

Westport Village Society
(Formed 8/19/1992 - California 1837411)
a (501 (c)(3) organization.
<http://www.westportvillagesociety.org/>

MINUTES OF THE WESTPORT VILLAGE SOCIETY
BOARD OF DIRECTORS QUARTERLY REGULAR MEETING
WEDNESDAY, JANUARY 22, 2025 @ 6:30 P.M. Westport Community Center

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

Mr. Thad Van Bueren, President/Chairman welcomed all attendees and called the Meeting to order at 6:35p.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 October 23, 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, Ms. Tabitha Korhummel, and Ms. Dorine Real. Ms. Sheila Winslow was unable to attend. Members of the public/Members attending at the inception of the Meeting: Mr. Lee Tepper, Mr. Gary Markley, Mr. Jeffrey ("Homer") Whitehouse, and Ms. Marjorie Bartlett.

Mr. Van Bueren 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. Van Bueren welcomed all guests and invited input.

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 October 23, 2024. Upon motion duly made (Knapp) and seconded (Van Bueren), the Board approved the Regular Meeting of October 23, 2024 Board Meeting Minutes as previously presented and posted to the WVS website in draft form. Ms. Real abstained from voting. Mr. Knapp and Mr. Van Bueren spoke to the WVS membership records process and Ms. Real noted the difference in process vis-à-vis the Westport Community Church membership protocols, which requires WCC members live in the Westport Area. Mr. Finnell noted that the various corporate filings were current to date and otherwise in process/calendared for future state and local governmental filing.

B. Executive Committee Update (6:49 p.m.)

Mr. Van Bueren noted the Executive Committee (Messrs. Van Bueren, Knapp and Finnell) would notice and hold a special committee meeting the third week of March 2025 to, amongst other topics, address the WVS Corporate Administrative Manual update and commence review of the WVS voting rules. It was also noted that a Finance Committee meeting would also be noticed and held prior to the next Regular Board Meeting. The Board then discussed new equipment acquisition proposal for a new laptop computer to support WVS operations, in particular communication operations. After further inquiry and discussion led by Ms. Real, upon motion duly made (Van Bueren) and seconded (Korhummel) the Board approved the purchase of a new computer laptop not to exceed \$1,000 in cost. Ms. Bartlett also offered to donate a HP Notebook if WVS was interested, but it was decided not to pursue that option. Discussion on adequate computer hard drive of 1 TB and sufficient active RAM capability.

3. Treasurer's and Finance Committee Reports

Mr. Knapp (Treasurer) presented the Financial Reports with reference to the Excel sheets, noting that both funds were financially healthy. Questions were asked and answered regarding with the balance sheet. Mr. Whitehouse expressed concerns about possible risks of cybercrime to the WVS bank accounts in ordinary savings accounts versus established money market accounts or certificates of deposit. Mr. Knapp noted that the annual interest income to the WVS bank accounts now exceeds that WVS Ducky Race total of the most

recent event (2019). Mr. Knapp noted that WVS is currently ahead of budgeted income expectations for the financial year period to date. Mr. Knapp directed attention to the WVS recent quarterly financial report and various authorizations to pay expenses as stated in the annual budget proposed. Mr. Van Bueren recommended and moved for a resolution for Board approval of the current year's budget, subject to amendment to now include a line item for computer supplies as discussed earlier and approved. Mr. Knapp seconded the motion. Upon further brief discussion, the Board approved the proffered annual budget (Ms. Real abstaining). Mr. Knapp spoke to the status of the IRS tax filings (Form 990) and process and the Attorney General annual disclosure filing and property tax filings. Mr. Knapp noted that with only one open item on Form 990 that needs CPA review, all filings were staged up for filing. An extension to March 15, 2025 was reserved. Mr. Knapp spoke to the results of the WVS end of year financial donations appeal. Mr. Real suggested that at the next Regular Board meeting an agenda item is added for discussion on the process to keep the WVS funds safe and secured pursuant to earlier discussions. Mr. Finnell volunteered to send to the Directors a copy of a basic Financial Investment Policy that had been vetted by other similar non-profit organizations for review and discussion as a starting point. Mr. Knapp also suggested that consultation with a financial advisory firm such as Edward Jones could be beneficial as part of financial due diligence.

