

MINUTES OF THE WESTPORT VILLAGE SOCIETY BOARD OF DIRECTORS
QUARTERLY REGULAR MEETING
WEDNESDAY, OCTOBER 26, 2022 @ 6:30 P.M.

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

Mr. Bill Knapp, President/Chairman welcomed all attendees and called the Meeting to order at 6:35p.m. via ZOOM videoconference in a previously publicly posted preliminary Meeting agenda. Notice to Directors included preliminary Meeting agenda including supporting documents: prior meeting minutes set, annual California Attorney General filing statement, financial account structure, community garden expense. 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, Ms. Dorine Real, Mr. Thad Van Bueren, Mr. Robert Finnell, and Mr. Rock Bush.** Board Member **Mr. Gary Quinton** joins the Meeting as noted. Directors not attending: **Mr. Derek DiOrio.**

Members of the public attending: **Mr. Lee Tepper.**

Mr. Knapp chaired the Meeting and Mr. Finnell (Secretary) recorded the Minutes of the Meeting.

2. *Secretary's Report.*

Review and Approval of Prior Meeting Minutes. Mr. Finnell directed attention to the draft Regular Board of Directors meeting minutes of July 27, 2022, the draft Special Board of Directors meeting minutes of August 24, 2022, and the Westport Village Society's draft Annual Meeting minutes of October 7, 2022.

It was noted that the draft July 27, 2022 meeting minutes had previously been posted in draft form to the WVS public website. Questions were asked and answered regarding a possible process to disclose and post the August 24, 2022 Board Meeting minutes, which related to a Director working session.

Upon motion duly made (Van Bueren) and seconded (Real), the Board of Directors unanimously approved July 27, 2022 Board Minutes, the August 24, 2022 Board Minutes and provisionally approved as draft, the Annual Meeting Minutes of October 7, 2022 for posting on the WVS website noted as "pending" and scheduled for formal approval at the October 6, 2023 Annual Meeting.

Mr. Van Bueren stated he would post the three subject Minutes to the WVS website in due course.
(Director Gary Quinton joins the Meeting 6:53 p.m.)

3. *Treasurer's Report.*

Review of Financial Report for the quarterly period ending September 30, 2022.

Mr. Bush (Treasurer) then directed the Board's attention to the WVS financial reports which had been provided to the Directors in advance of the Meeting which included the summary WVS quarterly financial report ending September 30, 2022. Mr. Bush provided an overview summary of the reports. Mr. Bush noted the Internal Revenue Service and California Attorney General reporting statements were filed mid-September 2022.

Questions were asked and answered. Mr. Van Bueren noted that he had retrieved WVS mail from the designated WVS PO Box and a few membership renewals were received and an email Mini Grant Application Request (from Ms. Erin Brazill) for "Day of the Dead Celebration" for early November 2022.

As a reminder to the Board of Directors, Mr. Bush stated that at the conclusion of this Meeting, he would resign as WVS Treasurer, but would continue as a WVS Director. Mr. Bush noted he would deliver the Mailbox key and Corporate Seal to Mr. Finnell (Secretary). Mr. Knapp noted to the importance and purpose of a WVS Finance

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Advisory Committee, (consisting of Mr. Bush, Mr. Quinton and Mr. Knapp) to determine reporting recommendations to the Board of Directors. This process would be refined at the next Regular Board Meeting.

4. Active Business (7:00 pm)

Chairman Knapp provided an update on the proposal for WVS website re-design. Questions were asked and answered and Mr. Van Bueren expressed interest and participation to review the new proposed design as it evolves. Chairman Knapp noted this proposed WVS website re-design subcommittee would consist of Chairman Knapp and Director Van Bueren. Mr. Bush noted the process to approve website re-design preliminary funding. Questions were asked and answered regarding possible design improvements to allow payment of WVS annual dues and general donations within the new website. Mr. Finnell suggested a deeper review of various subsections of the WVS website that appear outdated, such as Welcome Packet, Run Book (2015). Questions were asked and answered. (7:14 pm). Mr. Quinton noted he would provide website process oversight.

Upon motion duly made and seconded, the Board approved funding the website design at \$2,200 with the current quotation in place (which is the same person/entity working on WMAC website and Westport Cemetery Board.). Mr. Finnell called for an individual audible vote record. All Directors voted in favor, with Director Real abstaining.

