer so that you are not working in an impaired state.

Although California has legalized marijuana for medicinal purposes, the Ranch is not required to allow the medicinal use of marijuana in the workplace. Use or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions. If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for the Ranch. We will not accommodate an employee who has already violated this policy and is subject to disciplinary action.

You may not use, possess, transfer, distribute, manufacture or sell alcohol or any illegal drug while on our property, during on-call status, while operating a vehicle or potentially dangerous equipment owned or leased by the Ranch, while on duty or while representing the Ranch in any manner. You also may not report for work, begin work, or remain on duty or on on-call status while under the influence of or impaired by any illegal drug or alcohol, or sufficiently impaired by a legal or prescription drug that you create a danger in the workplace or inappropriately inhibit your ability to perform the job.

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or possess the drug, regardless of whether such conduct constitutes an illegal act.

We will require you to undergo drug and alcohol testing at a laboratory designated and paid for by the Ranch, to test for the presence of drugs and/or alcohol and to agree

in writing to allow the results of those tests to be furnished to and used by the Ranch, in the following circumstances:

1. Whenever we have a reasonable suspicion that you are under the influence of drugs or alcohol during work time (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).
2. If you are involved in an accident that causes damage to property or injury to persons and you are reasonably suspected of being a possible cause of the accident.

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

4.8 WORKPLACE VIOLENCE

We have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect Ranch personnel or that occur on Ranch property will not be tolerated and may result in legal action.

“Acts or threats of violence” include conduct that creates a hostile, abusive or intimidating work environment for Ranch personnel. It also includes acts or threats of violence occurring on Ranch premises between any individuals, involving any person acting on behalf of the Ranch in any location, or which impacts the Ranch’s legitimate interests.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving another person.
- Threatening to harm another person or that person’s family, friends, associates or property.
- Intentional destruction or threat of destruction of Ranch property.
- Harassing or threatening phone calls.
- Unauthorized surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms or weapons.
- The conviction of an employee or any other representative of the Ranch under any criminal code provision relating to violence or threats of violence.

Our prohibition against threats and acts of violence applies to all persons involved in our operations, including employees, independent contractors, contract and temporary workers, customers and anyone else on our property or interacting with our Ranch.

Report any threats or acts of violence to management immediately. State, federal or other laws may impose additional reporting obligations. In case of emergency, dial 911 immediately.

4.9 WEAPONS

You are absolutely prohibited from using, possessing, selling or purchasing weapons or dangerous materials at any time on Ranch premises (including in your vehicle parked on Ranch property or in a bag, briefcase or purse you bring into the Ranch), during work hours, or while representing the Ranch or conducting Ranch business anywhere. In addition to disciplinary action, doing so may subject you to additional legal action.

If you observe that any person is in possession of a weapon or dangerous material on Ranch property or during Ranch activities, report it to management immediately. In case of emergency, dial 911 immediately.

4.10 PETS IN THE WORKPLACE

Employees are prohibited from bringing pets onto Ranch premises without prior approval from the Chief Operating Officer. Service animals will be accommodated in accordance with applicable laws.

4.11 SUITABLE SEATING

We will provide you with access to suitable seating if the nature of your work reasonably permits the use of seats. If the nature of your work requires standing, we will provide an adequate number of suitable seats within a reasonable proximity to your work area. These seats are provided for your use when it does not interfere with the performance of your job duties.

V. PERFORMANCE AND CONDUCT

5.1 EMPLOYEE RESPONSIBILITY

In the same way that the Ranch has committed to certain responsibilities towards its employees, it expects reciprocal responsibilities from its employees and consultants. Strictly adhering to the following employee responsibilities assures that the Ranch maintains an ethical, safe, efficient and prosperous work environment for all employees to work in and enjoy.

5.1.1 Overview

The Ranch is committed to maintaining the highest ethical standards in all of our business dealings and relationships. This commitment to ethical conduct starts at the highest levels of the organization and extends to every employee, regardless of classification, seniority, or other distinction.

5.1.2 Ethics

The Ranch maintains high ethical standards and expects our employees to work in its best interest. In the event of a possible conflict of interest, the Ranch expects employee loyalty in the performance of duties, or promotion of personal business interests. In accordance with Section 2853 of the California Labor Code employees are required to “use great care and diligence therein to protect the interest of the employer.” Employees must never take the following actions, nor create the appearance of:

- Conflict of interest, by using their position for personal gain (other than their regular compensation and benefits), to promote a personal business interest without the written authorization of the Chief Operating Officer or, to benefit a friend or family member;
- Giving preferential treatment to anyone inclusive of vendors and guests without a legitimate business justification;
- Representing the Ranch outside of their scope of duty, or proper chain of authority;
- Damaging the Ranch’s reputation or other business interests;
- Misusing organizational information such as: proprietary, identified confidential, trade secrets, or private personal information identifying an individual and using all such information for an unlawful purpose;
- Accepting gifts from a customer in excess of one hundred dollars;
- Reporting false or misleading information;
- Violating or disregarding any law, rule, or regulation, inclusive of industry standards and regulations; and
- Covering up or failing to properly report any ethical violation that the employee observes or suspects to have occurred involving the Ranch’s employees or practices.

The Ranch respects employees’ right to engage in personal activities on their own time and off the Ranch’s premises, as long as these activities do not violate confidentiality, and conflict with their employment obligations. But, the Ranch reserves the right to determine what activities might violate a policy, create a conflict of interest, or damage our reputation. Employees who violate these rules may be disciplined up to and including termination.

Questions about this policy, or if there is a need to report any unethical conduct involving the Ranch should be directed to the employee’s supervisor or the Chief

Operating Officer. There will be no retaliation for seeking information or for reporting suspected ethical violations.

5.1.3 Personal Conduct

The Ranch expects all employees to maintain a professional, dignified and helpful attitude toward customers, vendors, docents, guests, board members and fellow employees.

5.1.4 Dress Code

The Ranch has two main responsibilities: serving our guests and preserving the estate. It is incumbent upon our employees to dress in accordance with their exposure to our guests and their duties and responsibilities. While the Ranch is an informal work environment, we endeavor to maintain a professional atmosphere on the property at all times.

The Ranch expects employees to dress neatly and be groomed consistently with a destination events organization. Usually, our employees may dress in business casual clothes or company tee-shirts, jeans and safety shoes or boots as required for facilities staff. Uniforms for Event Hosts are provided by the Foundation, to be worn when on duty. Replacement items are the expense of the employee.

For all employees, no midriff exposure or low cut revealing blouses, sweaters, dresses, or tops will be permitted at any time. At the sole and absolute discretion of Ranch management, those who report to work in inappropriate attire (e.g., mini-skirts, tank-tops, short shorts, beach shoes or sandals), or in clothes that are dirty, excessively baggy, too tight, form fitting, or revealing will be sent home to change.

To assure a safe and appropriate working environment, we will actively monitor these dress standards. If you do not comply with these requirements, we may ask you to leave work and return in proper attire, and you will not be paid for this time. We reserve the sole discretion at all times to determine whether your attire is appropriate for the workplace.

Nothing in this policy is intended to interfere with your religious dress or grooming practices. If these requirements impact your religious dress or grooming practices, or if you required alternative dress or grooming practices related to a disability, please see the Chief Operating Officer to discuss a reasonable accommodation.

5.2 RULES OF CONDUCT

It is important to us that all employees maintain proper standards of conduct and observe certain rules to ensure the orderly and efficient operation of our Ranch. Complying with Ranch rules does not guarantee continuing employment, because all employees are employed at will. However, employees who do not comply with Ranch policies, rules and directives will be disciplined or terminated.

It would be impossible to list all possible infractions that may lead to discipline, and we will discipline or terminate employees for any reason we deem necessary and appropriate. Some examples of misconduct warranting disciplinary action or termination include:

- Sexual or other harassment, retaliation or discrimination of any kind, against another employee or anyone else affiliated with the Ranch.
- Theft, misappropriation, or unauthorized possession, removal or use of property, equipment, materials, documents or records belonging to the Ranch, a Ranch customer or another employee.
- Damaging property or materials belonging to the Ranch, a Ranch customer or another employee.
- Violating security, safety or fire prevention rules or regulations.
- Engaging in any conduct that creates a safety hazard, or creating or contributing to unsanitary conditions by poor housekeeping.
- Smoking or smelling of smoke or tobacco in the workplace or while representing the Ranch or on Ranch premises.
- Unauthorized possession of a weapon or other dangerous materials on Ranch premises or while representing the Ranch.
- Gambling or loan sharking on Ranch premises or by using Ranch resources.
- Using or possessing alcoholic beverages or illegal narcotics or drugs on Ranch premises, in Ranch vehicles or in vehicles being driven on Ranch business or while representing the Ranch, or reporting to work under the influence of intoxicants or drugs (whether unlawful or not) that interfere with job performance, or misusing prescription or other lawful drugs.
- Misuse, falsification or alteration of any employment or Ranch reports or records, such as job applications, medical or employment history, personnel records, pay records, time records, customer or vendor documents, absence or illness reports, accident reports or injury claims.
- Insubordination or refusal to follow management instructions, or refusal or unwillingness to accept a job assignment or to perform job requirements.
- Failure to observe scheduled work hours, failure to provide proper notice of absence, failure to report to work when scheduled, unauthorized or excessive absences, excessive tardiness, abuse of leave benefits.

