

Westport Village Society
(Formed 8/19/1992 - California 1837411)
a (501 (c)(3) organization.
P.O. Box 446, Westport, CA 95488
<http://www.westportvillagesociety.org/>

MINUTES OF THE WESTPORT VILLAGE SOCIETY
BOARD OF DIRECTORS QUARTERLY REGULAR MEETING
WEDNESDAY, OCTOBER 23, 2024 @ 6:30 P.M. Westport Community Center

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

Mr. Bill Knapp, President/Chairman welcomed all attendees and called the Meeting to order at 6:37 p.m. in the Westport Community Center. (A ZOOM videoconference link was included to invitees). Notice to Directors included preliminary Meeting agenda, supporting financial documents, and draft minutes of the Regular Quarterly Meeting July 24, 2024 and draft minutes for the Annual WVS Member Meeting of October 4, 2024.

Quorum established with Board Members present at the inception of the Meeting in person unless otherwise noted: **Mr. Bill Knapp, Mr. Thad Van Bueren, Mr. Beck Regalia, Mr. Robert Finnell** (via Zoom), **Ms. Tabitha Korhummel**. Director **Ms. Dorine Real** and appointed Treasurer **Mr. Gary Quinton** were unable to attend the Meeting. Members of the public/Members attending at the inception of the Meeting: **Mr. Rock Bush**.

Mr. Knapp chaired the Meeting and Mr. Finnell (Secretary) recorded the Minutes of the Meeting. The Board reviewed the preliminary agenda. The Board then moved forward with the presented agenda.

1. Public Input: Mr. Knapp welcomed Mr. Bush and offered him the opportunity to speak. Mr. Bush noted his existing WVS membership and prior WVS Board of Directors service as a director and as treasurer.

2. Administrative Items (6:41 p.m.)

A. Secretary's Report.

Review and Approval of Prior Meeting Minutes— Mr. Finnell presented the process to approve the draft WVS Board Meeting minutes of July 24, 2024. Upon motion duly made (Regalia) and seconded (Van Bueren), the Board unanimously approved the Regular Meeting of July 24, 2024 Board Meeting Minutes as previously presented and posted to the WVS website in draft form. Mr. Finnell then directed attention to the draft minutes of the WVS Annual Member Meeting dated October 4, 2024, noting the standard protocol and process was to review and approve the draft minutes and in the coming days post them on the WVS website for public review and access. Such Annual Meeting minutes remain in draft form until review and approval at the next Annual Meeting scheduled for October 3, 2025. Upon motion duly made and seconded, the Board unanimously approved the posting of the draft minutes for the WVS Annual Meeting dated October 4, 2024. The results of the recent Annual Meeting Director election (by acclamation) are as follows:

Mr. Sebastian Beck Regalia is elected by acclamation to a new full Director term ending October 2027; and Ms. Sheila Winslow is elected by acclamation to a new full Director term ending October 2027.

As noted and foreshadowed in the draft Annual Meeting minutes dated October 4, 2024, the following is the definitive roster statement of the composition of the WVS Board of Directors as of October 4, 2024:

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Board of Directors

(Elected on October 4, 2024 Annual Meeting; Officers to be Appointed October 23, 2024)

<u>Position</u>	<u>Term Expires*</u>
Robert Finnell (Secretary)	2026
Bill Knapp (President)	2025
Tabby Korhummel (VP of Process & Member Participation)	2026
Dorine Real Director	2025
Beck Regalia Director	2027
Thad Van Bueren (Vice President)	2026
Sheila Winslow Director	2027

3. Treasurer's Report. (7:05 p.m.)

Mr. Knapp stated the goal is to have a Finance Committee Meeting scheduled and held in November or December 2024. Mr. Knapp noted that a set of financial reports and documents had been provided in the Board Packet for this Meeting (Q1 for FY 2025 Financial Report) and provided an overview. Questions were asked and answered. Mr. Knapp indicated there will be an endeavor to effectuate improvements in the financial reporting. After a brief discussion, it was noted that once the Finance Committee reviews and reverts financial statements, WVS will take steps to post financial statements on its web-site.

Upon motion duly made (Van Bueren) and seconded (Finnell) the Board unanimously acknowledged the WVS Financial Reports as presented.

(6:55 pm) Mr. Knapp noted that with respect to the WVS various open tax filings, there is a filing time extension in process by the WVS retained CPA (Mr. Larry Flores of Hogan & Stickel)

Mr. Knapp noted that for various scheduling reasons, the 2025 Budget draft had been delayed and it is anticipated that the WVS Finance Committee will meet and resolve to finish the proposed 2025 Budget for review and approval by the Board at its regular meeting January 22,2025.

Mr. Knapp then informed the Board that Mr. Gary Quinton (Treasurer) (who was not able to attend the Meeting) had recently expressed his decision not to continue as WVS Treasurer. The Board recognized Mr. Quinton for his many years of service as a WVS director and various officer positions, wishing him well in his other leadership positions on other various WVS endeavors. Mr. Finnell noted he would endeavor, as part of corporate governance due diligence process, to request a basic resignation letter from Mr. Quinton as to his decision to resign as WVS Treasurer. The following week it should be noted that Mr. Quinton will be notified

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that his appointment has expired when the process of changing signatories on the WVS bank accounts is complete.

Mr. Knapp, Mr. Van Bueren and Ms. Winslow then narrowed the date for Finance Advisory Committee meeting to address the 2025 WVS Budget to November 20-21, 2024, anticipating it will only be an “in-person” meeting to best manage the budget data and discussion process.

