

MVVCSO Board Meeting Minutes 7/15/2025

Organization: Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Meeting Type: Special Meeting

Date: Tuesday, July 15th, 2025

Time: 6:30 PM

Location: 36013 Old Wilson Rd, Ranchita, CA 92066

Facilitator: Erick Tronboll, President

Note Taker: Jamie Beals Ketelsen, Secretary

1. Call to Order

- **Time Meeting Called to Order:** 6:40 PM
- **Presiding Officer:** Erick Tronboll, President

2. Roll Call

- **Board Members Present:**

- Erick Tronboll
- Jamie Ketelsen
- Coleen James
- Jim Allen
- Gabby Ohmert
- Janice Nay
- Kristi Bruner

- **Board Members Absent:**

- Patty Miller

- **Guests/Staff Present:**

- Nick Ketelsen
- Alex Buda

- **Quorum Established:** Yes, Erick motions, Colleen seconds.

Vote: Approved 7-0-1.

3. Consent Agenda

- **Approval of Previous Meeting Minutes:** June 28, 2025

- Erick Motions to approve the minutes, Kristi seconds.

Vote: Approved 7-0-1

5. Financial Report

- **Treasurer's Report:**
 - \$370 in donations
 - \$50 paid for San Diego Food Bank application
 - General Account - \$37,996.12
 - Historical Funds CD - \$11,879

6. Old Business

- **Missing Items from Containers and Digital Assets, Forensic Accounting**

The Board discussed the ongoing forensic accounting process to address missing items from containers and digital assets. The Board is awaiting the forensic accounting report to issue a demand for the return of any missing assets.

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

The transfer of digital services costs to MVVCSO was completed in June 2025 and is no longer an active item. Recurring costs include \$21.99/month for the website and \$4.99/month for TrustedSite Protection.

- **Ethics Committee Membership**

The Ethics Committee, chaired by Colleen James, reported progress on member recruitment. Annette Foote has agreed to join the committee. Other community members were discussed and will be contacted to gauge their interest in participating.

- **Policy and Standard Operating Procedures (SOPs) Update and Approval**

Policies and SOPs Reviewed:

The Board evaluated the following policies and SOPs:

- Fundraising Policy
- Records Management Policy
- Insurance Review Policy
- Accessibility Policy
- Inclusivity Policy
- Annual Verification of Personal Auto Insurance
- Vacancy Filling Policy
- Director Attendance and Removal Policy/SOP
- Election Committee SOP
- Volunteer Management SOP

- Officer Roles and Responsibilities SOP

The Board agreed to conduct further review of these policies and SOPs via the MVVCSO website or other accessible platforms, ensuring compliance with transparency requirements.

All present Board members signed the previously approved Code of Ethics and Conduct Policy, except for the absent member, in accordance with Article VI, Section 1D, and the Code of Ethics document.

Erick motioned to approve all presented policies and SOPs, with allowance for minor edits as needed, seconded by Colleen.

Vote: Approved 7-0-1.

- **Kids Event Planning Update: Back-to-School Celebration**

Event Rescheduling and Timing:

- The Board decided to reschedule the event from late August to September 13, 2025, from 10:00 a.m. to 3:00 p.m. to allow sufficient time for planning and broader promotion to surrounding communities. A mailer will be sent to Ranchita (92066 area) and neighboring communities to maximize participation and align with MVVCSO's inclusivity goals.

The event will feature safe and family-friendly activities, potentially including:

- Face painting
- Bouncy castle
- Games (e.g., corn hole, sack races)
- Shaved ice
- Fire safety demonstration
- Live music
- Sensory area with fidgets
- Play jail

Food will focus on hot dogs and nachos to keep offerings simple and budget-friendly. A parent networking lounge will be included, featuring a community vision board to gather input on future initiatives.

Nick volunteered to donate tractor time to clear weeds in areas designated for inflatables, ensuring a safe event space. Nick also volunteered to serve as the grill master for the event.

Erick motioned to approve a budget of up to \$1,000 for the event, seconded by Kristi.

Vote: Approved 7-0-1.

- **San Diego Food Bank Update**

Board members assigned to food pickup duties will complete all required San Diego Food Bank paperwork as soon as possible to formalize the partnership.

MVVCSO will initially serve 50 families per distribution, focusing on fresh produce to meet immediate community needs.

Distributions will occur monthly, with a minimum of one distribution every six months required to maintain the partnership with the San Diego Food Bank.

Each family will be limited to picking up food for one household per distribution. If surplus food remains, families may rejoin the line for a second round of distribution.

MVVCSO will solicit community feedback via social media and in-person outreach to identify preferred food items, ensuring the program aligns with Ranchita's specific needs.

We will explore coordination with Dudley's Bakery to incorporate bread donations into the food distribution program, enhancing offerings.

