

Westport Village Society

**BOARD OF DIRECTORS
REGULAR MEETING
SATURDAY, OCTOBER 17, 2015 @ 9 AM
Westport Community Church**

MINUTES

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

- Mr. Thad Van Bueren, President/Director welcomed all attendee and called the Meeting to order at 9:05 am.
- Mr. Van Bueren acted as Chairman of the Meeting and Mr. Robert Finnell volunteered to act as Secretary of the Meeting, due to the planned absence of Mr. Lee Tepper (WVS Corporate Secretary).
- Quorum established, Board Members present at the inception of the Meeting: Thad Van Bueren, Steve Brigham, Sarah Mathias, and Gary Quinton. Directors not attending: Dorine Real, Bill Knapp. Lois Senger (attends later in the Meeting as noted).
- Mr. Finnell circulated a Sign-In Sheet for all attendees and in addition to the Directors, the following additional WVS Members or members of the public attended the Meeting: Robert Finnell, Melinda McLaughlin, M. Rosen, Karen P. Rosen and K. Rudin.
- Mr. Van Bueren noted and referenced the previously web-published Board Meeting Agenda and he provided additional copies for attendees. Mr. Van Bueren then noted that a new item for Board consideration would be added to the Item #3 of the Agenda (Administrative Items), name the annual election of WVS officers by the Board of Directors.
- Mr. Van Bueren provided a brief note that the WVS Annual Meeting was held on October 3, 2015 and that only two Director positions were noticed for election at the Annual Meeting. Mr. Van Bueren noted that Gary Quinton (incumbent director) and Sarah Mathias (new director) were both unanimously elected by the Members to serve on the WVS Board of Directors for three year terms.

2. **Public Input and Possible Additions to the Meeting Agenda**

Mr. Van Bueren then directed attention to the item of Public Input. Mr. Finnell noted that at an appropriate time, as a WVS Member, he believed it would be helpful for the Board of Directors to have a future open meeting discussion on the topic of: "What does it mean to be Member and what is the "value" of being a WVS Member."

Mr. Quinton suggested that the Board consider a process to register governmental notification to the WVS on matters concerning the Chadbourne Beach area.

Questions were asked and answered concerning the number of WVS Members and Mr. Van Bueren noted that based on timing/registrations processes the number of WVS Members trends around approximately eighty (80) members per year.

Ms. Karen P. Rosen offered a "thank you" to the WVS Board of Directors for their work and dedication to the WVS community.

3. **Administrative Items**

Review and Approval of Prior Meeting Minutes: Mr. Van Bueren directed attention to the draft Regular Board of Directors meeting minutes of July 18, 2015 for review by the Directors. It was noted that the draft meeting minutes had previously been posted to the WVS public website. Upon motion duly made (Quinton) and seconded (Mathias) the Board of Directors unanimously approved the July 18, 2015 Regular Board Meeting Minutes as drafted and presented.

Review and Approval of Financial Report for the period ending June 30, 2015 : Mr. Van Bueren then directed the Board's attention to the current WVS financial report which had been provided to the Directors in advance of the Meeting and also handed out at the Meeting. Upon a brief discussion and with no further questions, upon motion duly made (Quinton) and seconded (Mathias), the Board of Directors unanimously accepted the Financial Report for the period ending June 30, 2015.

Annual Tax Filing – Status: Mr. Van Bueren noted that the Board had recently been provided with a copy of the annual tax filing document for Director review. This report had been professionally prepared and reviewed by Mr. Knapp, WVS Treasurer. A brief discussion ensued concerning the complexities of the tax filing report. Questions were asked and answered concerning the designation of the listed Directors for the report and it was understood that the report listing for the

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WVS Directors was accurate for the relevant reporting period. Upon motion duly made (Quinton) and seconded (Brigham), the Board of Directors unanimously resolved that the annual tax filing report as prepared by the WVS' tax preparer was in good form for filing.

Appointment of Officers for the Corporation by the Board of Directors

Mr. Van Bueren noted that the annual appointment of officers for WVS was the next order of administrative business. The office positions are currently President, Vice President, Treasurer, and Corporate Secretary. Questions were asked and answered concerning the duties of the Corporate Secretary and that there is no requirement that the Corporate Secretary act also as a Director. After further discussion with questions asked and answered, the Board decided to defer the annual appointment of officers for WVS until the January 2016 regular board meeting.

