

MVVCSO Meeting Minutes

Montezuma Valley Volunteer Community Service Organization

Date of Meeting: April 15, 2025

Time: 6:30PM

Location: 27576 Skyway Dr, Ranchita, CA 92066; Zoom Available

Type of Meeting: Special Meeting

Public Attendance: None

Called By: Patty Miller, Treasurer, Secretary of Record

Notice Provided: Yes. 48 hours Notice

Meeting Facilitator: Colleen James, Interim Treasurer

Minute Taker: Jamie Lee Beals Ketelsen, Interim Secretary

1. Attendance

- **Board Members Present:**

- Erick Tronboll, Interim President
- Jim Allen, Interim Vice President
- Jamie Lee Beals Ketelsen, Interim Secretary
- Colleen James, Interim Treasurer
- Patty Miller, Secretary of Record
- Kristi Bruner, Board Director
- Janice Nay, Board Director
- Gabby Ohmert, Board Member (via Zoom Audio)

- **Board Members Absent:**

- None

- **Guests/Staff Present:**

- None

- **Quorum Present:** Yes

2. Call to Order

- **Time Meeting Called to Order:** 6:33PM
- **Presiding Officer:** Erick Tronboll, Interim President
- **Call to Quorum:**
 - *Discussion:* Jamie moves to call this meeting a quorum, Jim seconds
 - *Decision:* Erick calls for opposition, and hearing none, confirms a Quorum
 - *Vote:* N/A
- **Call to Approve Agenda:**
 - Patty moves to approve the agenda as read, Jim seconds
 - *Decision:* Erick calls for opposition, and hearing none, confirms a Quorum
- *Vote:* N/A

3. Approval of Previous Meeting Minutes

- **Date of Previous Meeting:** N/A - Pursuant to Special Meeting
- **Motion to Approve Minutes:** N/A - Pursuant to Special Meeting
- **Amendments:** N/A - Pursuant to Special Meeting
- **Approval Status:** N/A - Pursuant to Special Meeting

4. Reports

- **Executive Director's Report:** N/A
- **Treasurer's Report:** N/A - Pursuant to Special Meeting
- **Committee Reports:**
 - N/A

5. Old Business

- N/A - Pursuant to Special Meeting

6. New Business

- Erick nominates Jim to be the single point of distribution for incremental bylaw revision
 - Erick calls for opposition, and hearing none, confirms Jim as such
- Some missing needs in the current bylaws include :
 - Transparent meetings and minutes

- CCC 5510 - member access and accessible voting/reasonable access
- The bylaws will be written to be understandable
- Bylaws will be updated to reflect fairness - CCC 5233
- Bylaws will have a dissolution plan in place - CCC 6716
- Bylaws will be written to reflect Duty of Care - CCC 5231
- An election committee will be re-added to the bylaws
- Vice Authority and Emeritus positions will be added to the bylaws

- Bylaw Review and Revisions Discussion
 - Article III Section 1 B - "Voting Member" must be redefined to be lawful and inclusive, according to CCC 5310
 - Article IV Section 1 B - Must be revised to reflect that the Voting Members must elect directors according to CCC 5310
 - Article IV Section 1 E needs to be revised according to CCC 5220
 - Article IV Section 3 A needs to be revised to set regular meeting day and times
 - Article IV Section 4 A - This section lists CCC's for "for profit" organization, we need to update this and list the appropriate CCC's : 5221 and 5223
 - Article VII Section 4 - Clarify what "reasonable time" is for auditing records
 - We need to develop volunteer forms and documentation
 - MVVCSO does offer Volunteer Hours
 - The board is looking to early May for a community forum public meeting to hear community member feedback on bylaw updates and then early June for a vote on the bylaws
 - The postal permit is \$320 per year, and each mailing costs around \$200 in postage plus supplies.
 - Jamie moves to restore the postage permit effective immediately, Jim seconds, the vote count was 7-0

- Grant priorities
 - Erick proposed he and Colleen are the Grant Committee, Jamie seconds
 - Erick calls for opposition, and hearing none, confirms
 - Discussion was had over grant opportunities and what we need to be eligible to be considered

- Election planning
 - The board agreed on a loose timeframe of a July meeting about elections, with an election for the permanent board taking place possibly in October
 - There will be a community forum to ask for letters of intent
 - There will be an Election Committee that will be developed at a later date

- Establishing Recurring Meetings
 - As an Interim Board, meetings will be called as needed
 - We are tabling the recurring meeting info for the bylaws discussion for another time

- Other Business
 - There will be a community meeting/first community forum, Date and Time are TBD
 - There will be a special meeting on or after Thursday, April 24th at 6:30 PM to discuss and approve the proposed bylaws to be presented to the community forum
 - We intend to publish the proposed bylaws in late April or mid-May as tractable
 - Sunday the 27th is the proposed tentative date for the community meeting
 - While we are working on getting General Liability for the community lot, we will procure event specific insurance for any community gatherings or services that occur; any services provided outside this scope will carry event specific COI
 - Jamie nominates Kristi as Food Volunteer Coordinator/Food Distribution Head, Janice seconds
 - Erick calls for calls for a vote, approved under unanimous decision
 - Kristi has a picnic table we can move to the community lot for public use, this is tabled until we have liability insurance
 - Discussion was opened about non-voting Membership Classes, to be defined
 - North Stars discussed
 - Community-Focussed Vision
 - Transparency
 - Serving All Members - Especially Voiceless Groups
 - Serving Outliers

7. Action Items

A table format to easily track follow-up tasks:

Date Assigned	Description	Assigned To	Due Date	Status/Notes
April 15, 2025	Insurance Bids	Patty & Jamie	N/A	N/A
April 15, 2025	Verify Feeding San Diego COI	Patty & Jamie	Prior to next FSD	COI is in possession, Verification is for due diligence
April 15, 2025	Draft 2025 Bylaws	Erick	Next Special Meeting	Initial draft discussed, legal review after board approval
April 15, 2025	Draft non-voting member classes	Erick	Next Special Meeting	Categories discussed

April 15, 2025	Setup Electronic resources and Grant exploration	Erick	Next Special Meeting	N/A
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8. Announcements

- N/A

9. Adjournment

- **Kristi Bruner moved to adjourn the meeting, Patty Miller seconded**
 - Erick calls for opposition, and hearing none, confirms
- **Time Meeting Adjourned: 8:50PM**
- **Next Meeting Date: TBD**
- **Location: TBD**

Minutes Prepared By:

Jamie Lee Beals Ketelsen, Interim Secretary

April 17, 2025

Minutes Approved By:

Erick Tronboll, Interim President

April 18, 2025