7. New Business

- **Special Meeting for the Purpose of Seating an Elected Board**

Erick presented a proposal to hold a special election to seat an elected Board as soon as is feasible, replacing the interim Board and implementing staggered terms for Directors, as mandated by Article IV, Section 1B of the 2025 Bylaws. The election will occur during a special meeting of Voting Members, with details to be distributed with meeting notices.

A proposed amendment to the 2025 Bylaws was discussed to include Emeritus Members at all meetings of the board be they special/regular/or other in nature, with appropriate notice requirements. This amendment will be added to the special election ballot for Voting Member approval.

Erick motioned to approve the proposal for the special election and the inclusion of the bylaw amendment on the ballot, seconded by Janice.

Vote: Approved 7-0-1.

- **Collecting Letters of Intent and Voting Member Applications:**

The Board discussed strategies to increase Voting Member participation and collect Letters of Intent for the upcoming special election to seat the elected Board. Emphasizing the importance of robust community involvement, we aim to build a diverse and representative candidate pool in alignment with MVVCSO's mission. The Board underscored the critical need to consistently increase Voting Member participation to strengthen community representation and ensure democratic governance.

To seat a full elected Board, the Board aims to have nine candidates on the ballot for the special election. The Board agreed to initiate the recruitment process immediately, with each member responsible for encouraging community members to submit Voting Member applications and Letters of Intent.

No formal vote was recorded, as this was a consensus-driven commitment aligned with the Board's governance responsibilities.

- **Ballot for Historical Funds**

The Board discussed proposing a ballot to Voting Members to decide on forming a Historical Preservation Committee under MVVCSO. The ballot will include options for prioritizing fund allocation (e.g., preserving aging documents/pictures, veterans' contributions, ranching history, settler history).

Jamie Ketelsen motioned to approve, Jim Allen seconded.

Vote: Approved 7-0-1.

- **Request for New Lock and Key for MVVCSO Mailbox**

The Board agreed to request a new lock and key for the MVVCSO mailbox due to uncertainty about the number of existing keys from prior boards. Jamie Ketelsen will visit the post office to initiate this process.

Erick Tronboll motioned, Colleen James seconded.

Vote: Approved 7-0-1.

- **Event Coordinator and Vice Secretary Appointments**

Gabby Ohmert was proposed as Event Coordinator due to her experience and extensive community contacts. The Vice Secretary role remains TBD.

Jamie Ketelsen motioned, Erick Tronboll seconded.

Vote: Approved 7-0-1.

- **Signature-Required Mail Acknowledgment**

The Board acknowledged that signature-required mail was received by all members except Janice Nay.

8. Action Items Recap

Action Item	Responsible Party	Due Date	Status
Monitor progress of forensic accounting report and review findings upon completion	Board	TBD	In Progress
Follow up with potential Ethics Committee members and confirm participation	Colleen James	Next Meeting	In Progress

Post approved policies and SOPs publicly	Erick Tronboll	Within 7 days	In Progress
Schedule further review of policies and SOPs via website, incorporating feedback	Board	Next Meeting	In Progress
Develop and distribute mailer for Kids Event to Ranchita and surrounding communities	Board	TBD	In Progress
Finalize Kids Event activity list and assign volunteer roles	Gabby Ohmert & Kristi Bruner	Next Meeting	In Progress
Coordinate with Nick Ketelsen for weed clearing and grill master duties for Kids Event	Erick Tronboll & Kristi Bruner	TBD	In Progress
Finalize and submit San Diego Food Bank paperwork	Jamie Ketelsen & Erick Tronboll	ASAP	In Progress
Develop plan for first three in-person food pickups, including volunteer assignments	Jamie Ketelsen & Kristi Bruner	Next Meeting	In Progress
Create and distribute digital survey for community input on food preferences	Erick Tronboll	TBD	In Progress
Follow up with Dudley's Bakery for bread donation coordination	Nick Ketelsen & Kristi Bruner	Next Meeting	In Progress
Prepare and distribute notices for special election meeting and bylaw amendment language for Emeritus Member inclusion	Erick Tronboll & Election Committee	Approx. 40 days in advance	In Progress

Finalize document detailing special election process for distribution	Erick Tronboll	TBD	In Progress
Recruit Voting Member applications and Letters of Intent for special election	All Board Members	TBD	In Progress
Draft and submit Historical Funds ballot for Board review	Erick Tronboll	TBD	In Progress
Identify and propose Vice Secretary candidate	Board	Next Meeting	In Progress
Get proposal for document shredding	TBD	Elected Board	Pending
Continue County permit process for plot plan	Nick Ketelsen	In Progress	In Progress

9. Announcements

N/A

01. Next Meeting

- **Date:** August 23rd
- **Time:** TBD - tentatively 7:30 PM
- **Location:** TBD

12. Adjournment

- Erick motioned to adjourn at 8:29 PM, Jim seconded
- **Vote:** 7-0-1
- **Time Meeting Adjourned:** 8:29 PM