

Westport Village Society
Quarterly Board Meeting Minutes
Saturday, April 21, 2018 at 9 a.m.

1. Call to Order

Meeting was called to order by Thad Van Bueren at 9:05 a.m.

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

Guests: Robert Finnell, Erika Freeman

No additional items.

2. Public/Member Input

None

3. Administrative Items

The minutes of the January 20, 2018 Quarterly Meeting were approved with a **motion made by Bill, seconded by Steve, and a unanimous vote.**

The Financial Report, which was distributed via email ahead of time, was approved with a **motion by Thad, seconded by Steve, and a unanimous vote.** Prior to approval, Bill noted that an insurance policy that comes up for renewal every two years was up for renewal and the premium went up this year. LTA dues may go up as well. Thad shared that Bob Finnell had suggested shopping for lower insurance and that he had referred him to Bill.

There was no correspondence that needed presenting.

4. Active Business

a. Rec Center

Sarah shared that Baile had told her that anyone wanting to use the building would need to fill out an insurance form.

FBUSD had their meeting regarding the building. No one present was aware of the outcome of that meeting. Thad now sits on the governing board of the Westport Community Church (WCC) and knows that the WCC put in a bid for the building. The WCC has been holding fundraisers to support the costs related to running the building. Thad will be the treasurer for the WCC and will recuse himself from any matters involving both the WCC and WVS.

b. Executive Committee Update

The Executive Committee met to compile digital files. There are four copies in existence, one will go in the WVS safety deposit box.

c. Fundraising Committee

Elika reported on the treasure hunt that was held the day of the Whale Festival. People had a lot of fun. She has ideas for improvement and would like to do another in the fall. The hunt made the WVS \$341.

Regarding the Ducky Race, planning is going well. The major issue the planners are trying to deal with is stricter food safety rules. This year, instead of preparing food ourselves, the event will have three food vendors that will pay \$250 each to have booths. For the bake booth, which now needs to be enclosed, Kayla Cooper is looking into using the hotel kitchen to do the majority of the baking. Sarah can also do some baking at her house as she has her Cottage Food Operation license and is licensed for retail. The county has waived the fee for having food booths because of the non-profit status of the WVS.

Other changes include having music troubadour style along the racecourse, having a field of pinwheels for the duckies to navigate, adjusting the event layout somewhat to accommodate health and safety rules, moving the face paint and kid area to the playground area, and having the prize for kids who participate be a card that they can color for their moms. Bill Knapp and Sarah Cullar will take on the task of documenting the event with photos and videos.

Storage for Ducky Race supplies is again a concern. Folks who have been storing items for years no longer wish to. The logical solution is to clean out the church storage shed.

Regarding publicity, Lesli has put out PSA's, is looking into advertising in the Coast Packet, and still needs to contact the Advocate. The fliers are in for printing.

d. Headlands Committee Update

Steve had nothing to report. Current goals include getting the Bench Rock bridge created and getting the Fin Whale display up. Thad apologized for not having sketches finished yet of his idea to incorporate the two displays and will have them ready for the next meeting. He also shared that there is no specific preservation method for the whale bone and that the Noyo Center has suggested an annual application of white latex paint.

e. Mini-Grant Update

Sarah used a mini-grant for supplies for the Easter Egg Hunt. She returned the unused balance. The event was a great success.

5. Agenda for next Board meeting July 20, 2018

Items will include the Annual Financial Report, the usual updates, a design from Thad for the proposed combined Bridge Rock and Fin Whale display, a reprise of Fundraising, revisiting the Ducky Race storage issue, and planning for the October 5th Annual Meeting.

Thad made a motion to move the quarterly meeting times back to 9 am, Melinda seconded, and the motion passed with a unanimous vote.

6. Adjourn

The meeting was adjourned at 9:46 a.m.