

**MINUTES OF THE WESTPORT VILLAGE SOCIETY  
BOARD OF DIRECTORS QUARTERLY MEETING  
WEDNESDAY, JULY 22, 2026 @ 6:30 PM  
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 6:34 p.m. Notice to Directors included a preliminary Meeting agenda. Quorum established with Board Members present at the inception of the Meeting: **Mr. Thad Van Bueren, Mr. Bill Knapp, Mr. Robert Finnell, Ms. Sheila Winslow, and Mr. Beck Regalia.** Unable to attend: Ms. Tabitha Korhummel and Dr. Madison McKenney. A Zoom video conference was activated and Carla Thomas attended via zoom @ 6:44 pm. Also in personal attendance: Mr. Rob Holt (representing WCC Board of Directors @ 6:59 pm) and Tom Kisliuk, Lee Tepper and Dorine Real.

It was confirmed that each participant could hear and be heard by others.

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 Comment.**

Mr. Van Bueren requested any public comments. Mr. Kisilik noted that he missed the Lending Library that was resident in the Post Office room. Questions were asked and answered concerning possibly staging the Lending Library in the Community Center. Director Winslow noted that as a Church/Community Center Director she would raise the proposal to the Church/Community Center board of directors. Director Finnell noted that the Mendocino County BookMobile is typically available the second and fourth week of each month on Thursday mornings (9:00 am) on Abalone Street for public access. Ms. Carla Thomas was then recognized by the Chair for a brief and detailed FireWise update, noting that the Westport Area is now FireWise certified with the applicable map.

**2. Administrative Matters. (6:40 p.m.)**

Mr. Finnell (corporate secretary) noted that prior WVS Board Minutes dated April 22, 2026 and Special Board Meeting minutes of June 30, 2026 were before the Board of Directors for review and approval, having been posted to the WVS website several weeks prior to this Meeting.

**RESOLVED**

***With no further comments or edits discussed or presented, upon motion duly made and seconded, it was RESOLVED that both sets of prior Board Meeting minutes (April 22, 2026 and June 30, 2026) were unanimously approved by the Board of Directors and would at the proper time will be posted to the WVS public website.***

Mr. Finnell noted that 2026 corporate filing were up to date for compliance filing.

Mr. Van Bueren, chair of the Executive Committee, noted that three Board of Director's positions were up for election at the October 2, 2026 WVS Annual Meeting. The following incumbent WVS Directors terms expire October 2, 2026: Mr. Thad Van Beuren, Mr. Robert D. Finnell, and Ms. Tabitha Korhummel. Mr. Van Bueren noted he would post a Call For Candidates article (and process of application) in the Westport Wave, to be published August 1, 2026. Mr. Van Bueren then provided an overview of the Inspector of Election process and responsibilities, noting that any director candidate applicant would not be able to serve as Inspector of Election if they were a current director candidate. The Board then discussed the ballot mailing process, with questions asked and answered. Director Knapp noted it has been common in the past for people to show up in person at the Annual Meeting to apply for WVS membership and pay their annual WVS dues at that time. Mr. Finnell noted that due to travel to Michigan in early October 2026, he would not be able to attend the 2026 Annual Meeting in person and may not be able to attend by Zoom to function as WVS Secretary. Chairman Van Bueren then sought Director input on a "theme" for the 2026 WVS Annual Meeting (in addition to standard business topics). Mr. Finnell volunteered to contact Director McKenney on possibility of her connection to Westport's elected Supervisor, Mr. Bernie Norvell to attend and

speak/present at the WVS 2026 Annual Meeting. The Board also favored the idea of a potluck event to follow the 2026 Annual Meeting. Director Winslow volunteered to lead and coordinate that event. Chairman Van Bueren also suggested to the Board to think about the reviving the prior officer position of Vice President for consideration at the October 21, 2026 Regular Board Meeting.

### **3. Treasurer's Report**

Mr. Van Bueren noted that WVS was in a period of transition of its accounting system to Gnu Cash and from Director Knapp to Director Winslow (Treasurer). Director Knapp noted that the financial accounting is all accurate, but there may be some minor account allocation/designation adjustments for clarity. Director Knapp noted that the WVS 2026 fiscal year closed June 30, 2026 and WVS was now in Fiscal Year 2027. Questions were asked and answered about changing the WVS fiscal year to align with the calendar year. Mr. Finnell noted that this could be accomplished by a formal change to the WVS Bylaws.

Mr. Knapp (Assistant Treasurer) led the financial statements discussion and presentation, with handouts in advance and again provided at the Meeting. Mr. Knapp spoke about the Income Statement, G/L review, Balance Sheet and Budget document. Questions were asked and answered. Mr. Knapp provided an overview of operating expenses and reserves and a discussion regarding capital assets. Mr. Knapp noted finding worthy projects for WVS charitable expenditures. Mr. Knapp noted the WVS files tax reports, but as a charitable organization it does not have taxable income. (7:38 pm) Mr. Knapp noted that the Westport Headlands stairs repair expenditures is still an open issue.

