

# MVVCSO Board Meeting Minutes

**Organization:** Montezuma Valley Volunteer Community Service Organization (MVVCSO)

**Meeting Type:** Regular

**Date:** Thursday, June 5th, 2025

**Time:** 6:30

**Location:** Erick's Home

**Facilitator:** Erick Tronboll, President

**Note Taker:** Jamie Beals Ketelsen, Secretary

## 1. Call to Order

- **Time Meeting Called to Order: 6:32**
- **Presiding Officer:** Erick Tronboll, President

## 2. Roll Call

- **Board Members Present:**
  - Jim Allen, Vice President
  - Colleen James, Treasurer
  - Jamie Ketelsen, Secretary
  - Kristi Bruner, Board Member
  - Janice Nay, Board Member
  - Patty Miller, via Google Meet, Board Member
- **Board Members Absent:**
  - Gabby Ohmert, Board Member
- **Guests/Staff Present:**
  - Nick Ketelsen, Community Member
- **Quorum Established:** YES with 7-0-1

## 3. Mission Moment

- The MVVCSO received the prestigious Platinum Seal for transparency on the GuideStar platform. This is a tool used for grantors to verify our commitment to our cause and our transparency. As soon as the

bylaws are ratified, we will be ready to pursue grants. Benevity is also updated with our 2024 tax information and is all set up, and our Fidelity Charitable account is also almost ready.

#### 4. Consent Agenda

- **Approval of Previous Meeting Minutes:** May 24th, 2025 - Motion by Erick and second by Colleen, passed 7-0-1
- **Routine Reports:**
  - Executive Director's Report - N/A
  - Committee Reports - N/A
  - Financial Statements - N/A
    - It was discussed and agreed upon that the Routine Reports will be removed from the minutes until they are necessary.

#### 5. Financial Report

- **Treasurer's Report:** FY2025 Books have been caught up.

	General Fund	Historical Society
Beginning Balance	40934.96	11879
Donations	3293.31	
Expenses	-3738.57	
Available funds	40489.7	11879
Expenses		
UPS	350	
ACH Fee	2.5	
Insurance	1722.7	
Reimbursements	1363.37	
Field Mowing	300	

- **Discussion:** Discussion ensued about the \$300 payment made to Tim Leach for the mowing of the field. The check was cashed but we are not able to confirm that the work was completed.
- There is also a petty cash notation on the 2024 Balance Sheet, but currently, this money is unaccounted for.
- It is agreed that Colleen will do forensic accounting for FY 2023 and 2024.
- Patty will be reimbursed for the cost of the new bins with lids for our swap meet items in the amount of \$331.59.
- Motion by Erick and second by Kristi to accept the Treasurer's Report and reimburse Patty, **Passed 6-0-1**. Patty recused.

#### 6. Old Business

- **Associate Member Applications:**
  - Tabled until bylaws are ratified

- Decision: n/a
- Vote: n/a

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

- Tabled until bylaws are ratified
- Decision: n/a
- Vote: n/a

- **Update on Missing Items from the Containers**

- *Discussion:* Tabled
  - Missing items include chafing dish sets, propane heater, propane tanks; more to be indexed
- *Decision:* n/a
- *Vote:* n/a

- **Update on old document shredding**

- *Discussion:* A service will need to be hired to shred the documents when they are sorted. Discussion ensued about this process and what will be kept vs shredded and it is agreed that this will be left for the Elected Board to decide.
- *Decision:* Motion by Erick and second by Patty
- *Vote:* **Passed 7-0-1**

## 7. New Business

- **Voting Member Application Approval:**

- *Discussion:* 19 new voting members were approved
- One application was tabled until the bylaws are ratified, Samantha Zittle is not 21 yet but her application will be recommended and considered for the Youth Advisory Council
- Discussion ensued about the cutoff for accepting Voting Member applications that will be approved before voting days. June 12th at 7 PM will be the cutoff date and time that the board will accept new applications to be voted on in the final meeting before the bylaw voting process begins.
- *Decision:* Motion by Jamie and second by Janice
- *Vote:* **Passed 6-0-1.** Kristi Bruner recused as her membership app was in this batch of approvals

- **Authorize Nick Ketelsen as Permit Runner with County:**

- Permitting of structures as well as Address Change for permanent address at Lot, including reimbursements
- Approve Spending Cap of \$3000 for process
  - This is a necessary expense as we cannot move forward with our goals and grants without the property being permitted and with an address.
  - After considerable work by Patty Miller, Deputy Fire Marshall John Levitt waived the fire abatement fee, which was around \$3400. The Board recognizes this effort and thanks Patty for her persistence!
- *Decision:* Motion by Erick and second by Janice
- *Vote:* **Passed 7-0-1**

