

Westport Village Society
Quarterly Board Meeting Minutes for April 23, 2016

1. Call to Order

The meeting was called to order at 9:05. There were no items to be added to the agenda.

Directors Present: Thad Van Bueran, Steve Brigham, Sarah Mathias, Gary Quinton, Dorine Real, Bill Knapp

Guests: Bobbie Knapp, Melinda McLaughlin, Petra Buchanan

2. Public Input

There was no public input.

3. Administrative Items:

The minutes from the January 16, 2016 meeting were **approved with a unanimous vote**. After a clarifying question about a \$500 donation made by the WVS (to the church for use of its space), **Thad made a motion to approve the quarterly financial report. The motion was seconded by Steve and the report was approved with a unanimous vote.** Regarding correspondence, Bill shared that he received and paid a bill for insurance that covered two years. Thad shared that he'd been in contact with the Mendocino Land Trust to give input regarding the Westport Headlands on their Coastal Trails web application.

4. Active Business

a. Ducky Event planning

Lois sent out an update via e-mail. Someone is needed to help set up the race course the day before the event. Possible volunteers should be referred to Melinda.

Bobbie and Sarah volunteered to post fliers in Fort Bragg.

Thad has prepared a public service announcement to be broadcast on all local radio stations.

The quilt will be displayed in the Hotel prior to the race.

It is uncertain if a newspaper ad will be placed. Thad will ask Lois.

b. Headland Park update and actions

Gary mowed the event area prior to the Easter Egg Hunt in March.

Steve asked about having "No Fireworks" signs posted again this year prior to July 4th. Bill will look into getting the signs which came from CalFire last year.

The stair supports need to be checked for contact with earth. Signs of termites have been

noted and they need to be inspected and treated. They also need paint. Gary will treat for termites if given direction and will provide the labor for painting.

The set up for the Natural Play Area (placing the final logs and stumps) should be completed soon.

The annual Yard Sale is scheduled for the Saturday of Memorial Day weekend at the end of May.

c. Budget for FY2016/2017

Bill sent out a pro-forma budget as a starting point for creating a 2016/2017 budget. The purpose was to show income and required spending so that discretionary spending could be planned. However, some data didn't make it to the version that was distributed. Bill will send out the correct document as soon as possible. Thad noted that a reasonable expectation for income seems to be about \$20,000 annually. He also suggested that insurance, which is billed every two years, should be split to show a yearly amount. With regard to fund-raising, it may be reasonable to allow that the Ducky Race may not continue as a fund-raising source and ways to replace the income generated by the event need to be explored. The amount for donations cited in the document is indicative of what has been "normal" for the last five years. **Thad moved that between now and the end of May each director should examine the corrected document, identify which expenditures are mandatory and which are discretionary, and propose what discretionary expenditures should be made and in what amount. The input will guide the creation of the 2016/2017 budget. Dorine seconded the motion and the motion passed unanimously.**

d. Fund-raising strategy update

Thad shared his notes from the fund-raising meeting that was held after the last board meeting. Ideas generated included a sand castle contest, fishing events, other events using the Headlands property, and promoting the Headlands as a venue for rental. It is evident that there is a need to transition to other forms of fund-raising or adjust the Ducky Race. The most likely alteration would be to move the event to another day, possibly the first weekend in May. Soliciting more donations and bequests may also be a strategy. With regard to promoting the Headlands as a venue, Sarah said that she would work up a poster for the kiosk at the Headlands as well as something to be posted on Facebook and left at the Chamber of Commerce. Other ideas generated included wine tasting or mushroom events on the Headlands, having our own event during the Whale Festival, and doing a blessing of the divers at the beginning of abalone season.

e. Election nomination procedure

There was a discussion of the current nomination process and obstacles to finding potential directors. Points of note include that there may be the misconception that though seats are up for elections, if an incumbent still is willing to serve, the seat isn't really open; nominees should be somewhat familiar with the organization – their first meeting shouldn't be the one they're elected at; and a certain amount of opportunity for education regarding

being a member of a non-profit board as well as providing background by way of a WVS handbook to potential members may be desirable. From these, two Wave article ideas were formed. One, an article (written by Steve) to run in the August issue describing the process and making sure it is known that vacant spots truly are vacant. The other, an article (written by Sarah) to run in the June Wave attempting to draw people to the July WVS meeting. The article will focus on the fact that the WVS is in somewhat of a “transition” period and that it is a great time to get involved and be part of find the next direction for the WVS. Upcoming director elections will be mentioned, but not a focus. Thad mentioned the possibility of increasing the number of board positions to 9, as it has been in the past, thus opening up two spots without replacing incumbents. It was decided to save that idea for 2017 elections and to focus on garnering more involvement before trying to find new directors.

f. Update on photo collection

Thad sent out a policy/form for requesting photos from the WVS. After a few minor adjustments all directors approved the document via e-mail. The form is posted on the WVS website.

g. Mini-grant update

Bobbie gave a brief summary of what the mini-grant program is and what sorts of projects have been funded thus far. Bill provided a summary of the amounts of the grants and how much of the budget is left (on the worksheet, \$268.71, but Sarah noted that she made an error on her last grant request and that number is actually \$168.71). Since it is a busy time for projects and an allocation for the next year will not be made until the July meeting, **Dorine moved to allocate \$500 to the remaining budget for this year. The motion was seconded by Gary and passed unanimously.**

h. Church/Recreation Center programs & projects update

Steve provided sample chairs and everyone present tried them and gave their input. It was agreed to purchase the “Church Chair.” Chairs for the the Rec Center will be purchased separately, potentially by mini-grant. A small number of folding chairs are desired for yoga classes and the simple vinyl folding chair will suffice.

Erin Brazill has offered to teach a kids' music class this summer, and there is the possibility of purchasing some simple instruments for this class.

Bill received a reimbursement request from Tabby for the Rec Center supplies she purchased.

5. Set Agenda for next Board Meeting July 16, 2016 at 9 am

Agenda items will include: Budget, Elections, Annual Fiscal Report, Headlands Update, and a debriefing of the Ducky Race.

6. Meeting Adjourned at 11:59 am.