

WESTPORT VILLAGE SOCIETY

Quarterly Board Meeting Minutes

**Saturday, July 15th, 2017, 10:00AM
at the Westport Community Church**

(Formal Board Actions in Bold Print)

CALL TO ORDER: The meeting was called to order at 10:01AM by Board President Thad Van Bueren. Board members present were President Thad Van Bueren, Vice-President Steve Brigham, Treasurer Bill Knapp, and Gary Quinton, with Board member Dorine Real briefly in attendance at 11:00AM. Unable to attend were Board members Sarah Cullar (Secretary) and Melinda McLaughlin. Guests/Members present were Baile Oakes, Bobbie Knapp, and former Board member Lee Tepper. Vice-President Steve Brigham agreed to take the minutes, and Gary Quinton agreed to serve as time-keeper.

PUBLIC/MEMBER INPUT: Baile Oakes reported a renewed interest in the community development of affordable Westport housing on the Real/Tepper property just north of the Westport Church. Plans for such a development were drawn up and discussed a number of years ago, and reviving them could lead to more young people living and even working in Westport, thereby making our community more active, vibrant, and sustainable.

ADMINISTRATIVE ITEMS: The Minutes of the April 15th, 2017 WVS Board Meeting were approved (Knapp motion, Quinton second, all ayes). The Annual Fiscal Year 2016-2017 Financial Report was presented by Treasurer Bill Knapp and approved (Quinton motion, Brigham second, all ayes). The updated Land Trust Association standards were approved (Van Bueren motion, Quinton second, all ayes). It was noted that our annual Conflict of Interest Disclosures will be sent via e-mail to Board members soon, and they should be signed and returned promptly.

ACTIVE BUSINESS: ADOPT BOARD MANUAL – The new 2017 WVS Board Manual, listing complete organizational goals and procedures as well as specifically defining board member responsibilities, was approved in its final form (Van Bueren motion, Brigham second, all ayes). This comprehensive organizational guidebook, the result of many hours of diligent work, is designed to facilitate smooth future transitions in our WVS governance and operations, while also assuring that our long-standing organizational mission and goals are clearly understood by future volunteers.

ACTIVE BUSINESS: EXECUTIVE COMMITTEE UPDATE – It was reported that the WVS Executive Committee (President, Secretary, Treasurer) met during June in order to standardize the new comprehensive WVS digital files, which are now stored and regularly updated both on our computers and via flash drives stored in our WVS safety deposit box. The committee also prepared minor revisions of our corporate Bylaws for Board approval.

ACTIVE BUSINESS: ADOPT BYLAW REVISIONS – Minor WVS Bylaw revisions to replace antiquated terms and procedures with modern ones were approved as recommended by the Executive Committee (Van Bueren motion, Brigham second, all ayes).

ACTIVE BUSINESS: FISCAL YEAR 2017-2018 BUDGET – Treasurer Bill Knapp presented a suggested FY2017-2018 Budget, based on the FY2016-2017 budget and year-end results. The new budget includes a separate category for Community Center income and expenses, and projects a modest income over expenses. **The proposed FY 2017-2018 Budget as presented by Treasurer Bill Knapp was approved (Quinton motion, Brigham second, all ayes).**

ACTIVE BUSINESS: HEADLANDS COMMITTEE UPDATE – Now that both the ground and weather are dry, Gary Quinton volunteered to commence with the project of mechanically hoisting the Bridge Rock Log up onto the Headlands for use as a historical bench. Once the log is up on the Headlands, it will be easier to design and construct supports to raise it to seating level. Gary also reported on the extensive emergency repairs that he supervised this spring to the stairs leading down to the beach. These repairs were necessitated by our unusually harsh winter storms which damaged the bottom part of the stairway, and the entire stairway now

has been repainted as well. Lee Tepper suggested a special museum-type cataloging and documentation of all of our WVS historical artifacts, which all agreed was a good idea.

ACTIVE BUSINESS: CHURCH PHOTO DISPLAY – Bill Knapp presented some samples of the historical Westport photos which will be printed on glossy paper and framed for display inside the Westport Church. This project should be completed soon.

ACTIVE BUSINESS: MINI-GRANT UPDATE – WVS Mini-Grant Committee member Bobbie Knapp reported that the WVS has spent \$3088.15 on the popular Community Mini-Grant Program since its inception in 2014. A discussion of mini-grant parameters followed, reaffirming the basic community-serving criteria guidelines that the Mini-Grant Committee uses in awarding the grants, which are given in increments of \$50 to \$250 per project. It was agreed that the Mini-Grant Program should have a permanent mention every month in the *Westport Wave* to remind folks of its availability for funding community-oriented projects.

ACTIVE BUSINESS: FUNDRAISING UPDATE – It was noted that the 2017 Ducky Races, our main WVS fundraiser every year, had the highest income ever for that event, and congratulations and many thanks were expressed to event coordinator Erika Freeman for her very successful results. Income improvements were made in nearly every event department, indicating a broad-based event popularity that we are pleased to continue in the future.

ACTIVE BUSINESS: ATTRACTING VOLUNTEERS – Gary Quinton reported on a new website which lists volunteer opportunities in our Mendocino Coast area, and suggested that it could be useful in getting more volunteers for WVS projects. He will pursue a listing for the WVS.

ACTIVE BUSINESS: ANNUAL WVS MEMBER MEETING – Our 25th Anniversary WVS Annual Members' Meeting will be held on Friday, October 6th, 2017 at the Westport Community Church. Suggestions on possible special presentations at this meeting included a Headlands slide show and a Community Improvement Suggestions forum in the interest of supporting a sustainable Westport Community. An anniversary cake was suggested and will be contributed. A mailing announcing the Annual Meeting will be sent out to the WVS

membership and other local addresses a month before the meeting date. Further news and publicity on this event will appear in future issues of the *Westport Wave*.

AGENDA FOR NEXT BOARD MEETING – Agenda suggestions were noted for the next WVS Board Meeting in October, which will be finalized a week before the meeting. This meeting will include our (annual) election of Board Officers for 2018.

ADJOURNMENT: There being no further business, President Thad Van Bueren declared the meeting adjourned at 12:00PM. **The next Quarterly Meeting of the Westport Village Society Board will take place on Saturday, October 21st, 2017 at 10:00AM at the Westport Community Church.**