- **Debit Cards for Treasurer and Secretary:**

- *Discussion:* It would be easier to conduct the business of the MVVCSO with debit cards so we can pay for purchases directly instead of using reimbursement to directors
- *Decision:* Debit cards were ordered and will arrive in about a week, for Colleen and Jamie. The banker verified these could be ordered without approval in the minutes as Colleen and Jamie are both verified signers on the account. Erick will create a debit card use policy and transaction form.
- *Vote:* Motion by Erick and second by Colleen, **Passed 7-0-1**

- **Access to the old bank account for forensic accounting**

- *Discussion:* If needed, board approval for access to the legacy bank account for forensic accounting may need to be documented in the minutes.
- *Decision:* Motion by Jamie and second by Erick
- *Vote:* **Passed 6-1-1**

- **Approve all assets, digital and tangible and document for tax and accountability purposes:**

- *Discussion:* All online assets and accounts, containers, shed, physical property and fire station property need to be put on a spreadsheet and tracked using Asset Management Best Practices.
- Discussion regarding digital assets in Bonnie's control currently has been tabled
- *Decision:* Motion by Erick and second by Colleen
- *Vote:* **Passed 7-0-1**

- **Move Historical Funds to Interest Bearing CD:**

- *Discussion:* This option will effectively impound this money to safeguard it. The money will not be accessible until maturity, and currently, maturity is after 6 months.
- Historical Society decisions will be left up to the Elected Board, or put to the Voting Members as needs evolve.
- *Decision:* Motion by Janice and second by Kristi

- *Vote:* **Passed 7-0-1**

- **Emeritus Board Members**

- *Discussion:* Erick motions to have any board member who did not resign on March 28th approved and granted Emeritus status
- *Decision:* Motion by Erick and second by Jamie
- *Vote:* **Passed 6-0-1**. Patty Miller recused herself

- **BBQ/Swapmeet Event:**

- *Discussion:* We will have a swapmeet and BBQ on June 14th. Tables and popups will be available to community members who would like to sell on a first come first served basis. Set up will be at 2:00 PM and the event will begin at 3:00.
  - Voting will be inside of the container where we prep FSD dry goods.
  - Food will be served under the canopy between the containers, we will set up tables and chairs in this area for dining and visiting.
  - The swap meet will be set up in the field.
  - We will encourage a potluck, people are welcome to bring food to share.
  - Cooked leftovers will be given to the community through ad-hoc events or to identified 'needy' residents; extra uncooked food and non-perishables will be stored for future events.
  - The board will provide veggie and beef burgers with or without cheese, hot dogs, chips, condiments, water and sodas for 100 people.
  - Patty will donate ice.
  - Nick will donate propane and check over the grills.
  - The board will buy 4 trash cans, bags, napkins, grill utensils.
  - The cost for all of this is approved, if the shopping isn't done by Thursday, Nick and Jamie will make a trip to get everything.
- *Decision:* Motion by Erick and second by Colleen
- *Vote:* **Passed 7-0-1**

- **Extra Liability Policy:**

- *Discussion:* This is currently not an option until the organization name is updated with the IRS, which is backlogged at least 1 year for these types of requests. Until further notice, this will be removed from the agenda

- **Refreshments for Voting Days?**

- *Discussion:* We will use any leftovers from the BBQ

- **Merch-Raising Discussion**
  - Merch fundraising strategies -
    - Yeti multi-tool keychains (Jim and Marilyn)
    - *Decision:* Tabled

## 8. Strategic Discussion

- **Merch-Raising Discussion**
  - *Discussion:* N/A
  - *Decision:* N/A
  - *Vote:* N/A

## 9. Action Items Recap

Action Item	Responsible Party	Due Date
Reimbursement Policy Form	Erick	Immediate
Send letter regarding unreturned container items	Erick	Tabled
Get proposal for document shredding	Elected Board	Tabled
Sign permitted use agreements	All Board Members	ASAP
Transfer Historical Funds into interest bearing CD	Jamie	ASAP
Reimbursement Policy	Erick	Immediate
Debit Card Use Policy	Erick	ASAP
Debit Card Transaction Form	Erick	ASAP
Code of Ethics/Conduct Document	Erick	ASAP

## 10. Announcements

- N/A

## 11. Next Meeting

- **Date:** June 12th, 2025
- **Time:** 7:30

- **Location:** Special call in meeting to approve voter apps

## **12. Adjournment**

- **Time Meeting Adjourned: 8:07**
- **Motion by Erick, second by Janice, Passed 7-0-1**