Mr. Knapp noted WVS owns the WVS website domain name/listing, which is approximately \$77.00 per year.

DeHaven Creek Headlands Status Report. Mr. Van Bueren referred the Directors to his prior written report issued on October 24, 2022 regarding the status of the acquisition of the DeHaven Creek Headlands property. Mr. Van Bueren noted that WVS has completed all required contract action items. Mr. Van Bueren noted that the State Coastal Conservancy has a contingency regarding possible property reversion rights. All details are in the October 24, 2022 report. No impediments to the proposed early December close are anticipated at this time. (7:26 pm) Questions were asked and answered regarding possible future coastal trail extensions. Mr. Van Bueren suggested a possible WVS sponsored/funded celebratory event for the DeHaven project, perhaps coupled as a “Solstice Event” in December 2022. Mr. Van Bueren will circulate DeHaven Creek Headlands sign mockups with SCC logo, with December or January 2023 as the target date. Mr. Quinton suggested limitations on vehicle access to DeHaven as well. Questions were asked and answered on a preliminary discussion of a locked access gate. Mr. Bush noted he had spoken with Director DiOrio and Director Quinton on WVS Headlands repainting of various signage on WVS Headlands and possible packaging with DeHaven signage endeavor. (7:37 pm). Mr. Knapp noted WVS budget currently includes signage expenditures. Mr. Finnell noted recent overnight parking at North Entrance to WVS Headlands. Mr. Bush noted that the North Entrance Handicap Parking Only sign is missing.

Board Development Activity (7:43 pm). Mr. Knapp noted he had procured via charity auction, no charge access for WVS Directors, a West Company consultant for a upcoming stress reduction and team building workshop for the Board of Directors on October 30, 2022. Questions were asked and answered about possible financial reporting assistance and resources for Charitable entities such as WVS. Additional discussion ensued regarding Board Development activities and dedication of time variables. Mr. Van Bueren and Chairman Knapp noted the recent acreage listing (up to 904 acres, listed full at \$8,800,000) of the Siamex Property and that the WVS Board would stay generally connected with the Sotheby’s Listing Agent.

Board Appointment of WVS Officers. Mr. Knapp led the discussion with questions asked and answered on scope and duties of each WVS Officer. Mr. Van Bueren referenced the WVS Board Manual as a reference. It was noted that the WVS Membership list needs to be updated and a process to be able to determine that membership list.

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After further discussion and upon motion duly made (Van Bueren) and seconded (Knapp), upon polled audible individual voice vote the Board unanimously approved the following individuals as WVS Officers for a one year term ending after the WVS October 2023 Regular Board Meeting:

Chairman of the Board / WVS President
WVS Vice President
Treasurer
Secretary

Bill Knapp
Thad Van Bueren
Gary Quinton
Robert Finnell

Mr. Finnell recommended that the Board take action to update accordingly the various banking institution bank accounts signatories to reflect these updated Officer appointments by the Board.

Top Three Goals Discussion (8:12 pm)

Chairman Knapp led and presented an overview for a Board discussion on Top Three Goals. Mr. Quinton highlighted the challenges since March 2020 and COVID limitations for personal interactions. Mr. Quinton suggested some new coordination with the Westport Community Church Board and cooperation to revive the Annual Ducky Race. Mr. Finnell suggested that it seems WVS has a marketing challenge to increase membership and community. Mr. Finnell suggested a 2023 Town Hall Event with all Westport organizations invited to attend and present their mission / purpose. Noted that Mr. Quinton is leading the process for new WVS Website design and tools. Work towards refining the WVS Mission/Values Statement was discussed. Ms. Real highlighted the importance of developing a Westport Community Shared Vision. (8:23 pm). Mr. Bush noted WVS is possibly missing community engagement that are not fund-raisers, suggesting a WVS funded “Solstice Celebration” for December 2022. Mr. Van Bueren noted the importance of community engagement in the near future and follow through on the DeHaven Project. Mr. Knapp noted the importance of assigning tasks to the goals to drive to action. Questions were further asked and answered with a goal to also reach out to WVS Members for further ideas for review and discussion.

Adjournment. The Meeting adjourned at approximately 8:37 p.m.

Respectfully submitted:

Robert D. Finnell, Secretary

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