

MVVCSO Board Meeting Minutes

Organization: Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Meeting Type: Regular

Date: Saturday, May 24th, 2025

Time: 6:30 PM

Location: 36013 Old Wilson Rd.

Facilitator: Erick Tronboll, President

Note Taker: Jamie Ketelsen, Secretary

1. Call to Order

- **Time Meeting Called to Order: 6:41**
- **Presiding Officer:** Erick Tronboll, President

2. Roll Call

- **Board Members Present:**
 - Jim Allen - Vice President
 - Jamie Ketelsen - Secretary
 - Colleen James - Board Member
 - Janice Nay - Board Member
 - Patty Miller via Google Meet - Board Member
- **Board Members Absent:**
 - Gabby Ohmert - Board Member
 - Kristi Bruner - Board Member
- **Guests/Staff Present:**
 - Nick Ketelsen - Community Member
- **Quorum Established:** Yes with 6-0-2 vote

3. Mission Moment

- Mission Moments will be held at the beginning of meetings moving forward to highlight community impact and reinforce MVVCSO's mission.

4. Consent Agenda

- **Approval of Previous Meeting Minutes:** 04/27/2025

- Motion by Jamie, second by Jim. Vote: **Passed 6-0-2**

- **Routine Reports:**

- Executive Director's Report - None
- Committee Reports - None
- Financial Statements - Tabled as account access is in transition

5. Financial Report

- **Treasurer's Report:** Account balances will be reported as soon as account access has been confirmed.
 - Reported income:
 - \$2400 via Zeffy
 - \$102 via Facebook
 - \$400 in cash

6. Old Business

- **Volunteer Hours Reporting:**
 - *Discussion:* All members to report their volunteer hours since the last meeting
 - Erick : 220 hours
 - Colleen : unreported
 - Jamie : 107 hours
 - Patty : unreported
 - Kristi : unreported
 - Janice : 12 hours
 - Gabby : unreported

7. New Business

- **Discussion about establishing D&O and Liability Insurance Immediately:**
 - D&O insurance signed and retroactive. General liability for the lot is necessary immediately, discussion ensued to approve the quote of \$1755 yearly premium as it stands, with the understanding that Jamie is working to negotiate a lower premium.
 - *Decision:* Motion by Erick, second by Janice
 - *Vote:* 6-0-2
- **Vote on membership applications**

- *Discussion:* One application was out of the precinct area, possible associate membership for this applicant is tabled until the bylaws are ratified. 41 voting members were approved.
- *Decision:* Motion by Jamie, second by Janice
- *Vote:* 6-0-2

- **Lawyer to review proposed bylaws**

- Erick confirmed legal coverage with Mary Dowling (Tavola Dowling). He will front costs pending budget approval.
- 2 other lawyers have reviewed at no cost and said they are good
- Move to approve paying a retainer which will be more, approve up to \$1000 to pay the attorney for the proposed bylaws specific review.
- *Decision:* Erick motions, second by Colleen
- *Vote:* 6-0-2

- **Budget Overrun Approval**

- Motion to approve budget overrun for bylaw enactment expenses, including:
 - Mailings
 - Printing
 - Other related costs
 - Up to an additional \$500
- *Decision:* Motion by Erick, second by Janice
- *Vote:* 6-0-2

- **Merch-Raising Discussion**

- Open discussion on merchandise fundraising strategies.
- Explore options with local business providers.
- *Decision:* Tabled for brainstorming
- *Vote:* N/A

- **Transfer of Digital Services Costs to CSO**

- Approve transfer of costs for Program Services and Grant Seeking, including:
 - Website maintenance
 - General email box (ranchita@mvvcso.org)
 - Fax number
 - Dedicated Treasurer and Secretary mailboxes managed by Digital Services Director to prevent loss of institutional knowledge.
- *Discussion:* Erick to cover until ratification.
- *Decision:* Tabled until new bylaws are ratified.

- *Vote:* N/A

- **Digital Services and Social Media Management**

- Establish **RCO@Gmail** as the primary login for:
 - Social media accounts
 - Digital services, including email (ranchita@mvmvcsso.org)
 - Google Drive for institutional documentation and Board collaboration
 - Forms and calendars for website use
- Set recovery email to **ranchita@mvmvcsso.org** (<mailto:ranchita@mvmvcsso.org>).
- Require all Board members to sign a **Permitted Use Agreement** with statutory penalties for:
 - Unauthorized password changes without immediate sharing (except in emergency anti-compromise scenarios).
 - Actions taken without Board approval in cases of misconduct, rotation, or bad faith against the Board, community, or individuals.
 - Costs estimates:
 - mvmvcsso.org Domain = \$30/year expires April 2026
 - mvmvcsso.org Domain protection = \$20/year expires April 2026
 - mvmvcsso.org website hosting with tools = \$22/month with discount for Annual plan
 - mvmvcsso.org emails = \$40/month combined - will convert to annual for discounts with promos as low as \$24/year each
- Erick to cover costs until ratification
- *Decision:* Motion by Erick, second by Janice
- *Vote:* 6-0-2