Agenda Item 4 – New Business

Mr. Knapp directed attention to the scheduled upcoming meeting “Coffee with Conrad Kramer” (Executive Director – Mendocino Land Trust) scheduled for interested WVS Members and public on Friday, November 22, 2024 at 10:00 a.m. at the Westport Community Center. Questions were asked and answered regarding status of certain portions of the Siamex Property recently sold in the southern portion of Westport and various grants in process with the associated lumber company. Generally it is expected to progress over the next twelve months+.

Preliminary Discussion regarding Officer Appointments (7:11 p.m.)

The Board then engaged in an extended discussion regarding the WVS officer appointments. Mr. Knapp expressed his intention to not serve as WVS President going forward, but instead was open to acting as WVS Treasurer for only one year. Mr. Van Bueren volunteered to serve as WVS President, noting that for several years he had previously served in that capacity. Mr. Van Bueren expressed a desire to diminish or transition the communication duties he has managed as Vice President (website updates, Wave liaison, etc.) Mr. Regalia and Ms. Korhummel offered to assist in some fashion with some additional technical training probably helpful to facilitate that process of transition. Mr. Finnell agreed to continue to serve as WVS Secretary.

Event Activities – Events Committee Discussion.

The Board discussed the status and planning processes required to develop WVS Events. Mr. Finnell suggested perhaps a primary focus on WVS as a Land Trust and also noted that Mr. Knapp’s welcome remarks at the 2024 Annual Member Meeting encouraged and valued broader community participation in WVS, not just the Board of Directors. Mr. Knapp recognized Mr. Van Bueren’s excellent work on the De Haven acquisition and development progress as being a heroic solo endeavor. Mr. Knapp reinforced his view that WVS creation and mission statement is more than a Land Trust. Ms. Winslow, as a newer resident provided input on the value of the Westport community connections as an important amenity. Ms. Korhummel added additional substance and input on the value of Westport community events. Mr. Bush joined the discussion on possible strategies to increase local resident involvement in WVS connections. Mr. Regalia noted that to some extent the process of allowing community events to happen is natural, in spite of less residents available to contribute to the same extent as in the past. (7:31 p.m.). Mr. Van Bueren noted that Westport is well situated to conduct fun events, that the Ducky Race is a significant investment in time and planning to execute, and perhaps more frequent smaller scale events could be considered.

Officer Appointments

Mr. Van Bueren directed attention back to WVS Officer Appointments. After further discussion, with questions asked and answered, upon motion duly made (Winslow) and seconded (Regalia), the Board unanimously appointed the following WVS Officer slate, to serve at the pleasure of the Board of Directors, for the period ending at the October 2025 Regular Quarterly WVS Board Meeting:

Thad Van Bueren President

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Bill Knapp	Treasurer
Tabitha Korhummel	Vice President
Robert Finnell	Secretary

Mr. Knapp reiterated the need and value for more activity outside of the standard quarterly full Board of Director's Meetings. The Committees are:

Committees: (Chairs in **boldface** if assigned)

Executive Committee (Governance) (**Thad**, Bill, Robert)
Finance Advisory Committee (**Bill**, Thad Van Bueren, Sheila Winslow)
Headlands & Garden (**Beck** Bill, TBD)
Events / Fundraising / Communications (**Tabby**, Shiela, Dorine, Thad, Steve Brigham)

It was noted that the Events/Communications Committee would endeavor to meet at the Westport Hotel on Thursday, October 24, 2024 at 11:00 AM for an initial meeting.

Year End Appeal for Donations and Membership recruiting and renewals.

The Board discussed the process for the annual Year End Appeal process. Mr. Finnell suggested that funds be budgeted and offered to the Events / Communications Committee in this endeavor, in particular if a marketing mailer, with Membership Application is preferred. Mr. Van Bueren supported this suggestion. Questions were asked and answered. A goal of an early November 2024 mailing deadline was suggested. Mr. Knapp noted October 28, 2024 was the deadline for November Westport Wave article submissions. Mr. Knapp would draft and submit an article regarding the Friday November 22, 2024 "Coffee with Conrad Kramer" event. (7:52 p.m.). Mr. Knapp noted the utility of using Good Morning Graphics for the WVS mailings. Mr. Finnell volunteered to draft an article for Board input prior to submission to Steve Brigham (Westport Wave) regarding the news from the 2024 WVS Annual Member meeting for the November 2024 Wave. A brief discussion arose from Ms. Korhummel regarding communications regarding WVS' mission and purpose.

Headlands Maintenance Update. (7:43 p.m.) The Board noted the work performed (Quinton / Regalia) regarding the repair/replacement of the top anchor post of the Westport Headlands stairs. Mr. Regalia provided an update on Westport Headlands and DeHaven mowing and invasive plant species eradication that he recently undertook and measures that should be considered for Scotch Broom eradication at De Haven. Mr. Van Bueren suggested possible future "community work days".

A. Community Garden.

Mr. Regalia noted that local resident David Brothers and Greg Daugherty have been overseeing the seasonal "wind-down" of the Community Garden and recognized and thanked them for their work.

B. DeHaven Creek Headlands Project Update. (8:05 p.m.) Mr. Van Bueren referred to his several recent written monthly reports regarding the Project.

Agenda Items for FY 2025 Q2 Business Board Meeting Wednesday, January 22, 2025 6:30 p.m.

Mr. Knapp directed attention to suggested agenda items for next Regular Board Meeting. Mr. Finnell noted he would suggest a draft agenda this week, setting forth as standing agenda items, various Committee reports

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as applicable and relevant. Also including a discussion on top goals or endeavors for 2025. The existing Board Manual (on website) was suggested as good on-boarding document for new Directors.

Adjournment. The Meeting adjourned at approximately 8:15 p.m.

Respectfully submitted:

Robert D. Finnell, Secretary - Westport Village Society, a (501 (c)(3) organization.

Mission Statement: Supporting local charitable and educational projects and fostering the preservation and interpretation of the environment since 1992.