- Leaving Ranch premises without permission during regularly-scheduled work hours, unauthorized absence from your assigned work area during regularly-scheduled work hours, or leaving the premises without recording your departure on your time records.
- Working unauthorized overtime, working off the clock or being on Ranch premises when you are not scheduled to work.
- Sleeping, loitering, wasting time or interfering with the work of others during regular work hours.
- Engaging in personal calls, text messaging, instant messaging, social media activity or other non-work activities during work hours, or taking excessive break time to do so.
- Gossiping, bullying others, defaming other personnel or our Ranch, disrespectful or rude treatment of others.
- Rude, discourteous or unprofessional behavior, creating a disturbance on Ranch premises or creating discord with customers, fellow employees or other Ranch representatives, use of profanity or abusive language, striking or hitting another employee.
- Unlawful conduct impacting our Ranch in any manner, whether committed on or off the job.
- Conduct on or off Ranch premises which adversely affects the Ranch's services, property, reputation or goodwill in the community, or interferes with job performance.
- Obtaining confidential information pertaining to the Ranch or to the customers, employees or other representatives of the Ranch without authorization to do so.
- Divulging confidential or proprietary information or trade secrets to any person or entity except in the course of performing duties as an employee of the Ranch and with the Ranch's consent.
- Failure to report an injury, illness or accident (including a workers' compensation injury or illness), failure to report harassment or failure to report unsafe conditions in the workplace.
- Taking or giving bribes or gifts of any nature as an inducement to obtain special treatment, to provide confidential information or to obtain a position or benefit.

- Entering or leaving Ranch premises or removing any Ranch information or materials at any time without authorization.
- Refusal to execute Ranch documents or participate in Ranch investigations required as a condition of employment.
- Any violation of these policies, or of any rule, practice, and procedure, policy or management directive set or stated by the Ranch at any time.

5.3 DISCIPLINE

Our intent is to implement discipline as a corrective action and as an instrument for improvement, rather than as punishment, whenever possible. We administer disciplinary action as we deem necessary in each individual case, based upon the circumstances at hand.

Disciplinary action may include verbal counseling or warning, written counseling or warning, probation, performance improvement periods, demotion, administrative leave, suspension or termination. These disciplinary methods may be used at any time, in any order, and we may skip or repeat various forms of discipline in our sole discretion. This policy is not a promise or guarantee that a specific course of discipline will be administered in any case or in every case, or that any lesser form of discipline will be implemented prior to termination.

Our use of any particular form of discipline or decision whether or not to impose discipline in any particular case does not change your at-will employment relationship with the Ranch.

5.4 OPEN-DOOR POLICY

Suggestions for improving our policies, practices and procedures are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

If you have an issue that concerns you, please talk to your supervisor any member of the management team. If you feel that your concern has not received appropriate attention, please raise the issue with another member of management.

We cannot guarantee that every problem will be resolved to your satisfaction. However, we value your observations and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

VI. ARBITRATION

We are committed to maintaining a work environment where employees are treated fairly and in compliance with all applicable laws. However, there may be times

during or after your employment when you believe that you have a legal claim arising from your employment with the Ranch. In that case, it is in our mutual best interests to have that dispute resolved fairly and expeditiously.

We believe that the best way to do so is to arbitrate any claims you may wish to pursue. Binding arbitration is typically a less costly and more efficient manner of resolving disputes. You and the Ranch are each responsible for paying your own legal fees; however, when you submit your claim to binding arbitration, we pay the arbitration fees associated with that claim.

For these reasons, we ask that you agree to submit any claims arising from your employment with the Ranch to final and binding arbitration whenever possible under the law by signing our Arbitration Agreement.

VII. CONCLUSION

In this employee handbook, we have given you an outline of our major policies, procedures and benefits. If you have questions about the material covered in this handbook or about anything concerning your employment with us, please discuss these questions with your supervisor or the Chief Operating Officer.

Again, welcome to our Ranch. We look forward to working with you!

CAMARILLO RANCH FOUNDATION, INC.

EMPLOYEE ACKNOWLEDGMENTS
[EMPLOYEE COPY]

Handbook Acknowledgement. I, _____, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by the Ranch. I further understand that the Ranch has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of the Ranch will modify these policies and procedures unless I receive specific written notice of modification.

Initials: _____

At-Will Acknowledgement. I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at-will employee of the Ranch. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and the Ranch may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and the Ranch regarding my at-will employment status, and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and the Ranch, signed by the Chief Operating Officer.

Initials: _____

Discrimination, Harassment, Bullying and Retaliation Acknowledgement. I understand and acknowledge that the Ranch forbids discrimination, harassment, bullying and retaliation. I have reviewed and understand the Equal Employment Policy, the Policy Against Harassment, the Gossip, Bullying, Abusive Conduct or Communications Policy and the policy on Reporting Harassment, Discrimination, Retaliation or Bullying to the Ranch, contained in this Handbook. I agree to abide by those policies and to immediately report any incident of discrimination, harassment, bullying or retaliation against me or any other person working for or related in any way to the Ranch.

Initials: _____

Communications Acknowledgement. I understand and acknowledge the Ranch's policies on Communications Systems, Social Media, Endorsements and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by the Ranch or used by me to perform my job duties remain the sole property of the Ranch. I further understand and

acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for the Ranch or related in any way to the Ranch. I understand that the Ranch may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

Initials: _____

NLRA Acknowledgement. I understand and acknowledge that the Ranch's policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

Initials: _____

Date: _____

(Print Employee Name)

(Sign Employee Name)

RETAIN THIS PAGE IN YOUR HANDBOOK.

CAMARILLO RANCH FOUNDATION, INC.

EMPLOYEE ACKNOWLEDGMENTS
[EMPLOYER COPY]

Handbook Acknowledgement. I, _____, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by the Ranch. I further understand that the Ranch has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of the Ranch will modify these policies and procedures unless I receive specific written notice of modification.

Initials: _____

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acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for the Ranch or related in any way to the Ranch. I understand that the Ranch may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

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Initials: _____

Date: _____

(Print Employee Name)

(Sign Employee Name)

DETACH AND GIVE THIS TO THE CHIEF OPERATING OFFICER AFTER YOU HAVE SIGNED AND DATED IT.

CAMARILLO RANCH FOUNDATION, INC.

CONFIDENTIAL INFORMATION AGREEMENT
[EMPLOYEE COPY]

I, _____, as a condition of my continued at-will employment with Camarillo Ranch Foundation, Inc. (the "Ranch") agree that:

1. In the course of my employment, I will have access to information regarding the Ranch's business that is confidential and proprietary. Proprietary information includes all trade secrets and non-public information related to (i) the business, present or future, of the Ranch; (ii) the research, inventions, products and services of the Ranch; (iii) the customers of the Ranch; and (iv) the employees, operations and capabilities of the Ranch. For example, proprietary information may include, but is not limited to, procedures; data files; computer programs; systems design; manuals; research; techniques; customer lists; marketing data, business plans, and product development strategies.

2. During my employment with the Ranch I may use or disclose proprietary information only to the extent necessary to perform my duties. Any disclosure of such information outside the Ranch as is necessary to the performance of my duties shall be made only with the prior written consent of the Chief Operating Officer. I acknowledge and agree that unauthorized use or disclosure of this confidential and proprietary information may result in my immediate discharge.

3. After the voluntary or involuntary termination of my employment, I will not use or disclose the Ranch's trade secrets for any purpose, including but not limited to: (a) obtaining business from the customers or clients of the Ranch; (b) inducing or attempting to induce any employees of the Ranch to leave their employment; (c) assisting others to obtain business from the Ranch's customers or recruit the Ranch's employees; or (d) engaging in any other activity that harms the interest of the Ranch.

4. As a result of my prior employment, I may be in possession of information that my prior employer considers to be confidential. If I use any trade secrets of my prior employer in order to benefit the Ranch, I may expose myself and the Ranch to legal liability. Therefore, I will not use or disclose any such information in connection with my employment with the Ranch. I will not bring to the Ranch or copy to any of the Ranch's computer devices any documents containing such information.

5. I acknowledge that (i) in the event my employment with the Ranch terminates for any reason, I will be able to earn a livelihood without violating the foregoing restrictions, and (ii) my ability to earn a livelihood without violating these restrictions is a material condition to my employment with the Ranch.

6. I acknowledge that my compliance with this agreement is necessary to protect the business and goodwill of the Ranch and that the Ranch will pursue legal action against me to remedy any damages caused by my breach of this Agreement.

7. If any portion of this Agreement is held to be void or unenforceable, the remainder of the Agreement shall remain in effect. This Agreement shall apply to the Ranch as well as to its successors, assigns, parent or subsidiary companies or other related persons. No alteration or modification to any of the provisions of this Agreement will be valid unless made in writing and signed by me and the Ranch.

8. This Agreement shall be subject to and governed by the laws of the State of California. In any legal action between me and the Ranch to enforce any provision of this Agreement, the prevailing party shall recover its attorneys' fees.

9. This Agreement constitutes the complete understanding between me and the Ranch regarding the matters addressed, and all prior representations or agreements regarding confidential information and unfair competition are superseded by this Agreement.

10. Nothing in this agreement alters my at-will employment relationship with the Ranch.

11. Notwithstanding anything else in this agreement to the contrary, an employee or contractor will not be liable for: disclosing trade secrets in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Date: _____
_____ (Print Employee Name)

(Sign Employee Name)

RETAIN THIS COPY FOR YOUR RECORDS.

CAMARILLO RANCH FOUNDATION, INC.

CONFIDENTIAL INFORMATION AGREEMENT
[EMPLOYER COPY]

I, _____, as a condition of my continued at-will employment with Camarillo Ranch Foundation, Inc. (the "Ranch") agree that:

1. In the course of my employment, I will have access to information regarding the Ranch's business that is confidential and proprietary. Proprietary information includes all trade secrets and non-public information related to (i) the business, present or future, of the Ranch; (ii) the research, inventions, products and services of the Ranch; (iii) the customers of the Ranch; and (iv) the employees, operations and capabilities of the Ranch. For example, proprietary information may include, but is not limited to, procedures; data files; computer programs; systems design; manuals; research; techniques; customer lists; marketing data, business plans, and product development strategies.