### **RESOLVED**

*Upon motion duly made (Van Bueren) and seconded, the following resolution was unanimously approved: **RESOLVED, the Board of Directors acknowledge and accepts the current WVS financial statements as presented.***

### **4. Communications and Events. (7:49 pm)**

Director Winslow provided a detailed financial report and key post-event statistics of the 2026 Mother's Day WVS Ducky Race activities. Generally speaking, the profit earned was approximately \$6461. (Based on gross revenue of \$11,745 (of which \$1,000 was early seed funds) and expenses of \$5,284). Director Winslow recommended establishment of a Venmo process in the future to meet customer demand for electronic payment options. Director Winslow noted that the Ducky Team was still calculating the inventory cost and is estimating next year's budget of approximately \$2,000 may be acceptable. Director Winslow noted that approximately 95% of the Ducky Race inventory is stored in the Community Center shed. Director Winslow noted that going "digital" made a difference and thanked Sybil for donating the silent auction quilt. Director Winslow received valuable feedback from attendees on what can be performed better. Director Knapp (and the Board) noted this 2026 Ducky Race was a great financial success, perhaps the best ever. Recognition and thanks offered to the 2026 WVS Ducky Race Team.

WVS event permits in process were discussed. Director Winslow noted that a new draft of the Headlands Event Policy and modifications thereto were in process, A small "ceremony only wedding event" for August 29, 2026 was planned on the Headlands (no tents, no portables, no water, no electricity needs) and the applicant was in process for finalizing event insurance to name WVS as a beneficiary, cost paid by applicant.

The applicant Elaine Cobb is expected to submit the Headlands Event application to WVS for review and approval in the coming days. Pending satisfactory application submitted timely and liability insurance validated the Board unanimously approved the proposed August 29, 2026 Headlands Event as presented.

Director Winslow then provided recommendations on the Westport Headlands Event and Policy, noting various financial adjustments to be proposed for WVS Board review and approval in the coming days. Director Winslow noted Director Finnell's concern for reasonable "set back" requirements. Chairman Van Bueren noted that at least one WVS Director is required to volunteer diligent oversight of all Headlands Events. Ms. Real noted her opinion that the Headlands Event attendees "need to see a face" for oversight success and compliance and the local list of preferred or listed local service providers should be updated. Ms. Real also highlighted clear limits on sounds and process for collection/disposal of all garbage/refuse from the Event. Director Finnell encouraged timely submission

of all comment on the Headlands Event Policy and Application to all Board Members in the coming days/weeks.

(8:06 pm) Director Winslow lead a discussion the WVFD application for annual Headlands BBQ fundraiser on August 15, 2026. The Board agreed to waive all application fees, but recommended a donation by WVFD to WVS from its financial proceeds. Director Knapp noted that there is not a formal policy or procedure for WVFD accessing water and electricity from the Westport County Water District Omega Pump Station and it would be preferable to formalize it. Director Finnell noted he would invite WFVD (designee Mr. Jeff Mathias to the WCWD regular meeting August 13, 2026 for discussion on process. Director Winslow noted that WVS would not provide oversight processes for the WVFD BBQ Event based the historical good record by the WVFD for the Event.

#### **5. Maintenance. (8:15 pm)**

Director Regalia as WVS lead director for real property maintenance led the update, noting recent mowing of Headlands and tactical mowing of DeHaven Headlands property. Director Regalia thanks Mr. David Brothers for Community Garden management and noted “harvest season” had commenced.

#### **6. Projects (8:25 p.m.)**

Mr. Van Bueren provided an update (and referenced other periodic email updates to the Board) on the DeHaven property and status of permitting and commencing construction. Chairman Van Bueren noted that a signage quotation had been received from Mr. Derek DiOrio’s new signage business for new and improved Westport Headlands signage. . (Mr. DiOrio is a former WVS Director). The quote was in line with prior quotations for signage for DeHaven Property and includes Mr. DiOrio’s personal installation of the signage. Mr. Holt suggested a QR Code is added to the signage for additional reference by guest visitors. An extended discussion ensued, with questions asked and answered on the content of the proposed Westport Headland signage and other design issues. The Board unanimously approved the DiOrio quotation of \$3120 for the Headlands signage. Chairman Van Bueren will work with Mr. DiOrio and local tribes, on historic interpretative signage. Chairman Van Bueren provided DeHaven construction update on stairs construction and connective trail system and noted there is limited “wiggle room” in the budget at this time.

(8:55) Mr. Holt provided an update on his volunteer efforts concerning the future repair of the Westport Headlands Stairs. Noting contact with Mantle Industries initial quote of \$128,800 (dated May 12, 2026). Mr. Holt noted the three stages of the staircase system (aluminum tread hollow – catwalk style) foundational supports, and kayak transport system. All aluminum. A rough Rossi Building Supply bid was approximately \$85,000, pressure treated stringers, TREX for treads, (concern about trex slippery when wet) Questions asked and answered on replacement process of “same for same” not usually requiring a new permit. An extended discussion ensued on the process and construction materials. Questions asked and answered on funding constraints and budget goals.

**Next Regular Meeting suggested agenda topics:** Tax Filing form 990 status/process. Headlands Update and approve Policy. Headland’s stairway updated DeHaven updates. Appointment of WVS Officers.

**Adjournment.** The Meeting adjourned at approximately 9:10 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.***