

Westport Village Society  
Minutes - Quarterly Meeting  
July 21, 2018

**Call to Order:** Meeting called to order at 9 a.m. by Thad Van Bueren.

Board Members Present: Steve Brigham, Bill Knapp, Leslie Langslet, Melinda McLaughlin, Gary Quinton, Thad Van Bueren

Board Members Absent: Sarah Cullar

Community Members Present: John Allison, Elika Freeman, Dan Maxey, Burt Roberts

**Public/Member Input:** None

**Administrative Items:**

Mr. Knapp moved to approve the April 21, 2018 minutes. Mr. Quinton seconded. The motion carried.

The finance report will be distributed by Mr. Knapp via email. Board members will review and approve or not via email in a timely manner.

Mr. Van Bueren distributed the conflict of interest disclosures which were signed by the board members present. Said disclosures were returned to Mr Knapp for safe keeping.

There was no correspondence.

**Active Business:**

Board Education Class: Ms. McLaughlin introduced Mr. Allison who presented a course outline titled "Skills for Nonprofit Board Members". Discussion followed regarding time and date, payment, invitation to the other local boards: Westport Water, Westport Volunteer Fire, Westport Church, Westport Cemetery, and Westport's MAC. Mr. Knapp moved to approve the class as outlined. Our board will pay Mr. Allison's fee of \$400 and \$100 to the church for usage of the community center building. The other five boards will be invited to attend as well as community members. The class will be held on September 29 and 30 from 10 a.m. to 1 p.m. Mr. Brigham will write an announcement in The Westport Wave. Mr. Knapp will extend an invitation to the other boards as named above. Mr. Quinton seconded. The motion carried.

Headlands Committee:

Mr. Maxey, WVFD Chief, presented a proposal for utility connections on the headlands. A lengthy discussion followed. Mr. Quinton moved to approve the proposal as follows: a \$4,000 maximum budget to be split evenly between WVS and WVF; Mr. Knapp takes responsibility for answering our concerns for the necessity of a licensed electrician, the possible rise of liability insurance, and the electrical load factors; WVS will own the installation; event usage costs will increase (amount not yet determined); contacting Westport Water District to verify daily fees for use of the utility connections." Mr. Brigham seconded. Motion carried.

Mr. Van Bueren presented a drawing showing the placement and installation for the beam bench. Discussion followed. Mr. Quinton will explore the incorporation of the whale bone and baleen, present the proposal to the benefactor funding this project and bring it back to our next meeting or perhaps prior via email.

Mr. Brigham will mow the headlands prior to the BBQ. Mr. Maxey stated he needs three LZs cut as four helicopters arriving. He has a volunteer to do this.

Budget: Mr. Knapp will email the financial report and the proposed budget to board members. Said members will approve or not in a timely fashion.

Executive Committee: Mr. Van Bueren presented the Executive Committee's explorations regarding liability protection for board members. Discussion followed. There will be no change to our current coverage.

Fundraising Committee:

Mr. Knapp reported net receipts at \$5,098.27 from this year's Ducky Race. It was found that perhaps the cost of the glasses was not included. Mr. Knapp will investigate.

Elika Freeman, Ducky Race Chairperson, reported on this year's event, its challenges and successes, and changes for next year. In particular, she will request food vendors pre-pay booth space. She is also willing to chair this event next year. Ms. McLaughlin asked board members to think about the use of real dishes/flatware vs. disposables.

Ms. Freeman will have another "Treasure Hunt" this fall. Discussion followed. Mr. Quinton moved to authorize \$200 for advertisement of this event. Ms. Langslet seconded. Motion carried.

Community Center Committee:

Mr. Van Bueren reported on the shed clean out and potential to store WVS materials there. The discussions held at a recent community center meeting and church board meeting were shared. No action was taken.

Mini Grant Update: No new requests for mini grants were received. Mr. Knapp reported that some funds were returned from one of the prior grants as they were not used.

Plan for Annual Member Meeting October 5, 2018:

Mr. Van Bueren reported that we will have two board openings. Ms. Cullar is not seeking re-election. Mr. Quinton is. He will announce these openings in the August Wave. Potential candidates are encouraged to write statements in the September Wave. Mr. Quinton proposed our theme for this meeting be: 911 disaster and emergency response. Discussion followed. We agreed that the annual meeting's theme will be disaster/emergency response.

Agenda for October 20 Quarterly Meeting:

Mr. Van Bueren will develop and circulate prior to this meeting. Again, Mr. Knapp will circulate the financial reports via email and board members will respond in a timely fashion.

Meeting adjourned at 11:34 a.m.