

Annual General Meeting (AGM) – Minutes

MVVCSO Annual General Meeting – Minutes

Date: Saturday, February 7, 2026

Scheduled Time: 1:00 PM-2:30 PM

Call to Order: 1:15 PM

Location: 37432 Montezuma Valley Rd, Ranchita, CA 92066

Meeting Type: Community Annual General Meeting (AGM)

1. Call to Order

The Annual General Meeting of the Montezuma Valley Volunteer Community Service Organization (MVVCSO) was called to order at **1:15 PM** by **Chair Nick Ketelsen**.

2. Roll Call & Attendance

Board Members Present

- Nick K, Kristi B, Colleen J, Gabby O, Annette F, Michelle P

Others Present

- Jamie (Vice Secretary – non-Board position)

Community Attendees

- Betty H, Kevin H, Rick , Lisa F., Sherri D, Dan

3. Quorum

A quorum of the Board and Voting Members was confirmed, and the Chair stated that the meeting was open to the public.

4. Membership Action

Motion: To bring **Lisa F.** on as a Voting Member.

- **Motion by:** Colleen **Seconded by:** Christy
- **Vote:** 6–0–0

Result: Motion carried. Lisa F. was approved as a Voting Member.

5. Statement Regarding AGM Timing

The Chair stated for the record that:

“This Annual General Meeting is being held following the regular December meeting cycle due to notice timing requirements and is conducted in full compliance with the MVVCSO bylaws.”

6. Review of the 2025 Annual Report

The Board reviewed the Annual Report, which was due January 31, 2026. The report summarized the following:

Organizational Overview

- Mission focused on serving the people of Ranchita
- Governance and leadership overview for 2025

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- 2025 is identified as a pivotal year for governance and rebuilding

Governance & Operations

- Board transitions occurred during the year, including the resignation of several directors
- An interim Board stepped in to ensure continuity of services, compliance, and operational stability
- Regular, special, emergency, and public meetings were held throughout the year

Key Governance Milestones in 2025

- Active Board operations throughout the full calendar year
- Ratification of updated bylaws on June 18, 2025
- Director elections completed in September 2025
- Officer elections completed in October 2025
- Continued emphasis on transparency, including publication of minutes and public access to records

Programs & Community Activities

- Food security programs through Feeding San Diego and San Diego Food Bank
- Regular food distributions serving local families
- Volunteer coordination for food pickup, loading, sorting, and distribution
- Community events including:
 - Community barbecue
 - Rummage sale / swap meet (June 2025)
 - Public meetings and listening forums
 - Christmas Party (December 2025)

Financial Summary (2025)

- **Total Revenue:** \$5,132.00 **Total Expenses:** \$13,603.40 **Net Position:** -\$8,476.38

Christmas Party Financial Review

- Donations received: \$125.00 Fundraising revenue: \$401.00 Total event revenue: \$526.00
Event expenses: \$304.00 Net positive: \$222.55

Historical Funds

- Historical funds were safeguarded in accordance with Board decisions and member votes
- Funds were directed toward a Certificate of Deposit (CD) account
- Jamie noted that this may require further review with the bank due to account access considerations and rates; alternative options were discussed. Jamie was made aware of this by the banker when she was at the bank to remove herself from the account and get Kristi added.

Transparency & Compliance

- Publication of meeting minutes and maintenance of accessible records
- Securing of insurance coverage
- Implementation of conflict of interest and ethics safeguards
- Financial reconciliation and forensic reviews conducted

Looking Ahead to 2026

- Continued food security services

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- Completion of property compliance work within existing regulatory frameworks
- Strengthening of volunteer programs

No vote was required on the Annual Report.

7. Director Elections

The Chair stated that no Director elections were required at this meeting, as Directors were elected in September 2025. The organization will move forward on a regular election cycle as terms expire.

8. Food Distribution Programs – San Diego Food Bank

A discussion was held regarding improving the efficiency of San Diego Food Bank distributions. It was noted that:

- San Diego Food Bank requires a minimum dry goods purchase threshold (approximately \$100–\$200) to qualify for delivery
- Prior distributions required volunteers to pick up food in person, resulting in significant time, fuel costs, and vehicle wear

Motion: Establish Dedicated Food Bank Delivery Fund

Motion: To establish a dedicated Zeffy donation account exclusively for San Diego Food Bank deliveries, with funds used to schedule deliveries once the required threshold is met.

- **Motion by:** Colleen
- **Seconded by:** Christy
- **Vote:** 6–0–0

Result: Motion carried.

It was noted that:

- An initial donation of \$300 has already been received and will fund 1-2 deliveries.
- Each time the account reaches the delivery threshold, a delivery of approximately 1,000 pounds of dry goods plus produce will be scheduled
- This approach reduces volunteer burden and improves food access

Jamie, as the original site lead, noted that the delivery threshold requirement became clear only after the initial months of volunteer pickups.

9. Christmas Party – Raffle Compliance

The Board discussed raffle compliance and lessons learned from the December 2025 Christmas Party.

Motion: File CT-NRP-1 Raffle Registration

Motion: To file the CT-NRP-1 raffle registration with the California Attorney General's Registry of Charitable Trusts and pay the associated \$30 fee for future raffles.

- **Motion by:** Colleen **Seconded by:** Gabby **Vote:** 6–0–0 **Result: Motion carried.**

It was noted that the raffle format used in 2025 was compliant but did not generate strong engagement, particularly among adults, but it was our only legal path forward. Kristi will pursue raffle registry, and Nick will assist as needed.

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10. Property Use & Roadblocks

A discussion was held regarding property use and regulatory challenges.

Topics included:

- Exploring greater use of the fire station for events (Nick to follow up)
- Question raised by Dan regarding whether community mailboxes are located on MVVCSO property, and whether this may assist with establishing an address
- Distribution of flyers at the food bank for community outreach about the lot.
- Ongoing engagement with San Diego County officials, including senior leadership within the permitting department

Nick emphasized the importance of an **incremental approach** to development, noting that moving directly to a community center could create regulatory and infrastructure challenges. A phased approach—potentially starting with a community garden—was discussed.

Lisa suggested engaging a real estate attorney and offered to assist in discussions with the County.

11. Compliance Checklist

The Board discussed creating a standing **Annual Board Compliance Checklist** to be attached to meeting minutes to track IRS and state filings, including:

- IRS Form 990
- California Form 199
- DOJ RRF-1
- Statement of Information (SI-100)

This checklist will serve as an internal governance and transparency tool.

12. Treasury & Cash Management

Treasury and cash management discussion was inadvertently skipped during the meeting and will be addressed at the next meeting regarding CD's and allocation of funds.

13. Community Comments

- Dan expressed support for a slow, incremental development approach
- Mr. Herbinson suggested exploring agricultural or experimental crop funding through county or USDA programs
- Lisa commented that the meeting was informative and increased her understanding of the organization's processes and challenges.

14. Adjournment

The meeting was adjourned at **2:29 PM**.

Submitted by:

Kristi, Secretary

Approved by the Board on: _____ 4/26/2026 _____