2. During my employment with the Ranch I may use or disclose proprietary information only to the extent necessary to perform my duties. Any disclosure of such information outside the Ranch as is necessary to the performance of my duties shall be made only with the prior written consent of the Chief Operating Officer. I acknowledge and agree that unauthorized use or disclosure of this confidential and proprietary information may result in my immediate discharge.

3. After the voluntary or involuntary termination of my employment, I will not use or disclose the Ranch's trade secrets for any purpose, including but not limited to: (a) obtaining business from the customers or clients of the Ranch; (b) inducing or attempting to induce any employees of the Ranch to leave their employment; (c) assisting others to obtain business from the Ranch's customers or recruit the Ranch's employees; or (d) engaging in any other activity that harms the interest of the Ranch.

4. As a result of my prior employment, I may be in possession of information that my prior employer considers to be confidential. If I use any trade secrets of my prior employer in order to benefit the Ranch, I may expose myself and the Ranch to legal liability. Therefore, I will not use or disclose any such information in connection with my employment with the Ranch. I will not bring to the Ranch or copy to any of the Ranch's computer devices any documents containing such information.

5. I acknowledge that (i) in the event my employment with the Ranch terminates for any reason, I will be able to earn a livelihood without violating the foregoing restrictions, and (ii) my ability to earn a livelihood without violating these restrictions is a material condition to my employment with the Ranch.

6. I acknowledge that my compliance with this agreement is necessary to protect the business and goodwill of the Ranch and that the Ranch will pursue legal action against me to remedy any damages caused by my breach of this Agreement.

7. If any portion of this Agreement is held to be void or unenforceable, the remainder of the Agreement shall remain in effect. This Agreement shall apply to the Ranch as well as to its successors, assigns, parent or subsidiary companies or other related persons. No alteration or modification to any of the provisions of this Agreement will be valid unless made in writing and signed by me and the Ranch.

8. This Agreement shall be subject to and governed by the laws of the State of California. In any legal action between me and the Ranch to enforce any provision of this Agreement, the prevailing party shall recover its attorneys' fees.

9. This Agreement constitutes the complete understanding between me and the Ranch regarding the matters addressed, and all prior representations or agreements regarding confidential information and unfair competition are superseded by this Agreement.

10. Nothing in this agreement alters my at-will employment relationship with the Ranch.

11. Notwithstanding anything else in this agreement to the contrary, an employee or contractor will not be liable for: disclosing trade secrets in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or disclosing trade secrets in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Date: _____
_____ (Print Employee Name)

(Sign Employee Name)

DETACH AND GIVE THIS TO THE CHIEF OPERATING OFFICER AFTER YOU HAVE SIGNED AND DATED IT.

CAMARILLO RANCH FOUNDATION, INC.

ARBITRATION AGREEMENT
[EMPLOYEE COPY]

Although Camarillo Ranch Foundation, Inc. (the "Ranch") hopes that employment disputes will not occur, the Ranch believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them in binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved.

By entering into this Agreement, the Ranch and the undersigned Employee are waiving the right to a jury trial for most employment-related disputes. The Employee further understands that entering into this Arbitration Agreement does not alter the Employee's at-will employment with the Ranch.

The Ranch and the undersigned Employee hereby agree that any dispute with any party (including the Ranch, its affiliates, successors, and representatives that may arise from Employee's employment with the Ranch or the termination of Employee's employment with the Ranch shall be resolved by mandatory, binding arbitration before a retired judge or other arbitrator selected by mutual agreement of the Ranch and the Employee.

This Arbitration Agreement **does not** cover the following claims:

- Administrative claims properly presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Department of Labor (Wage and Hour Division), or any equivalent state administrative agency, except that if any such claim is dismissed from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. The Employee may (but is not required to) choose arbitration to resolve the Employee's dispute rather than pursuing a claim with an administrative agency.
- Workers' Compensation benefits;
- Unemployment compensation benefits;
- Claims based on the National Labor Relations Act;
- Claims based upon any Ranch employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan.
- Claims brought under the Private Attorneys General Act ("PAGA") as set forth in California Labor Code sections 2698 *et seq.*

The arbitration requirement **does apply** to all statutory, contractual and/or common law claims arising from employment with the Ranch including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, medical condition or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Constitution, the California Labor Code, or any other federal or state statute covering these subjects;
- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), California Paid Leave or any related federal or state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, regulation or ordinance, whether based on statute or common law;
- Claims made against the Ranch or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.

Except as otherwise required by applicable law, the parties agree that all claims subject to binding arbitration under this Agreement, including as set forth more specifically above, shall be conducted on an individual basis, and not as a class action.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then arbitration shall be conducted pursuant to the rules of the American Arbitration Association (“AAA”) for employment law disputes. A copy of these AAA rules can be found at www.adr.org under “Rules & Procedures”. The parties may mutually agree upon another arbitration procedure.

The arbitrator shall be a retired superior or appellate court judge or other professional arbitrator chosen by agreement of the parties or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. The

arbitrator shall not have any authority to consolidate, combine or aggregate the claims of the undersigned employee with those of any other employee. The arbitrator shall have no authority to create an arbitration proceeding on a class basis, nor to award relief to a class of employees in one arbitration proceeding.

Any dispute with any party that arises from Employee's employment with the Ranch or termination of employment with the Ranch must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the Ranch shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law and shall follow any applicable statutory requirements regarding an award of attorneys' fees and costs.

The parties will be permitted to conduct discovery as provided by the applicable state statute(s). In the absence of any such statute(s), the parties shall follow the discovery procedures set forth by the American Arbitration Association. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal basis for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

If any provision of this Agreement is held to be unenforceable, it shall be stricken from the Agreement and the remainder of the Agreement shall be fully enforceable. If any provision of this Agreement is held to be in conflict with a mandatory provision of applicable law, the conflicting provision of this Agreement shall be modified automatically to comply with the applicable law until such time as the provision can be formally modified to comply with the law.

I acknowledge that I have carefully read this agreement, and that I understand and agree to its terms. I have entered into this agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my right to a court or jury trial by entering into this agreement. I understand that this arbitration agreement does not change my at-will employment status with the Ranch.

Date

Print Employee Name

Employee Signature

Employer Signature

PLEASE RETAIN THIS COPY FOR YOUR RECORDS

CAMARILLO RANCH FOUNDATION, INC.

ARBITRATION AGREEMENT
[EMPLOYER COPY]

Although Camarillo Ranch Foundation, Inc. (the "Ranch") hopes that employment disputes will not occur, the Ranch believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them in binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved.

By entering into this Agreement, the Ranch and the undersigned Employee are waiving the right to a jury trial for most employment-related disputes. The Employee further understands that entering into this Arbitration Agreement does not alter the Employee's at-will employment with the Ranch.

The Ranch and the undersigned Employee hereby agree that any dispute with any party (including the Ranch, its affiliates, successors, and representatives that may arise from Employee's employment with the Ranch or the termination of Employee's employment with the Ranch shall be resolved by mandatory, binding arbitration before a retired judge or other arbitrator selected by mutual agreement of the Ranch and the Employee.

This Arbitration Agreement **does not** cover the following claims:

- Administrative claims properly presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Department of Labor (Wage and Hour Division), or any equivalent state administrative agency, except that if any such claim is dismissed from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. The Employee may (but is not required to) choose arbitration to resolve the Employee's dispute rather than pursuing a claim with an administrative agency.
- Workers' Compensation benefits;
- Unemployment compensation benefits;
- Claims based on the National Labor Relations Act;
- Claims based upon any Ranch employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan.
- Claims brought under the Private Attorneys General Act ("PAGA") as set forth in California Labor Code sections 2698 *et seq.*

The arbitration requirement **does apply** to all statutory, contractual and/or common law claims arising from employment with the Ranch including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability, medical condition or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the California Constitution, the California Labor Code, or any other federal or state statute covering these subjects;
- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), California Paid Leave or any related federal or state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, regulation or ordinance, whether based on statute or common law;
- Claims made against the Ranch or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims.

Except as otherwise required by applicable law, the parties agree that all claims subject to binding arbitration under this Agreement, including as set forth more specifically above, shall be conducted on an individual basis, and not as a class action.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. Alternatively, if no such state statutes exist, then arbitration shall be conducted pursuant to the rules of the American Arbitration Association (“AAA”) for employment law disputes. A copy of these AAA rules can be found at www.adr.org under “Rules & Procedures”. The parties may mutually agree upon another arbitration procedure.

The arbitrator shall be a retired superior or appellate court judge or other professional arbitrator chosen by agreement of the parties or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose. The

arbitrator shall not have any authority to consolidate, combine or aggregate the claims of the undersigned employee with those of any other employee. The arbitrator shall have no authority to create an arbitration proceeding on a class basis, nor to award relief to a class of employees in one arbitration proceeding.

Any dispute with any party that arises from Employee's employment with the Ranch or termination of employment with the Ranch must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the Ranch shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law and shall follow any applicable statutory requirements regarding an award of attorneys' fees and costs.

The parties will be permitted to conduct discovery as provided by the applicable state statute(s). In the absence of any such statute(s), the parties shall follow the discovery procedures set forth by the American Arbitration Association. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal basis for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

If any provision of this Agreement is held to be unenforceable, it shall be stricken from the Agreement and the remainder of the Agreement shall be fully enforceable. If any provision of this Agreement is held to be in conflict with a mandatory provision of applicable law, the conflicting provision of this Agreement shall be modified automatically to comply with the applicable law until such time as the provision can be formally modified to comply with the law.

I acknowledge that I have carefully read this agreement, and that I understand and agree to its terms. I have entered into this agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my right to a court or jury trial by entering into this agreement. I understand that this arbitration agreement does not change my at-will employment status with the Ranch.