4. Events and Communications Committee Report

Ms. Korhummel led the update, noting that the Committee (Real, Tepper, Korhummel) had met during December 2024 for planning discussions. The Committee has yet to name a "ringmaster" for the 2025 Annual Ducky Race Event, usually held on Mother's Day. Last such event was May 2019. Artwork for 2025 Annual Ducky Event is still open and is a leading indicator for marketing processes. There was also a discussion about commencing a Treasure Hunt Event for July 2025. The Committee may meet again during February 2025.

5. Maintenance and Community Garden Committee Report (7:45 p.m.)

Mr. Regalia led the discussion on the recent inspection and repairs needed on the WVS Headlands wood stairway to the Headlands beach. Mr. Regalia noted he would also involve Mr. Gary Quinton in the process. Mr. Regalia also noted that the old well located within the heavy brambles on the WVS headlands should be inspected as to possible security quality and it was suspected that the heavy redwood cover was still sustainable. Mr. Whitehouse provided an assessment of the WVS Headlands stairway repair processes likely necessary, such as replacement of underpinnings and steps and use of TWP wood preservative if the view was this sort of wood repair. Questions were asked and answered and a future assessment and plan would be undertaken.

6. Local Land Conservation & Public Access Projects (7:55 p.m.)

Mr. Van Bueren led the update discussion, noting he consistently and periodically updates the Board on the De Haven bidding processes for the proposed parking lot and stairway. The details of the Geotechnical Survey and action plan were summarized. There is interest in applying for additional construction grant funding and possibility for such construction on the parking lot and stairway to commence during Summer of 2025.

Mr. Van Bueren noted and suggested trimming the nearby roadside trees for better parking lot visibility and a mandate for signage to prohibit overnight parking. Questions were asked and answered. Mr. Whitehouse provided input on the parking lot capacity and/or limitations. Mr. Regalia expressed concerns with the current plans for the public parking lot and unintended consequences. Mr. Knapp suggested defining public access. (8:20 p.m.) Mr. Van Bueren noted he would undertake further discussion with the Grantor on public access aspects. Mr. Van Bueren noted that the primary contact on these final construction matters is Mr. Joel Gerwin. After further discussion (8:34 p.m.) with questions asked and answered, the Board agreed to meet at De Haven site tomorrow (January 24, 2025) at 10 a.m. to view the parking lot site (and measurements) and the stairs.

7. Bell Point Acquisition Update

Mr. Van Buren noted and provided an update regarding recent conversation with Mr. Conrad Kramer of the Mendocino Land Trust (MLT) and also the status of the Blues Beach Land Transfer (Kai Pomo Nonprofit). Mr. Tepper noted he had recently spoken to Mr. Justin Nadreau regarding status of possible land transfer of 200 acres to the Pomo Tribe.

8. Discussion on Top Three WVS Goals for 2025.

The Board brainstormed on possible goals for 2025, amongst the suggestions:

1. Corporate Governance WVS Administrative Manual update;
2. Community Events;
3. Spend on Community/Charitable Projects;
4. Jump Start the Community Garden;
5. Educational Projects;
6. Preservation/Westport History
7. Sea Level Risk Awareness Tracker and Planning;
8. Increase Mini-Grants, for grass roots improvement projects such as Annual Community Clean Up/Out Day;
9. Reduce invasive plans – Pampas Grasses
10. Community coordinated crisis management plan.

Mr. Van Bueren and Ms. Real noted a goal of focusing on WVS Area history and preservation, citing a need for possible storage or display, preferably working with the Westport Community Church for storage or display cabinets.

Adjournment. The Meeting adjourned at approximately 8:35 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.