

# MVVCSO Meeting Minutes

**Montezuma Valley Volunteer Community Service Organization**

**Date of Meeting:** April 27, 2025

**Time:** 6:30PM

**Location:** 37650 Cleo Ln, Warner Springs, CA 92066

**Type of Meeting:** Special

**Public Attendance:** None

**Called By:** Jamie Lee Beals Ketelsen, Secretary

**Notice Provided:** Yes. Email. 48 hours notice

**Meeting Facilitator:** Patty Miller, Secretary of Record

**Minute Taker:** Jamie Lee Beals Ketelsen, Secretary

## 1. Attendance

- **Board Members Present:**
  - Erick Tronboll, President
  - Jim Allen, Vice President
  - Jamie Lee Beals Ketelsen, Secretary
  - Colleen James, Treasurer
  - Patty Miller, Board Director
  - Kristi Bruner, Board Director
  - Janice Nay, Board Director
  - Gabby Ohmert, Board Member
  
- **Board Members Absent:**
  - None
  
- **Guests/Staff Present:**
  - Nick Ketelsen, Special Advisor
  - Gary Miller, Special Advisor
  
- **Quorum Present:** Yes

## 2. Call to Order

- **Time Meeting Called to Order: 6:37PM**
- **Presiding Officer:** Erick Tronboll, President
- **Call to Quorum:**
  - *Discussion:* Colleen moves to call this meeting a quorum, Jim seconds
  - *Decision:* Erick calls for opposition, hearing none, confirms
  - *Vote:* N/A
- **Call to Approve Agenda:**
  - Erick moves to approve the agenda as read, Jim seconds
  - *Decision:* Erick calls for opposition, hearing none, confirms
  - *Vote:* N/A
- Jamie moves to include Gary Miller in the meeting, Janice seconds
  - Erick calls for Vote: Unanimously approved
- Erick moves to include Nick at all meetings until bylaws are ratified Patty seconds
  - Erick calls for Vote: Unanimously approved

## 3. Approval of Previous Meeting Minutes

- **Date of Previous Meeting: April 15, 2025**
- **Motion to Approve Minutes:** Janice moves to approve the prior board minutes, Jim seconds
  - Erick calls for Vote: Unanimously approved
- **Amendments:** N/A
- **Approval Status:** Approved as presented

## 4. Reports

- **Executive Director's Report:** N/A
- **Treasurer's Report:** Zeffy payout of \$590 reported, otherwise the treasury is unchanged
- **Committee Reports:**
  - N/A

## 5. Old Business

- **Insurance:**
  - *Discussion:* Colleen reported that the application for insurance has been started and Patty reported that 2 other applications for insurance have been initiated
  - *Decision:* N/A
  - *Vote:* N/A
- **Feeding San Diego (FSD) COI:**
  - FSD submitted COI as requested
- **Non-Voting Board Membership Classes:**
  - Discussion: Erick presented the 8 classifications to be inducted through policy following ratification of 2025 bylaws

- Decision: N/A
- Vote: N/A
- **Electronic Resources**
  - Erick has setup Website, General Email Box, Dedicated Secretary and Treasurer Email Boxes, and Zeffy Fundraiser (Ranchita Roots), Voicemail and Fax Numbers
  - Erick will cover these costs until Board can vote on and approve ongoing expenditures

## 6. New Business

- **Transition Interim Board to Continuing Board:**
  - *Discussion:* This action explained to all present under the CCC, NIA, and IRS guidelines.
  - *Decision:* Erick moves to vote, Jim seconds
  - *Vote:* Passed unanimously
- **Mailing Addresses**
  - The board agreed to maintain both mailing addresses, once the lot address is established, temporarily to allow for a smooth transition as the second address becomes available
- **Emeritus Board and Emergency Powers**
  - Discussion was held on establishing an Emeritus Board with Section Eight emergency powers, allowing an emeritus board member to assume control if zero board members remain
- **Patty will begin mentoring Colleen to assume the Treasurer officer position**
- **Presidential Authority for Grants and Permits**
  - A proposal was reviewed to grant Erick, as President, authority to communicate with grantors and the county regarding paperwork, see document
  - Kristi moves to approve the proposal, Janice seconds
  - Vote: Unanimously approved
- **Appointment of Secretary of Record**
  - Erick moves to appoint Jamie as Secretary of Record, Jim seconds
  - Vote: Unanimously approved
- **Boundary Definition Proposal**
  - Erick moves to approve the boundary definition proposal, Janice seconds
  - Vote: 6-0
- **Good Faith and Ethical Standards Pledge is distributed**
  - All sitting members of the Board have completed and submitted the Pledge
- **Compliance Support Package is Presented**
  - Membership Application Form (Spanish Language Included), Policy Addendum: Geographical Area for Voting Member Eligibility (Spanish Language Included), Good Standing Policy Guidelines (Spanish Language Included), Stakeholder Communication Letter (Spanish Language Included)
  - Erick moves to approve Compliance Support Package in it's entirety, Kristi seconds
  - Passed Unanimously
- **Bylaw Mapping Document**
  - The board reviewed the mapping document, line by line, transitioning from 2020 bylaws to 2025 bylaws, discussed three simplified approaches to improve understandability in addition to the legal document
- **Bylaws Approval**
  - The board discussed the proposed bylaws and agreed that no one disputes them in their current form

- Erick moves to accept the proposed bylaws as discussed, with the condition that the board has 7 days to review and dispute the final version once delivered by Jim, Janice seconds
- Passed Unanimously

## 7. Action Items

A table format to easily track follow-up tasks:

<b>Date Assigned</b>	<b>Description</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Status/Notes</b>
<b>April 27, 2025</b>	<b>Deliver final bylaws for board review</b>	<b>Jim</b>	<b>May 4, 2025</b>	<b>No further action unless issues are raised by May 4 deadline</b>
<b>April 27, 2025</b>	<b>Submit bylaws for final legal review</b>	<b>Erick</b>	<b>TBD</b>	<b>N/A</b>
<b>April 27, 2025</b>	<b>Draft Supporting Documents</b>	<b>Erick</b>	<b>Next Special Meeting</b>	<b>Volunteer Policy, Volunteer Sign Up Form, Volunteer Sign In, Conflict of Interest Policy, Data Protection/Privacy Policy, Code of Ethics/Conduct</b>

## 8. Announcements

- N/A

## 9. Adjournment

- **Time Meeting Adjourned: 8:23PM**
- **Next Meeting Date: TBD**
- **Location: TBD**

### **Minutes Prepared By:**

Jamie Lee Beals Ketelsen, Secretary  
April 30, 2025

### **Minutes Approved By:**

Erick Tronboll, President  
May 1, 2025