Date

Print Employee Name

Employee Signature

Employer Signature

PLEASE RETURN THIS COPY TO THE CHIEF OPERATING OFFICER

CAMARILLO RANCH FOUNDATION 2017 BOARD CALENDAR

Includes Board Meetings (BM), Bi-Annual Retreats (R) and Town Hall Meetings (TH)

Wednesday, January 4 (BM)

Tuesday, February 7 (BM)

Saturday, February 11 (R)

Wednesday, March 1 (BM)

Wednesday, March 15 (TH)

Wednesday, April 5 (BM)

Wednesday, May 3 (BM)

Tuesday, June 6 (BM)

Wednesday, June 21 (TH)

Wednesday, July 5 (BM)

Wednesday, August 2 (BM)

Tuesday, September 5 (BM)

Saturday, September 9 (R)

Wednesday, September 20 (TH)

Wednesday, October 4 (BM)

Tuesday, November 7 (BM)

Wednesday, December 6 (BM)

**Please note CRF Board Meetings for February, June and November will be held on the first Tuesday of the month instead of Wednesday due to conflicts with Camarillo City Council meetings.*

Report prepared by,
Patrica Craig

Kids Day at the Ranch Final Report

1. *Proposed Budget and Actual Budget*

- a. *Attached to this outline*
- b. *Many items were donated or borrowed from the School Tours*
 - i. *Dress-up clothes*
 - ii. *Clothes lines and clothespins*
 - iii. *Old-fashion games (Graces, rag doll, Jacobs ladders)*
 - iv. *Film for the polaroid camera*

2. *The Curriculum*

- a. *Attached to this outline*

3. *The overall goal*

- a. *The mission statement for the Camarillo Ranch House is: To preserve, restore, operate, and maintain the Camarillo Ranch as an historic site in partnership with our public and private sectors, on a self-sustaining basis; to foster its place in the rich history of California; to transform it into a focal point of the community for education, enrichment, and enjoyment; and to exhibit our diverse history and culture.*
- b. *The first goal of the Kids Day at the Ranch was to: Foster the Ranch House's place in its rich history of California; to transform the Ranch House into a focal point of the community for education, enrichment and enjoyment; and to exhibit our diverse history and culture in a way that elementary age children would relate to.*
The second goal was to provide a fun day for kids that encourage them to invite their family and friends to visit the Ranch House. (see attachment)
- c. *The goal was achieved as evident by comments made by the kids and the camp directors on the day of the program. One camp director stated that all the kids were completed engaged and having fun for the whole 3 hours.*
- d. *Next year a written evaluation form will be developed for the camp directors.*

4. *The number of students participating*

- a. *We had planned for two days, however the YMCA wrote down the day they were coming incorrectly and they did not come. This was a problem on their side since the person we were contacting with did not inform her assistant with the correct date.*
- b. *45 participants from the Camarillo Seven C's summer camp.*

5. *How the students were recruited*

- a. *The camps were initially recruited by telephone. Three different organizations were contacted. Two of the organizations responded, the Seven C's summer camp and the YMCA. The person in charge of each camp was sent a flyer explaining the program with the two dates available. They responded with the date that worked best for them.*
- b. *Attached is the recruitment flyer.*

6. *Changes for next year*

- a. *Some of the art projects need to be changed. Some took too much time and others were not challenging enough for older students. The program was designed for 3rd through 5th grade however the camp had some middle school kids.*
- b. *Some games for older kids in the Toys station need to be purchased.*
- c. *Different and more clothes need to be purchased for the dress-up station.*
- d. *Purchase larger scissors for the older kids.*
- e. *Next year a written evaluation form will be developed for the camp directors.*

7. *Next year's plan*

- a. *Extend the program to 4 days.*
- b. *Possible dates suggested are, July 18, 19, 20, 25, 26, and 27. Only four of these dates to be selected. Everything is dependent on the availability of the Ranch, and the Docents. And of course what camps sign up to participate.*

8. *Funding*

- a. *The hope is that the Programs Committee will provide the funding for next year.*
- b. *\$400 to \$500 is the amount the program would need for the coming year*
 - i. *More toys/games*
 - ii. *Different and more clothing*
 - iii. *Perishables such as cream, tortillas, jam, etc.*
 - iv. *Materials for art projects.*

Kids Day at the Ranch Budget

	A	B	C
1	Income Source		
2			
3	\$10 per child	600	
4			
5	Expenses		
6	tubs		25
7	paperbags		8.5
8	scissors		25
9	plastic card holders with lanyards		35
10	construction paper		15
11	cream		3
12	tortillas		10
13	jam		5
14	small cups		5
15	glue sticks		12
16	galvanized tubs		60
17	washborads		48
18	clothesline		5.5
19	clothespins		5
20	old fashion soap		8
21	hobby horses		36
22	hoops		56
23	Jacobs ladders		16
24	Graces		44
25	tops		24
26	paper for paper dolls		15
27	printing costs		125
28	markers		20
29	register tape		5
30	ink		15
31	clothes for dress up		200
32	4 hours of staff help		72
33			
34	Totals		
35		600	898

11/12/15

Number 1-a

Curriculum for the Day

The day began at 9:00 and ended at 12:00.

All the kids first gathered in the barn where they were divided into 3 groups and given colored lanyards attached to their Past-ports for the day. At 9:15 they went to their first assigned station until it was time to move to the next station.

Laundry and Dress-up Station

Located in the picnic area.

- Read /discuss prepared Introduction Speech and show photos. (Introduction speech is included in this packet)
- Divide kids into three groups. One to two docents per group.
 - Group 1 – Wash one piece of laundry using old-fashioned soap and washboards. Rinse in second bucket and hang on clothesline.
 - Group 2 – Stitchery Art project.
 - Kids will use the marker to draw a picture on the burlap. They may choose whatever colored yarn they want to stitch around their picture.
 - Group 3 – Dress-up: Put heads through large painted pictures of kids in old-fashioned clothes. Try on clothes. Take photos using the Polaroid camera. **Only one picture per kid.**
- Students will rotate to the other groups when finished.

Dairy Station

Located in between Barn and Stables

Take all kids into the barn.

- Read /discuss prepared Introduction Speech and show photos.
- Divide kids into three groups. One to two docents per group.
 - Group 1 - May choose to draw a cow or make a paper bag puppet.
 - Group 2 – Make butter. Show real churn and have students try it. Use small cups to make own butter. Put on tortillas. Kids may add jam to their tortillas.
 - Group 3 – Outside to rope bull and milk cow
- Students will rotate to the other groups when finished.

Toys/Games Station

Located in the driveway in front of the house.

- Read /discuss prepared Introduction Speech, show photos and talk about display of toys.
- Divide kids into three groups. One to two docents per group.
 - Group 1– Stick Horses races from the Moreton tree horizontally toward the opposite tree.

- Group 2 – Hoops and Sticks will go around the circle.
- Group 3 – Graces in the center grass area in front of the house.
- Students will rotate to the other groups when finished.

Very important: docent will take the kids through the house to view the Diorama on the way to the Dairy Station.

At approximately 11:35, when the kids were finished with all three stations they gathered back in the barn to make book marks and discuss their day.

Kids Day At the Ranch Introduction

9:00 to 9:15

Bienvenidos al Rancho Calleguas

We are happy you have come to spend this morning with us. Today you will learn about life in the days when Adolfo lived here with his wife, Isabelle and five children, four girls and one boy.

Adolfo Camarillo inherited this ranch when he was only 16 years old. This was a self-sustained ranch. Many animals were raised on the ranch and a variety of crops were produced. Everything that the family needed to eat was raised or grown here.

At one time this Ranch was 10,000 acres. Now there are four and half acres. In 1892 Adolfo Camarillo built the Queen Anne Victorian house for his family. We have two other original buildings left, the Mule barn, and the stables.

On your visit today we will go back in time to see how things were done. You will be given a Past-port that will be a guide on your journey through three different stations, The Dairy station, the Laundry/Dress-up station and the Toys/Games station. This Past-port will be on a colored lanyard. Whatever color you have will be your group for the morning.

Enjoy your day.

Laundry Station/Dress Up Station

Once upon a time a metal washboard and a bar of soap with a very hot tub of water was the new fangled way of washing clothes. Today it is an old fashioned way of doing laundry. Before that clothes would have been washed in the river and hung out to dry on the limbs of trees or spread out on bushes.

Washboards had a wooden frame with glass, or metal scrubbing surfaces. (Show washboards). Washtubs could be on stands in the back yard, or on a kitchen tables. Water would be heated on the stove or on an outdoor fire. Many times clothes were washed in cold water. In some homes next to the washtub would be a wringer (show the wringer from the house or a picture of one) to eliminate the excess water from the clothes before hanging them on the clothesline. (Show clothesline and clothespins) The laundry would be hung out in the yard or in the kitchen depending on the weather to dry. Later on manufactures began to make indoor drying racks. (Get indoor washing rack) Monday became know as the "washday" in many households.

People use to have to make their own soap from ashes, fat, and salt. In the Victorian time there were plenty of wrapped bars of soap for sale at moderate prices. People would rub a bar of soap across washboards to suds for washing their clothes. Sometimes they would grate the bar of soap to make flakes. Later on companies, such as Borax, (show picture of Borax) began to sell ready-made soap flakes. Soaking clothes in lye, a method called bucking was used to clean white and off-white clothes. Lye was a product made from ashes. Clothes were also heavily starched. It was discovered that clothes with starch were easier to clean. Starch was made from plants. (Show bottle of starch and/or picture)

During this time boys wore dresses until they were three or four years old. Boys from rich families between the ages of three and ten wore suites called knickerbockers. The pants were closed around the knee and worn with a short collarless jacket. (Have Joan make us a suit) Sailor suites were also popular during this time. (Show suit we have.) Around the age of thirteen boys began to wear long pants. Boys who worked on the farms and ranches wore overalls. (Get a pair of children's overalls.)

