

Westport Village Society

MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING WEDNESDAY, AUGUST 24, 2022 @ 6:30 P.M. STRATEGIC PLANNING EXECUTIVE SESSION

1. Call to Order: - Establish Board Quorum /Agenda

Mr. Bill Knapp, Chair / President/ welcomed all attendees and called the Meeting (held at Westport Hotel Parlor Room) to order at 6:55 p.m. via ZOOM videoconference in a previously posted and issued notice to the Directors and Officers with a preliminary Meeting agenda and supporting documents. It was confirmed that each Director was able to hear and be heard by the other Directors. Quorum established with Board Members present at the inception of the Meeting: Mr. Bill Knapp, Mr. Thad Van Bueren, Mr. Gary Quinton, Mr. Rock Bush and Ms. Dorine Real. Mr. Robert Finnell, acting interim Secretary, attended via Zoom videoconference. Directors not attending: Mr. Derek del Orio. Members of the public attending: Ms. Victoria Patterson. Mr. Knapp acted as Chairman of the Meeting and as noted below, Mr. Finnell recorded the minutes.

2. Introductory Remarks and Attendee Input

Mr. Knapp led with introductory remarks regarding the Agenda and goals of the Meeting to actuate a starting point for the group discussion focused on common interests and views of the WVS Mission. Mr. Knapp then, in a round-table fashion, invited each attendee to briefly speak to about their goals for the Meeting and general personal awareness feelings of the day. Mr. Knapp encouraged all Directors to work collaboratively to seek out and implement solutions. (7:11 pm). The discussion continued with the discussion centered around working together and staying engaged.

3. Session 1: Discussion on Setting Top Five Goals for period ending June 30, 2023

The Board then engaged in an extended discussion regarding various possible goals, with questions asked and answered. One common goal shared by the group was a focus on improving communications with the other various Westport Community Groups, such as Westport County Water District, Westport Volunteer Fire Department, Westport Community Church, Westport Municipal Advisory Committee and Westport Cemetery District. Mr. Van Bueren spoke to the challenges of successfully reaching out and engaging the Community. Mr. Van Bueren spoke to the positive engagement recently with respect to the De Haven coastal property acquisition plan. Mr. Quinton spoke to the value of establishing Community projects to engage Members and citizens, especially events that are viewed as fun and possibly on one of the areas beach venues. Ms. Real added a possible theme along the lines of: "Spend a Day Here on the Beach".

4. Session 2: Discuss Financial Reporting Goals (7:53 p.m.)

Mr. Knapp directed attention to item Session 2 from the Meeting Agenda. Mr. Quinton noted the importance of considering two choices at the moment regarding WVS Finance function, which he stated as outsourcing/hiring to an accountant or engaging a person to handle the Financial Reporting to replace Mr. Bush, as he intends to step aside as Treasurer on or about September 30, 2022. Mr. Quinton recognized Mr. Rock on his job well done during his role as WVS Treasurer. Ms. Real agreed with the comments and turned focused on the need and value of the Directors having a need to know regarding aspects of WVS finances. (8:02 p.m.). Mr. Knapp spoke of the challenges placed at the doorstep of Mr. Bush during the rotation of Mr. Bush into the Treasurer role, such as transition to different and new accounting / reporting tools. Mr. Knapp spoke to the importance of defining the essential financial reports. (*Ms. Patterson departs the Meeting 8:06 p.m.*). Mr. Bush spoke to the required California Attorney General reports that he has filed for compliance and IRS reports based on under \$50k exemptions. Questions were asked and answered. Mr. Bush spoke to his focus and experience on setting up and communicating WVS Budgets. Mr. Van Bueren spoke to the three WVS funds, the General Fund, the Headlands Fund and now the DeHaven Fund. Mr. Bush spoke to the WVS certificate of deposits and the Board's plans for such in the manner of expenditures, which have seemed to lag use of such resources to further the Headlands. Mr. Finnell, recognized by the Chair, suggested that the Board may want to consider exploring the use of outside accounting assistance in the near term and for possibly a one year period, with the Treasurer providing oversight and management of such process. Mr. Bush noted that WVS reliance on Excel is not sustainable. Mr. Quinton suggested that a list is drawn up soon on finance/accounting issues that needs to be resolved as part of any proposed transition. Mr. Real provided commentary on this approach. Mr. Knapp suggested he and Mr. Bush meet and confer on an approach.

Next Special Meeting / Adjournment

Mr. Knapp noted the next Special Board Meeting to continue the topics from the Agenda would be on Wednesday, September 21, 2022. Precise time and venue to be determined. The Meeting adjourned at 8:36 p.m.

Respectfully submitted:

Robert D. Finnell, Interim Secretary of the Meeting