Headlands Report

Mr. Steve Brigham led the discussion and report on the WVS Headlands. Mr. Brigham noted that nearly all of the wood cable gate posts had failed and that Mr. Quinton had taken action using volunteer labor to replace the failed wood cable gate posts. Mr. Brigham noted that an open work order is performing the Headlands creek bed cleanup effort. This is a significant project that needs some planning and care. Questions were asked and answered on the creek bed cleaning process and the extent of the work process to address possible adverse drainage impediments and balance environmental concerns to also minimize possible future enhanced erosion risks near the cliff edge. Scheduling was then discussed.

Thad Van Bueren noted a few future Headlands events that were being planned or scheduled. The first was a wedding event for Mid-September 2016 and the application process is or would likely soon be underway for that event. Mr. Quinton noted that Ms. Real has the authority to manage the Headlands event processes without Board approval. Questions were asked and answered concerning the fees, process, deposit and application for this proposed September 17, 2016 wedding event. Mr. Van Bueren then noted a possible second event requested by "The Society for Creative Anachronism" for March 16, 2016. This group focuses on "medieval reenactments." Not much is known about the group and their plans, but it was noted that the "sunrise to sunset" hours may not work for the group. It was also believed that this group was relatively small in number, but that has not been confirmed. Questions were asked and answered concerning any process or risk of such groups "just showing up" and not following an application/permit process. A general discussion ensued by the Board concerning how to manage such possible events, such as requiring at least ninety (90) days prior notice and approval. This would align with the WVS Board meeting schedules in some manner. Active management was discussed.

Community Center Committee

Ms. Sarah Mathias provided an update, noting that not much activity had been undertaken since the August 2015 Fireman's BBQ Event. Ms. Mathias noted that she and Bill Knapp were in the process of setting up a meeting with the Seagate owners as to their potential selling plans of the current residence that could be a possible community center building. It was noted that Tabitha Korhummel was the primary contact. Thad Van Bueren discussed the topic of current community center facilities and the process of WVS providing various components / equipment from the designated WVS Community Center line item funding. Mr. Van Bueren also noted a process was underway to post various historical photos in the Westport Community Church, using the allocated \$250 in funding, wherein he would select the historical photos and Ms. Dorine Real would handle the printing/framing process. Mr. Quinton reminded the Board that his offer to provide the volunteer labor to paint the Community Center Building was still "open". A discussion ensued concerning any open items or requests from the Westport Community Church Board to WVS. This could be a topic for the January 2016 Board meeting. Mr. Brigham spoke to the Church's limited ability to currently raise funds for the Church, which is leasing the building out for meetings or events. A discussion on a new refrigerator for the Church was discussed to help make the venue more attractive to lease for events. A discussion on more comfortable seating / furniture for the Church was discussed. A discussion on procuring a white projection screen for slide presentations was discussed. Ms. Sarah Mathias indicated the Community Center was interested in applying for WVS "mini-grants" for a DVD player and curtains. A list of "wants" would be undertaken in the coming days.

2016 WVS Goal Setting

Mr. Steve Brigham noted that he and Mr. Bob Finnell would endeavor to collaborate in the coming weeks for an updated Westport Wave article on status and statement of WVS 2016 goals as previously reviewed by the Board earlier in the year.

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Welcome Packet

Ms. Sarah Mathias provided an updated status report on the process of developing printed “flyers” of various activities for WVS to help publish. Mr. Van Bueren noted such activity notices could be placed on or linked with the WVS website in some logical manner. Ms. Mathias noted that with new people moving into the Westport area all the time, having such a “welcome packet” connection from WVS to the new citizens would be a good idea and could possibly increase WVS new members. Mr. Quinton suggested that real estate agents, such as Century 21 could possibly show interest in such facilitation. Questions were asked and answered concerning such a “Welcome Packet.”

Fund Raising Strategies

Ms. Lois Senger noted that this was an Annual Meeting discussion item and she summarized the issues. An extended discussion ensued concerning the annual WVS Mother’s Day Ducky Race. A discussion on the intense labor involved in the event was noted and a discussion on how this fits into the Westport community’s identity. The financial donations were discussed as well as the attraction of the Ducky Race as a “sporting event” having “official rules.” A discussion on the “volunteer” nature of the event was discussed, as well as the After Party Recognition. Mr. Van Bueren suggested additional thought goes into identifying what is needed, such as merchandise booths. Mr. Quinton suggested a near term strategy to: (a) Document all the tasks performed for the Ducky Event; and (b) that every key person working on the event has a “backup” or surrogate/understudy. Questions were asked and answered on developing a strategy to attract more people to volunteer their time for the Ducky Event.