Girls wore fashionable clothing that was similar to their mothers. Underwear may have consisted of a vest, a calico chemise, stocking suspenders, flannel petticoat, and long black wool or cotton stockings. (Have all items to show kids) As girls aged their dresses became longer. When they became older they began to wear their hair in up in fancy styles. (Show pictures)

Kids Day at the Ranch

July 26, 2016 dawned bright and sunny, an absolutely perfect day for the children from the local community to come together for a day of fun, (with a little education sprinkled in just for spice). The campers were divided into smallish groups, and invited to begin in different areas where they participated in diverse activities which gave them some of the flavor of life in the 1890's. They began by hearing about the clothing in those early days.



Then they moved on to try their hands at a little sewing project. Easier for some than for others!



Going right next door, they learned about the Victorian Laundromat and how the clothes were washed.



And Ring Toss is always a fun summer game outdoors in the sunshine on a nice, sunny day!



The children all had a fun day and the adults were ready for a nap. I would say that the whole experience was a resounding success!!!

Number 3-6



MINUTES

10-17-16

Present: Bruce F Charles D, Mike Drews, Martin Daly and Marissa Lopez

Meeting started at 4:40 PM

No Public or committee Comments

- Financial were reviewed and discussed as reprinted by Mike and a “Cash Basis”.
- Cash at Rabobank closed before Vanguard was higher than the committee was comfortable with and showed \$229K approximately \$20,000 was the money received from the Vanguard Fund that is being transferred to the endowment fund with Edward Jones.
- ACTION: A motion to move \$100,000.00 from Rabobank Checking Account to Edward Jones Endowment Fund was made by Charles Devlin, Seconded by Mike Drews. Motion passed unanimously and C.O.O. was instructed to make the necessary transfer.
- Net income YTD is showing \$87,781,
-

OLD BUSINESS:

- CASH FLOW PROJECT: Appears to be working well. The input of “Contracts” and related entries has created the related “accrual” issues of accounting but for comparison purposes all reports to the Finance Committee and the Board will be on a “Cash Basis” as they have been historically.
- BOOKKEEPING PROCESS: C.O.O. will continue to review our entire process and bring suggestions to the Executive Committee and Board at the November meeting.
- RESERVE STUDY: The second draft of the reserve study was reviewed and Marissa will be in contact with the company about a few minor changes and have them incorporate and revise the executive summary at the beginning of the Reserve Management Plan.
-

NEW BUSINESS:

- Discussion was held about “security” of the premises while the termite fumigation was being done. In addition to moving the “Silver Saddles” to the City Vault for safekeeping during the process, the committee approved the expenditure to hire on site security personnel during the three days of tenting and fumigation.

CRF VII D- FINANCE COMMITTEE MINUTES 10.17.16

- Preliminary discussion was held on the possibility of raising “site rental” fees. No decision was made and staff will continue to research and make recommendations to the Finance Committee and to the Board.

-

Meeting Adjourned at 5:47 PM. Next meeting will be held on November 29 @ 4:00 PM.

NOTE: Change of date and time because of Holiday week and fumigation of the buildings.

Camarillo Ranch Foundation
Balance Sheet
 As of October 26, 2016

	Oct 26, 16	Oct 26, 15
ASSETS		
Current Assets		
Checking/Savings		
1009 · Rabobank - Checking #5215	240,243.47	132,447.22
1010 · Petty Cash	50.00	50.00
1011 · Rabobank Savings	0.00	1,120.05
1013 · Rabobank-Fac./Maint./Improve.	0.00	15,805.58
1018 · Rabobank-Gift Shop 2933	13,852.72	7,225.13
1014 · Edward Jones Cap. Improvements	50,000.00	0.00
Total Checking/Savings	304,146.19	156,647.98
Accounts Receivable		
1020 · Accounts Receivable	-2,461.62	0.00
Total Accounts Receivable	-2,461.62	0.00
Total Current Assets	301,684.57	156,647.98
Fixed Assets		
1500 · Fixed Assets		
1517 · Telephone System	5,152.74	0.00
1516 · Air Conditioning Unit	5,390.40	0.00
1501 · Office Equipment	13,973.21	13,973.21
1502 · Tables & Chairs	14,554.83	14,554.83
1503 · Audio & Visual Equipment	88,734.36	88,734.36
1505 · Video Equipment	10,165.10	10,165.10
1506 · Gazebo	33,170.37	33,170.37
1508 · Tuff Shed Units	20,579.84	20,579.84
1509 · Barn Heater	3,160.00	3,160.00
1510 · Accumulated Depreciation	-137,276.44	-113,212.54
1511 · Computer Software/Wireless	27,513.56	27,513.56
1512 · Office Furniture	14,936.80	14,936.80
1513 · Stage	3,571.15	3,571.15
1514 · Signs	7,705.80	7,705.80
Total 1500 · Fixed Assets	111,331.72	124,852.48
Total Fixed Assets	111,331.72	124,852.48
Other Assets		
1600 · Other Assets		
1607 · Edward Jones - Endowment Fund	80,917.82	80,945.36
1610 · Edward Jones - Reserve Account	200,000.00	99,996.15
1615 · Vanguard Endowment	0.00	20,760.25
Total 1600 · Other Assets	280,917.82	201,701.76
Total Other Assets	280,917.82	201,701.76
TOTAL ASSETS	693,934.11	483,202.22
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2030 · Security Deposits	79,658.50	36,323.50
Total Other Current Liabilities	79,658.50	36,323.50
Total Current Liabilities	79,658.50	36,323.50
Total Liabilities	79,658.50	36,323.50
Equity		
1124 · Designated Funds-Conf Room Ren	1,274.81	0.00
1123 · Designated Funds - Bridal Suite	-4,521.88	0.00
1122 · Designated Funds - Send A Child	0.00	1,425.00

7:28 PM

10/25/16

Cash Basis

Camarillo Ranch Foundation

Balance Sheet

As of October 26, 2016

	Oct 26, 16	Oct 26, 15
1121 · Designated Funds- Meadowlark		
1121-03 · DVD Development for School Tour	-857.69	3,200.00
1121-02 · Send a Child to the Ranch	2,735.50	2,800.00
1121-01 · School Tour Booklet	3,307.08	2,500.00
Total 1121 · Designated Funds- Meadowlark	5,184.89	8,500.00
1110 · Unrestricted (Retained Earnings)	514,537.73	462,154.64
Net Income	97,800.06	-25,200.92
Total Equity	614,275.61	446,878.72
TOTAL LIABILITIES & EQUITY	<u>693,934.11</u>	<u>483,202.22</u>

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

	<u>Jul 1, '16 - Oct. 26, 16</u>	<u>Jul 1, '15 - Oct. 26, 15</u>	Remaining Balance	<u>2016-17</u>		% to Date
				Budget	YTD %	32%
ORDINARY INCOME / EXPENSE						
OPERATIONS INCOME						
4000 · FUND DEVELOPMENT INCOME						
4005 · Membership Dues- New / Renewal	6,100.00	6,855.00	23,900.00	30,000.00		20.33%
4100 · Annual Sponsorship	5,000.00	0.00	20,000.00	25,000.00		20.00%
4112 · Christmas at the Ranch	2,600.00	600.00	27,400.00	30,000.00		8.67%
4113 · ASK Event	20,623.00	0.00	19,377.00	40,000.00		51.56%
4116 · Kids Day at the Ranch	1,125.00	0.00				
4140-14 · Send a Child to the Ranch	4,875.00	0.00				
4101 · Donations	1,422.39	680.00	3,577.61	5,000.00		28.45%
4104 · Memorials	0.00	405.00				
4109 · Planned Giving	1,580.52	0.00	-1,480.52	100.00		1580.52%
4220 · Adopt-A-Garden (Naming Opportunities)	0.00	1,500.00	50,000.00	50,000.00		0.00%
4225 · Brick Income	100.00	200.00	400.00	500.00		20.00%
	<u>43,425.91</u>	<u>10,240.00</u>	<u>143,174.09</u>	<u>180,600.00</u>		
4130 · Grants - Unrestricted						
4135 · Grants - Restricted			10,000.00	10,000.00		0.00%
4136 · Grants - Meadowlark Public Ed.			0.00			
4140-14 · Send a Child to the Ranch			2,500.00	2,500.00		0.00%
4141 · Transportation Grants			0.00			
Total 4135 · Grants - Restricted	<u>0.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>		<u>0.00%</u>
4140 · FOUNDATION EVENTS						
4111 · Bus Tour Income	3,075.00	6,565.00	8,925.00	12,000.00		25.63%
4227 · Car Show	0.00	3,022.36	20,000.00	20,000.00		0.00%
4235 · Throwback Thursdays	14,416.17	13,239.77	20,583.83	35,000.00		41.19%
4114 · Wedding Boutique	1,368.33	0.00	9,131.67	10,500.00		13.03%
4115 · Wedding Showcase	5,381.31	1,700.00	19,618.69	25,000.00		21.53%
Total 4140 · Foundation Events	<u>24,240.81</u>	<u>24,527.13</u>	<u>78,259.19</u>	<u>102,500.00</u>		<u>23.65%</u>
4236 · Tales at the Ranch	237.00	20.00	-237.00			
4145 · DOCENT ACTIVITIES						
4140-11 · Adolfo's Birthday	1,003.01	72.50	446.99	1,450.00		69.17%
4140-12 · Santa Nights			4,500.00	4,500.00		0.00%

