

**Westport Village Society**  
**Quarterly Board Meeting Minutes**  
**Saturday, October 21, 2017 at 10 a.m.**

**1. Call to Order**

Meeting was called to order by Thad Van Bueren at 10 a.m.

Directors Present: Thad Van Bueren, Bill Knapp, Gary Quinton, Lesli Langslet, Melinda McLaughlin, Sarah Cullar, Steve Brigham

An additional item, discussion of how the board would like to recognize Dorine Real for her many years of service to the WVS, was added to the agenda under Administrative Items.

**2. Public/Member Input**

No members of the public were present.

**3. Administrative Items**

The minutes of the July 15, 2017 Quarterly Meeting were approved with a **motion made by Gary, seconded by Bill, and a unanimous vote.**

With correction needing to be made to Thad's name, the minutes of the October 6, 2017 Annual Meeting were approved with a **motion made by Steve, seconded by Melinda, and a unanimous vote.**

Before the approval of the current financial report, Bill pointed out that depreciation on the Headlands property now appears on the transaction report as an expense. He is unsure if this is really the place for it, as the category "expense" doesn't really fit it, however, it in no way affects the cash balance so it being there is benign. Gary expressed that he likes being able to see it and is glad it's there. Other members agreed.

Bill's other note on the reports was that we are no longer tracking merchandise inventory as a separate item. That line currently shows a zero balance, but will disappear altogether.

**Thad made a motion to approve the financial report, Sarah seconded, and the motion carried with a unanimous vote.**

There was no correspondence that needed presenting.

The board discussed a few ideas for recognizing the service of long time Director Dorine Real. It was decided that having a party, possibly tied to the winter holidays, that includes the presentation of a letter or plaque thanking her for her service might be appropriate. Gary will talk to Lee and Dorine about using the hotel, Thad and Melinda will work on planning, and Bill will gather photos for a slideshow.

#### 4. Active Business

a. The current officers are as follows:

President: Thad Van Bueren  
Vice President: Steve Brigham  
Treasurer: Bill Knapp  
Secretary: Sarah Cullar  
Alternate Treasurer: Gary Quinton

All are willing to continue in their positions. **Gary made a motion to leave the same officers in place. Lesli seconded and the motion carried with a unanimous vote.**

Thad distributed copies of the new Board Manual.

**b. Approve annual tax filing**

The CPA found a \$105 discrepancy that was known and accounted for, but previously not located. This year, the CPA wanted specific amounts for donations more than \$500 where in the past they only needed to be noted as being greater than \$500.

Thad noted an error on the list of directors and officers. With that needing to be corrected, **Thad made a motion to approve the tax document, Gary seconded, and the motion passed with a unanimous vote.**

**c. Executive Committee update**

The Executive Committee hasn't met since the last quarterly meeting. The current focus of this group has been the digitization of WVS files. Thad's part is done, Bill's is mostly done. Sarah is still working on comparing paper files to existing electronic files. When she completes this task, she will have documents with no electronic counterpart scanned.

All electronic documents need to be consolidated on one flash drive with a copy kept in the safety deposit box. Bill noted that Quicken is no longer part of Intuit and upgrading of software will be necessary to open existing files.

Gary expressed concern about obtaining WVS related documents and photos from the family of Nedra Lancaster. Steve will talk to the family about this.

**e. (Agenda order adjusted for early departure by Bill Knapp) Community Center Committee update**

That sent out a document via e-mail detailing his interaction thus far with the Church Board regarding the potential donation of the Church property to the WVS for development as a Community Center (keeping the right to gather as a Church preemptive of all other uses). John is concerned about preserving the Church building as Church property and suggested a lot split. It is possible, but difficult and expensive and still would not allow improvements or additions to the Church itself via grant funds. Steve is supportive of transferring the property, Baile is not. After some discussion it was decided

not to pursue a lot split and to keep discussing ways to guarantee that Church functions would have first right of use in the Church building. Lesli thinks that the community would benefit from having a Community Center and pointed out that if another way to develop a Community Center was ever found the Church may stand to lose the money they get from various organizations that hold their meetings in the Church thus eliminating most, if not all, of the money that the Church is relying on to function. Melinda agreed with Lesli, as did Sarah, and pointed out that in developing a Community Center we could also develop facilities to be used in case of disaster.

Thad will continue to interact with the Church board on this matter.

#### **d. Headlands Committee update**

Thad will develop drawings for footings for both the Bridge Rock Bench and the fin whale bone display. Gary would like to get the necessary preservative on both the timber and the bone. He'll get the products and do the work as soon as he knows what is needed.

#### **f. Mini-Grants update**

Kayla Cooper will be requesting a grant for a haunted house for the kids on Halloween. Sarah will be requesting a small one for decorations for the annual Halloween potluck at the Church. One may also be necessary to fix the boardwalk near the Rec Center.

#### **g. Fundraising update**

Elika will continue heading the Ducky Race and will be at the January WVS Quarterly Board Meeting.

#### **h. New Project Priorities**

Several ideas came up at the WVS Annual Member Meeting. Thad will ask Tom Kisliuk to expand on his idea for habitat improvements to the Water District's pond. Thad will take the lead on working with State Parks to improve trails along Westport Union Landing and at Pete's Beach. Steve mentioned the idea of getting a dumpster for a community clean up (outdoor junk disposal to clean up the village). Thad mentioned cleaning up the storage shed on the Church property. The community could be involved in an event in spring.

#### **i. Organizing Volunteers**

The primary need in this regard is for trail work. This can be addressed in spring.

### **5. Agenda for next Board meeting**

In addition to the usual updates a key point of discussion will be Ducky Race preparations.

### **6. Adjourn**

The meeting was adjourned at 11:50 a.m.