A discussion ensued on whether the event could move to a biennial (every two years) schedule and whether certain tasks can simply be “outsourced” to a professional event planner. A discussion ensued concerning the event’s food serving processes and how to increase efficiencies to arrive at “one shift” process. The Board discussed the process to start documenting the “operational processes” for the Event for continuity if the volunteer crew changes over time. The Board discussed a possible Westport Wave article to inform the community that the viability of the Ducky Event could be in jeopardy and perhaps this year is used to better assess viability. The Ducky Event registration processes were then discussed.

Mr. Brigham led a discussion on possible future WVS “Membership Levels.” Questions were asked and answered on this topic, including having available WVS membership applications at the Ducky Event booth. A discussion ensued concerning developing an Information Statement for the Ducky Event and process of capturing names/addresses/contact information of Ducky Event attendees. Mr. Senger suggested a possible “survey link” in a future Westport Wave article. Mr. Van Bueren led a discussion on possible other fundraising events for WVS and an approach to better attract the Millennial Generation and tying the funds raised to the “why” the funds need to be raised and how they would be utilized in the future. A discussion on a possible “scholarship grant” to a recognized local high school student or college student was explored. Mr. Van Bueren suggested a Ducky Race sub-committee composed of Board Directors and interested WVS members. Mr. Brigham noted he would endeavor to work with Mr. Finnell concerning developing a new WVS “Membership Form” for presentation at the January Board Meeting. A discussion ensued concerning the problems of possibly losing the viability of the Ducky Race without a substitute fundraiser for WVS.

Ms. Senger noted that a “rallying cry” could be established that such funds are important for the WVS annual insurance policies. The Board agreed that additional explanation and marketing of the WVS “mini-grant” process should be undertaken. Questions were asked answered concerning WVS attracting younger age members who can offer help to WVS activities. Mr. Brigham noted the likely importance of using internet social media to attract the younger generations. A discussion on developing a possible “Teen Center” approach was noted.

Mr. Brigham suggested that for the January 2016 Board Meeting, each Director offer a concise three minute statement on the WVS mission statement and values, or “who WVS is and what WVS believes.” What is WVS’ “voice” in the community.

Mr. Finnell was recognized to speak to the Board and he also suggested that a serious discussion and consensus is arrived at by the Board as to what the “value proposition” is for being a WVS Member. He noted one important right enjoyed by WVS Members is the right to vote and elect the WVS Board of Directors for its leadership. Questions were asked and answered. Mr. Thad Van Bueren covered the current WVS Board of Directors election process. It was also noted that a move to establish a new voting process and rules could create an unanticipated administrative costs and burdens. After further discussion on balancing the interests, the Board decided to continue this voting process discussion at the January 16, 2016 Board Meeting.

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Chadbourne Beach – CalTrans Posting Notice process

Mr. Quinton led a discussion concerning a proposed process to have the WVS notified of various actions/activities associated with Chadbourne Beach area by tagging such governmental notices to the Assessor's Parcel Number ("APN"). Mr. Quinton believes that having a good notification system is important. Questions were asked and answered. After further discussion, Mr. Quinton made a motion to have WVS submit a request to the Chadbourne Beach APN wherein WVS would be included on the APN notice requirements. No second to the motion was offered and the motion accordingly failed for a possible Board of Directors vote.

Mr. Quinton then reminded that in the event the WVS had any other local projects that required good labor, he has a workforce assembled from time to time via his role as managing and assisting with the Superior Court's community service sentencing program.

Possible Agenda Topics for WVS Board Meeting for Saturday, January 16, 2016 @ 9 am at Westport Community Church

Mr. Van Bueren covered the current recap of process for the possible agenda topics for January 16th regular Board Meeting, noting the following:

1. Officer appointment by the Board of Directors;
2. Each Director offers a 3 minute presentation and "Value Proposition" statement on the "Value of Being a WVS Member." (What you receive for what you give)
3. Ducky Race continued discussion and update;
4. Photograph gallery update for Church;
5. Voting Procedures continued discussion;
6. Membership process discussion;
7. Headlands Goals status and update;
8. Discuss List of "wants" from Community Center sub-committee;
9. Discuss List of "wants" from Westport Community Church;
10. Mini-grant applications and process; and
11. Update on status of Headlands "natural playground" items.

Adjournment The Meeting adjourned at approximately 11:50 a.m.

Respectfully submitted:

Robert D. Finnell, Westport Property Owner and Secretary of the Meeting

Confirmed by:

Mr. Lee Tepper – WVS corporate secretary