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

	<u>Jul 1, '16 - Oct. 26, 16</u>	<u>Jul 1, '15 - Oct. 26, 15</u>	<u>Remaining Balance</u>	<u>2016-17</u>		<u>% to Date 32%</u>
				<u>Budget</u>	<u>YTD %</u>	
4107 · House Tour Income	3,065.00	3,621.55	6,935.00	10,000.00	30.65%	
4145 · Docent Income - Other	60.00	40.00	1,140.00	1,200.00	5.00%	
Total 4145 · Docent Income	4,128.01	3,734.05	13,021.99	17,150.00	24.07%	
4152 · Equipment Rental Income	3,615.00	2,245.00	4,385.00	8,000.00	45.19%	
4151 · Site Rentals	303,691.25	143,365.00	286,604.75	590,296.00	51.45%	
4155 · Interest/Dividend Income	542.98	78.66	-242.98	300.00	180.99%	
Total 4000 · Operations Income	379,880.96	184,209.84	537,702.04	911,346.00	41.68%	
OTHER INCOME						
4200 · Other Income						
4105 · Gift Shop Sales	2,954.59	8,202.54	15,045.41	18,000.00	16.41%	
Total 4200 · Other Income	2,954.59	8,202.54	15,045.41			
Total Operations/Other Income	382,835.55	192,412.38	552,747.45	929,346.00	41.19%	
GROSS PROFIT	382,835.55	192,412.38				
EXPENSE						
7000 · OPERATION EXPENSES						
UTILITIES						
7001 · Electricity	7,103.17	7,588.24	14,896.83	22,000.00	32.29%	
7002 · Gas	35.60	24.30	664.40	700.00	5.09%	
7005 · Telephone & On-line	2,760.70	2,346.41	4,739.30	7,500.00	36.81%	
7007 · Security Alarm Services	535.00	473.00	1,265.00	1,800.00	29.72%	
7010 · Water/Sewer - Domestic	540.40	539.31	1,959.60	2,500.00	21.62%	
7011 · Water - Landscape	3,880.84	5,087.61	14,119.16	18,000.00	21.56%	
7025 · Refuse Disposal	759.74	599.76	1,940.26	2,700.00	28.14%	
7026 · Janitorial Supplies	1,771.23	1,084.51	2,528.77	4,300.00	41.19%	
Total Utilities	17,386.68	17,743.14	42,113.32	59,500.00	29.22%	
GROUNDS & MAINTENANCE						
7015 · Garden/Grounds Maint. & Sup.	860.42	1,515.61	1,139.58	2,000.00	43.02%	
7016 · Landscape Supplies/Materials/Tree Fertz.	286.42	8.55	1,713.58	2,000.00	14.32%	
7017 · Gardener	6,000.00	4,500.00	14,000.00	20,000.00	30.00%	
7020 · Building Maintenance - House & Earthquake	861.49	2,629.40	2,138.51	3,000.00	28.72%	
7021 · Building Maintenance - Barn	451.77	1,530.00	2,548.23	3,000.00	15.06%	
7022 · Build./Grounds Equipment-Maint.	425.41	675.43	2,074.59	2,500.00	17.02%	
7023 · Building Maintenance - Stables	347.63	824.32	5,652.37	6,000.00	5.79%	
7024 · Garden Maint. - Trees	425.00	950.00	2,575.00	3,000.00	14.17%	
7027 · Garden Maint. - Planters/Fount.			1,000.00	1,000.00	0.00%	
7029 · Garden Maint. - Lawns	0.00	175.00	3,000.00	3,000.00	0.00%	

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

			Remaining Balance	2016-17		% to Date 32%
	Jul 1, '16 - Oct. 26, 16	Jul 1, '15 - Oct. 26, 15		Budget	YTD %	
7031 · Garden Maint. - Master Gardener			1,000.00	1,000.00	0.00%	
8106 · Brick Walkway Expense			1,000.00	1,000.00	0.00%	
8112 · Other Improvements - Signage	0.00	1,231.42	2,000.00	2,000.00	0.00%	
8120 · Landscape Improvements	29.00	0.00				
8041 · Emergency Response / Safety	310.00	0.00	1,190.00	1,500.00	20.67%	
Total Grounds & Maintenance	9,997.14	14,039.73	41,031.86	51,000.00	19.60%	
OFFICE ADMINISTRATION						
7003 · Depreciation Expense	5,102.02	6,320.70	-5,102.02			
7030 · General Office Printing	694.87	314.32	1,005.13	1,700.00	40.87%	
7032 · General Office Supplies	3,066.41	2,674.46	4,933.59	8,000.00	38.33%	
7033 · Office Equipment - Lease	540.45	651.75	1,459.55	2,000.00	27.02%	
7034 · Office Equipment - Purchase	3,981.21	0.00	1,018.79	5,000.00	79.62%	
7035 · General Office Postage & Delivery	47.00	343.00	1,203.00	1,250.00	3.76%	
7036 · Bank/Merchant Charges	4,432.22	4,164.52	10,567.78	15,000.00	29.55%	
7045 · Insurance						
7045-01 · Liability			9,500.00	9,500.00	0.00%	
7045-02 · Insurance - Director's & Officers	3,529.00	3,401.00	-29.00	3,500.00	100.83%	
8011 · Workman's Comp.	3,068.28	3,798.53	4,931.72	8,000.00	38.35%	
Total 7045 · Insurance	6,597.28	7,199.53	14,402.72	21,000.00	31.42%	
7064 · General Marketing Expenses	19,203.85	16,728.18	15,796.15	35,000.00	54.87%	
7055 · Dues & Subscriptions	424.67	139.93	1,075.33	1,500.00	28.31%	
7060 · Meetings & Travel	910.00	473.13	290.00	1,200.00	75.83%	
7062 · Board & Committee Expenses						
7062-01 · Board Development/Training	344.20	0.00	1,655.80	2,000.00	17.21%	
7062 · Board & Committee Expenses - Other	624.18	80.02	2,375.82	3,000.00	20.81%	
Total 7062 · Board & Committee Expenses	968.38	80.02	4,031.62	5,000.00	19.37%	
7043 · Taxes/Permits/Licenses	409.00	393.00	-409.00	0.00		
Total Office Administration	46,377.36	39,482.54	50,272.64	96,650.00	47.98%	
FOUNDATION EVENTS						
7050 · FOUNDATION SPECIAL EVENTS						
7070 · Car Show	4,901.88	3,068.17	5,098.12	10,000.00	49.02%	
7086 · Christmas at the Ranch	1,288.81	0.00	28,711.19	30,000.00	4.30%	
7096 · Send a Child to the Ranch	0.00	350.00	2,500.00	2,500.00	0.00%	
7097 · Wedding Showcase	124.49	51.28	9,875.51	10,000.00	1.24%	
7098 · Wedding Boutique	1,103.91	0.00	1,396.09	2,500.00	44.16%	

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

	<u>Jul 1, '16 - Oct. 26, 16</u>	<u>Jul 1, '15 - Oct. 26, 15</u>	Remaining	2016-17		% to Date
			Balance	Budget	YTD %	32%
8202 · Throwback Thursdays	12,257.13	7,933.88	5,742.87	18,000.00	68.10%	
7083-03 · Charter Bus Tours	988.18	4,164.99	7,011.82	8,000.00	12.35%	
7050 · Special Events - Other			0.00			
8105 · Adopt-A-Garden Expense			2,500.00	2,500.00	0.00%	
Total Foundation Special Events	20,664.40	15,568.32	62,835.60	83,500.00	24.75%	
7072 · PROGRAMS COMMITTEE						
7072-01 · Tales at the Ranch	1,011.42	0.00	-511.42	500.00	202.28%	
7072-02 · Archival Activities			300.00	300.00	0.00%	
7077 · History Preservation			500.00	500.00	0.00%	
7090 · Exhibit Expenses	0.00	7.77	0.00			
7072 · Docents						
7041 · Decorations	285.14	134.09	714.86	1,000.00	28.51%	
7052 · Docents Training & Misc.	70.00	73.19	930.00	1,000.00		
7091 · Adolfo's Birthday Celebration	1,116.54	1,971.39	3,883.46	5,000.00	22.33%	
7092 · Santa Nights	362.81		2,137.19	2,500.00	14.51%	
7053 · School Tour Expenses	70.20	112.89	929.80	1,000.00	7.02%	
7072-03 · Docents Other	77.83	44.72	1,922.17	2,000.00	3.89%	
Total 7072-03 · Docent Expenses	1,982.52	2,336.28	10,517.48	12,500.00	15.86%	
Total 7072 · Programs Committee	2,993.94	2,344.05	10,806.06	13,800.00	21.70%	
7028 · FUND DEVELOPMENT EXPENSES						
8106 · Brick Expense	18.00	54.50				
7028-03 · E-Newsletter			300.00	300.00	0.00%	
7054 · Membership Expense	472.18	42.97	27.82	500.00	94.44%	
7054-03 · Donor Events			5,000.00	5,000.00	0.00%	
7056 · Professional Development	1,930.00	0.00	570.00	2,500.00	77.20%	
7057 · Networking Events	374.02	0.00	2,125.98	2,500.00	14.96%	
7058 · Donor/Prospect Cultivation	410.49	0.00	589.51	1,000.00	41.05%	
7059 · Mileage/Phone	380.58	0.00	1,119.42	1,500.00	25.37%	
7061 · Planned Giving	1,641.29	0.00	4,858.71	6,500.00	25.25%	
7087 · Direct Mail	133.07	0.00	3,366.93	3,500.00	3.80%	
7088 · Postage			1,000.00	1,000.00	0.00%	
7089 · Dues & Subscriptions	151.00	0.00	1,849.00	2,000.00	7.55%	
7094 · ASK Event	5,327.44	0.00	4,672.56	10,000.00	53.27%	
7099 · Marketing/Branding Expense	3,055.00	0.00				
Total 7028 · Fund Development Expenses	13,893.07	97.47	25,479.93	36,300.00	38.27%	