- **Resolution to Regain Control from Former President**

- Approve resolution authorizing petition to the Office of the Attorney General (OAG) and Franchise Tax Board (FTB) to recover logins and paperwork withheld by the former president.
- Record resolution in meeting minutes and post publicly for OAG and FTB access.
- *Discussion:* Authorize Erick to recover AG and FTB credentials.
- *Decision:* Motion by Jamie, second by Colleen
- *Vote:* 6-0-2

- **Missing items from the containers**

- Propane tanks for the grills
- Chafing dish items
- *Discussion:* Send a letter to the parties believed to hold the property requesting it is returned. If they do not respond or refuse, the board will revisit this at a later meeting to decide the course of action.
- *Decision:* Motion by Erick, second by Colleen
- *Vote:* 6-0-2

- **What do do with old paperwork**

- *Discussion:* Preserve records that are historically significant, keep all records up to 10 years and shred records older than 10 years if not historically significant. If necessary after sorting, the board will revisit to discuss a shredding service.
- *Decision:* Motion by Erick, second by Janice
- *Vote:* 6-0-2

- **Rubber Stamps for documents**

- *Discussion:* Buying self inking rubber stamps for secretary and treasurer business
- *Decision:* Erick motions, second by Janice
- *Vote:* 6-0-2

- **Use of new address/PO Box**

- Expected date of availability as early as next week. The new address will be used for everything
- *Decision:* Erick motions, second by Jim
- *Vote:* 6-0-2

- **Nomination for Colleen as Treasurer**

- *Decision:* Erick motions, second by Jamie
- *Vote:* 6-0-2

- **Add Colleen to the bank accounts**

- *Discussion:* Colleen James will be added to all of the MVVCSO bank accounts for access and as a signer, including the General Acct, Historical Acct and the Grant Acct
- *Decision:* Erick motions, second by Jim
- *Vote:* 6-0-2

- **Move old (Ross) grant acct money to the general acct**
 - *Decision:* Erick motions, second by Colleen
 - *Vote:* 6-0-2

- **Place the “Historical Society” monies into an impound account** until we get legal review of that donation and relevant spending restrictions
 - *Decision:* Erick motions, second by Colleen
 - *Vote:* 6-0-2

- **Discussion to allow Dennis Payne to pick up and deliver the mail for the MVVCSO to Colleen only**
 - *Decision:* Erick motions, second by Colleen
 - *Vote:* 6-0-2

- **Release all the minutes for public viewing on the MVVCSO website**
 - *Discussion:* All of the minutes we have in our possession from 2020 on will be uploaded in their entirety to the website
 - All copies of the 2020 bylaws will be uploaded to the MVVCSO website for public access
 - This will happen before the vote to ratify the new bylaws
 - *Decision:* Erick motions, second by Jamie
 - *Vote:* 6-0-2

8. Strategic Discussion

- **Topic:** Fundraising Strategy, Program Expansion
 - *Discussion Points:*
 - Focus on fee-free fundraising platforms
 - Erick will continue to enroll us in these programs

 - Enrolled in Benevity for corporate matching (Fidelity, Microsoft, Schwab in pipeline). A list of all fundraising and grant platforms that we have enrolled in will be updated asap.

- Formalize online donation options
- Confirm discounts and renewals for digital services

Action Item	Responsible Party	Due Date
Release all bylaws and minutes from 2020–present	Erick	Immediate
Send letter regarding unreturned container items	Erick	ASAP
Get proposal for document shredding	[TBD]	Next Meeting
Sign permitted use agreements	All Board Members	ASAP
Transfer grant and historical funds per motions	Colleen	ASAP
Add Colleen to the bank account	Jamie/Colleen	Immediate
Create standard form for tax write off (donations)	Jamie	ASAP
Code of Ethics/Conduct Document	Erick	ASAP

10. Announcements

- Colleen to handle all MVVCSO mail
- Domain and hosting renewals to be consolidated and managed by Digital Services

11. Next Meeting

- **Date:** TBD
- **Time:** TBD
- **Location:** TBD

12. Adjournment

- **Time Meeting Adjourned: 8:07**
 - *Decision:* Erick motions, second by Colleen