7073 · COMMUNITY RELATIONS

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

	<u>Jul 1, '16 - Oct. 26, 16</u>	<u>Jul 1, '15 - Oct. 26, 15</u>	<u>Remaining Balance</u>	<u>2016-17</u>		<u>% to Date 32%</u>
				<u>Budget</u>	<u>YTD %</u>	
7028-04 · Speakers Bureau			0.00			
7054-01 · Membership Recruitment	0.00	0.00	0.00			
Total 7054 · Membership Expense	0.00	0.00	0.00	0.00		
7028 · Newsletter Printing	19.98	0.00	-19.98			
7028-02 · Mailing	0.00		0.00			
7073 · Community Relations - Other	2,010.49	0.00	-1,010.49	1,000.00	201.05%	
Total 7073 · Community Relations	2,030.47	0.00	-1,030.47	1,000.00	203.05%	
7078 · Other Expenses	0.00	850.00	0.00	0.00		
7079 · SITE RENTAL EXPENSE						
7079-02 · Event Equipment	967.18	231.50	1,532.82	2,500.00	38.69%	
7079-03 · Wedding Event			1,000.00	1,000.00	0.00%	
7079-04 · Event Supplies			0.00			
7079-05 · Site Rental - Other			0.00			
Total 7079 · Site Rental Expense	967.18	231.50	2,532.82	3,500.00	27.63%	
7082 · STAFF EXPENSES						
7082-01 · Training	342.62	105.00	657.38	1,000.00	34.26%	
7082-02 · Uniforms	704.05	279.34	45.95	750.00	93.87%	
7082-03 · Staff Development	266.08	151.36	1,533.92	1,800.00	14.78%	
Total 7082 · Staff Expenses	1,312.75	535.70	2,237.25	3,550.00	36.98%	
Total 7000 · Operation Expenses	115,622.99	90,892.45	210,799.08	348,800.00	33.15%	
8000 · LABOR EXPENSES						
8001 · PAYROLL						
8001-01 · Payroll - Admin.	102,054.09	63,767.05	260,495.91	362,550.00	28.15%	
8001-02 · Payroll - Facilities	29,636.55	23,605.87	47,843.45	77,480.00	38.25%	
8001-03 · Payroll - Event Staff	5,443.26	4,259.41	10,556.74	16,000.00	34.02%	
8001-04 · Payroll - Overtime	403.20	938.03	4,596.80	5,000.00	8.06%	
Total 8001 · Payroll	137,537.10	92,570.36	323,492.90	461,030.00	29.83%	
8002 · ACCRUED WAGES	0.00	-1,456.81	0.00			
8010 · PAYROLL TAXES						
8012 · FICA	10,514.66	11,228.34	30,765.34	41,280.00	25.47%	
8013 · SDI	619.85	1,729.01	9,380.15	10,000.00	6.20%	
Total 8010 · Payroll Taxes	11,134.51	12,957.35	40,145.49	51,280.00	21.71%	
8020 · Health/Dental/Vision/Benefits	7,082.10	6,785.12	23,017.90	30,100.00	23.53%	
8021 · Simple IRA	1,617.66	0.00	882.34	2,500.00	64.71%	
8022 · Life Insurance			250.00	250.00	0.00%	
8023 · Payroll Services	661.68	0.00	1,138.32	1,800.00	36.76%	

**CAMARILLO RANCH FOUNDATION
PROFIT AND LOSS
JULY 1, 2016 THROUGH OCTOBER 26, 2016**

	<u>Jul 1, '16 - Oct. 26, 16</u>	<u>Jul 1, '15 - Oct. 26, 15</u>	<u>Remaining Balance</u>	<u>2016-17</u>		<u>% to Date 32%</u>
				<u>Budget</u>	<u>YTD %</u>	
8030 · PROFESSIONAL FEES						
8032 · Consulting Fees	1,230.00	2,125.00	1,770.00	3,000.00	41.00%	
8033 · Human Resources	134.84	68.00	865.16	1,000.00	13.48%	
8034 · Technology	3,349.83	4,860.10	2,650.17	6,000.00	55.83%	
8035 · Legal Fees	3,025.00	0.00	-2,025.00	1,000.00	302.50%	
8037 · Board Retreat	2,150.00	344.15	350.00	2,500.00	86.00%	
8042 · Software (Ungerboeck License)	0.00	0.00	1,500.00	1,500.00	0.00%	
Total 8030 · Professional Fees	<u>9,889.67</u>	<u>7,397.25</u>	<u>5,110.33</u>	<u>15,000.00</u>	<u>65.93%</u>	
Total 8000 · Labor	<u>167,922.72</u>	<u>118,253.27</u>	<u>391,766.62</u>	<u>561,960.00</u>	<u>29.88%</u>	
Total Expense	<u>283,545.71</u>	<u>209,145.72</u>	<u>602,565.70</u>	<u>910,760.00</u>	<u>31.13%</u>	
OTHER EXPENSE						
7040 · Accessions/Furn./Artif./Doc.			250.00	250.00	0.00%	
7040-01 · Artifact Resortation			250.00	250.00	0.00%	
7075 · Gift Shop Expenses	241.23	7,300.74	11,758.77	12,000.00	2.01%	
7081-02 · Bank Charges	92.90	205.84	-92.90	0.00		
7044 · Taxes - Gift Shop	1,155.65	961.00	344.35	1,500.00	77.04%	
Total Other Expense	<u>1,489.78</u>	<u>8,467.58</u>	<u>12,510.22</u>	<u>14,000.00</u>	<u>10.64%</u>	
Total Operation Expenses/Other Expenses	<u>285,035.49</u>	<u>217,613.30</u>	<u>642,826.51</u>	<u>924,760.00</u>	<u>30.82%</u>	
Net Income	<u>97,800.06</u>	<u>-25,200.92</u>				



Camarillo Ranch Foundation, Inc.

Operations Committee Meeting Minutes

October 17, 2016 3:30 PM

Camarillo Ranch Conference Room

201 Camarillo Ranch Road

Camarillo, CA 93012

Attendees:

Bruce Fuhrman, Marissa Lopez, Don Maag, Jim Kindig and David Schlangen

Unable to attend: Leah Haynes

Scribe:

David Schlangen

Agenda:

- **Committee Member Comments**
 - No comments
 - **Approval of Past Meeting Minutes**
 - Motion to approve by Bruce Fuhrman and Seconded by Don Maag
 - **Current Business – Update on past Action Items**
 1. **New “Operations Schedule” signage for Ranch House Entrance** – Marissa Lopez is obtaining quotes for two new signs. Cost will be around \$160 for each, but not to exceed \$350.
 2. **Wheelbarrow for Gardeners** – Many options have been researched with Jim Kindig and a wheel barrow will be purchased.
 3. **Adolph Camarillo Plaque** – Don Maag continues to research on where it came from with his research being conducted at the Ventura Museum. Once more information is verified on the plaque, Operations Committee will decide next steps.
 4. **Updates from Jim Kindig** –
-

- Leah Haynes will be meeting with “Master Gardeners” on Wednesday, October 19th
 - A Memo of Understanding is being created between Marissa Lopez and Leah Haynes that will include
 - Free use of Ranch House Conference Room for “Master Gardeners” quarterly meetings
 - Recommendation to increase financial budget of Master Gardeners “New Garden Project” to \$1,500
 - Marissa Lopez and Jim Kindig to discuss options to keep Marissa involved on gardening projects and then talk to Leah Haynes on the new procedures
5. **Property/Plot Plan** – Quotes have been captured, but they are pretty high. Bruce Fuhrman will speak to a family member (who is experienced in this field) on what is a reasonable fee to perform this activity and inform Marissa Lopez on what he finds.
- **New Business – New Projects**
 - **Update on termite damage in house project** – Fumigation of the Ranch House, Barn and Offices will be conducted between November 21st and November 23rd. Ranch will be closed during this activity.
 - **Chief Operating Officer** – Marissa Lopez informed the team on the following:
 - Using stored paintings/pictures to hang in the new Ranch Conference Room

Next Scheduled Meeting:

November 28, 2016 at 3:30 PM

Next Meeting Agenda Items:

- Approval of past Meeting Minutes
- Update on past Action Items
- Chief Operating officer Update

Adjournment:

Meeting adjourned at 4:35 PM



Camarillo Ranch Foundation, Inc

Programs Committee Meeting Minutes

October 18, 2018

Camarillo Ranch House

201 Camarillo Ranch Road

Camarillo, CA 93012

Attendees

Michelle D'Anna, Don Maag, Karen Prough, Susana Reeder

Staff: Marissa Lopez, Niki Richardson

Scribe

Karen Prough

Agenda

● **Unfinished Business**

- PVPR is going to allow us to place a plaque at Camarillo Grove Park. Due to some changes in their signage process, we will have to wait until March.
- Don continues his research regarding the plaque that was donated to the Ranch
- Karen reported we are waiting to hear from our contact at CSUCI regarding a possible student completing a capstone project of an audio Ap about the gardens of the Ranch
- Discussion of the Emergency List that was presented to the CRF Board. It was agreed there need to be next steps about who knows and understands how to use. Marissa suggested an emergency training drill for staff/volunteers for early 2017.
- Marissa gave us a report on Kids Day at the Ranch and the School Tours.
- It was decided that all communication regarding any additions to the display in the exhibit area (stable/tack room) be handled by staff working with the White Horse Association. Staff will request that accession forms for either a loan or gift be completed on the materials that are displayed in the tack room/stable.

There will be no meeting in November. A December meeting will be determined by whether or not there is a December board meeting.

Meeting adjourned at 4:10

Next Meeting

Meeting adjourned at 4:10

All action items must be presented to the CRF Executive Committee at their monthly meeting, which takes place on the 4th Tuesday of each month.

C.O.O. REPORT TO THE CRF BOARD OF DIRECTORS

November 1, 2016



Event Stats for October 2016

Site Tours – 24	Signed Contracts – 13	Bus Tours – 0
Weddings – 10	Goal - 10	Total Income:
Special Events – 1 (Chili Cook-Off)	Weddings booked w/ August Promo – 4	Group Tours – 4
Corporate – 3	Total Expected Income:	School Tours – 4
Public Events – 0	\$48,555.000	Booked: 18
CRF Events – 2		

Site Rentals

Expected site rental income from October’s bookings is \$48,555.00 (+\$3,655.00 over September income). Site tours and bookings continued to be busy and staff obtained a 54% conversation rate of in-person site tours to site rental contracts. This is +24% over last month.

As referenced above, all Saturday dates are currently booked through December 2017, with a couple exceptions. Staff is now focusing on booking available Friday, Saturday and Sunday dates through the next 18-24 months.

As Q2 opens, the P&L statement shows that we are at 51.45% of the site rental income goal for the 2016/2017 fiscal year with \$303,691.25 of the \$590,291.00 collected. Please note, we are roughly \$160,300.00 ahead in site rental income compared to where we were last year at the same time.

	2015/2016 FYR	2016/2017 FYR	2017/2018 FYR
# Events Booked	133	133 (+4)	24 (+9)
Projected Income	\$498,532.50	\$621,642.25	\$187,225.00

Corporate Promo

Book your gala, fundraiser, meeting, or corporate event at the Camarillo Ranch in 2016. Receive 10 hours of access to the Red Barn for \$900 between the hours of 9am-11pm. Includes tables and chairs.

Company Holiday Party Promo

Book your Company Holiday Party at the Camarillo Ranch in 2016. Receive 6 hours of access to the Red Barn for \$500 between the hours of 9am to 3pm OR 5pm to 11pm. Includes use of tables and chairs.

Throwback Thursday Food Truck Fest 2016

The final TBT of the season took place on Thursday, October 27. I will handout a report on the 2016 season at the Board meeting that includes the October financials.

Christmas at the Ranch

Ticket sales are live online at <http://camarilloranch.org/events/christmas-at-the-ranch-3/> and we anticipate they will sell out! I encourage all board members to buy individual tickets and tables in advance in order to ensure your spot. The cost is \$50 per person, \$500 for table of 10.

Event Details:

Friday, December 2nd

5pm – Cocktails in the Camarillo Ranch House

6pm – Heavy Appetizers & Entertainment in the Red Barn

8pm – Event Concludes

Termite Tenting

All Ranch buildings will undergo termite fumigation between November 21 – 23, 2016. Security guards have been hired to safeguard the buildings during this time. The Ranch Office will be closed during these days though some staff will be working remotely.

November Office Closing

The Ranch will be closed to the public between Monday, November 21 through Friday, November 25 due to the termite fumigation and Thanksgiving holiday. I will be available to Board members via email/cell phone during this time.

Marissa on Vacation

I will be taking vacation from November 11 – November 16. I can be reached via email/phone in case of an emergency.

Site Rental Fee Update

After conducting competitive market research, I have decided it is time to adjust event pricing for our site rental business. Pricing has not changed since January 2014. There are a multitude of reasons why I feel this is the right time to institute a minor price increase.

- 1) The cost of our labor, utilities and materials is steadily increasing every year, and is expected to continue increasing. The utilities and grounds expenses alone for the 2015/2016 fiscal year were in excess of \$105,000.
- 2) The site rental business has been our most successful fundraiser to date. As an organization, we have begun to discuss operational improvements and service program advancements which are going to increase our overall expense budget, thus we should start preparing for how we are going to fund these enhancements.

- 3) The demand to hold an event at the Camarillo Ranch is very high. Almost every Saturday through December 2017 is reserved. Our customers are satisfied with our services and by increasing our revenue stream, we can continue to make improvements to the property and overall level of services offered.
- 4) By increasing wedding and special event pricing, which mostly effects Friday through Sunday dates, we can offer a higher discount to Camarillo based nonprofits and Camarillo residents, which has never been done before. Currently Camarillo based nonprofits receive a 60% discount on special event rates. See new pricing below for Camarillo nonprofits.

I will be establishing a standard \$250 (<5%) per year increase to the wedding/special event pricing beginning in January 2017. This will be reevaluated each year should the market change.

Wedding & Special Event Pricing Increase

	Fri/Sun	Sat
2016 Pricing	\$5,500	\$6,500
5% increase Jan 2017	\$5,750	\$6,750
5% increase Jan 2018	\$6,000	\$7,000
5% increase Jan 2019	\$6,250	\$7,250
5% increase Jan 2020	\$6,500	\$7,500
5% increase Jan 2021	\$6,750	\$7,750

Please note:

- Current monthly promotions will continue, so clients can still take advantage of discounted site rental rates. Promotions have varied from 5-30% depending on the season.
- A new 10% discount for all Camarillo residents will be offered for wedding and special event site rentals.

New Nonprofit Meeting Pricing

\$100 for 3 hour rental of the CRF Conference Room

- Limited to Mon-Th between 8am-5pm
- Each additional hour is \$25
- Tables and chairs included
- Use of flat screen TV, podium & easel

Trainings

Below is a list of recent trainings I have attended:

1. Positive Communication Strategies for your Team
2. ED Essentials – What’s Keeping You Up at Night
 - a. This workshop addressed the most pressing issues facing nonprofit organizations through peer discussion and expert input.
3. ED Essentials – The Board/ED Relationship
 - a. This workshop reviewed how the relationship between the head of staff/s and board leaders is critical to the success of any organization. Sharing leadership, role clarity, decision-making, levels of authority and optimal communication are all necessary for good governance.

4. Nuts & Bolts: The Brown Act & Public Records Act Training

- a. This workshop was designed to provide initial training and information on the intricate details of City Clerk Office responsibilities. Training focused on subjects such as agendas, minutes, recordkeeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney provided information on the Brown Act, the Public Records Act, and other California statutes.

Paychex Contract

We have contracted with Paychex, our payroll services provider, for a time keeping system and HR solutions package that includes the following:

- Human Resource representative for** job descriptions compensation surveys HR seminars compliance evaluations HR support & direction
- Human resource services including** onboarding employee assistance program HR newsletter state unemployment insurance management manuals
- Benefits administration including** premium only plans flexible spending accounts COBRA benefit enrollment meetings
- Retirement services administration including** custom 401(k) profit sharing design
- Handbook services including** custom handbook design ongoing state and federal updates Spanish translation and printing
- HRIS system for** online administration of various benefits Safety and loss control including
- OSHA compliance consultation** custom safety manual workplace safety consultation ongoing safety training programs
- Payroll processing services including** general ledger direct deposit Readychex or check signing W2s Time Off Accrual
- Tax and reporting services including** Taxpay new hire reporting workers' compensation reporting
- Garnishment administration including** calculations electronic capture and payment



Development and P.R. Director’s Report

Niki Chopra Richardson

November 1, 2016

MEMBERSHIP

Month	Membership Renewal #	Renewal \$	Rejoined members #	Rejoined members \$	New Members	New Members \$
October	7	\$700	0	0	2	200

MAJOR GIFTS

Annual Sponsors branded as Adolfo Camarillo Leaders Circle

Corporate \$1,000 Individual \$6,000 Pledges \$11,000

10/4/16 ASK LUNCHEON (Adolfo Camarillo’s Leadership Luncheon) UPDATE

- ✓ 175 people attended
- ✓ Video was very well received
- ✓ \$15,000 in donations for 2016 already deposited
- ✓ \$7,760 in pledges for 2016 still to be collected
- ✓ Additional \$25,000 over the next 4 years

Continuing to follow up with people who attended the luncheon to get feedback, invite them to tour and to be a part of the conversation.

ASK Event Follow Up

- Scheduled 1st info tour on 11/8/16 to invite these guests back to the property and keep them engaged
- Scheduled thank you reception for table captains on 11/15/16.
- Will schedule monthly info tours to have a way to invite people continually to the Ranch.

PUBLIC RELATIONS UPDATE

BRANDING

BBM&D is in the final stages of the branding contract.

Till date they have:

- ✓ Designed a logo, business cards, annual membership brochure, and an annual report.
- ✓ Also provided a visual identity document which includes fonts, colors and instructions on how our logo is and is not to be used. This is the basis of what is provided to all vendors and graphic designers to remain consistent with our brand.

- ✓ Currently working on annual sponsorship brochure, an event sponsorship template and website recommendations
- ✓ Additionally they designed and had printed a beautiful table cloth in keeping with our brand.
- ✓ Will finish with training for board and staff before end of November.

COMMUNITY PRESENTATION

- Camarillo Chamber, Business at Breakfast 10/14/16 | generated \$2,000 in annual sponsorships, 1 more potential annual sponsor.
- Camarillo Kiwanis, 10/25/16 | 1 interested annual sponsorship

COMMUNITY INVOLVEMENT

- Ventura County Leadership Academy member, Cohort XXII
- Nonprofit Committee, Camarillo Chamber, Secretary
- Camarillo Chamber, Ambassador
- Noontime Camarillo Rotary, Membership committee
- Santa Rosa Technology Magnet School PTO, VP Administration and Communications
- Ventura County Volunteer Coordinators Council, member
- Center for Nonprofit Leadership, Member
 - Attended training on 'How to Build a Better Board'
 - Board Matrix Exercise
 - Board nomination process
 - Board responsibility
 - Fundraising menu
 - \$
 - Time

PLANNED GIVING UPDATE

- Next planned giving luncheon will be held in January 2017.