

# Montezuma Valley Volunteer Community Service Organization (MVVCSO)

## Board of Directors Meeting Minutes

**Date:** December 9, 2025

**Time:** 7:01 PM – 7:39 PM

**Location:** zoom meeting

### 1. Call to Order

The meeting was called to order at **7:01 PM**.

### 2. Roll Call & Establishment of Quorum

#### Board Members Present:

- Nick Ketelsen
- Kristi
- Michelle Erwin
- Gabby
- Colleen
- Annette

#### Non-Board Members Present:

- Jamie (Vice Secretary)
- Bob Erwin

A quorum was confirmed.

### 3. Approval of Previous Minutes

The previous meeting minutes were reviewed.

**Motion:** To approve the previous meeting minutes as presented.

- **Vote:** 6-0-0
- **Result:** Passed

## 4. Treasurer's Report

Colleen presented the financial report:

- General Fund Beginning Balance: **\$32,408.13**
- Donations Received: **\$360.00**
- Expenses: **\$26.98** (web hosting)
- Available General Funds: **\$32,741.15**
- Historical Society Funds: **\$12,016.37**
- **Total Available Funds: \$44,757.52**

The Treasurer's Report was **accepted without objection.**

## 5. Old Business

### Permit Status

A brief update was provided confirming that **permits have been finalized.**

## 6. New Business

### A. Christmas Party Planning

#### Event Details:

- Date: **December 20**
- Time: **3:00 PM – 6:00 PM**
- Location: **Fire Station**
- Setup Time: **1:00 PM**

#### Food Coordination

- Michelle & Bob: Turkey, ham, and two turkey breasts
- Annette: Ham (provided by Colleen)
- Jamie: Turkey

Board members will coordinate delivery timing to ensure freshness.

### B. Kids' Activities

- Santa arrival: **4:00 PM – 5:00 PM (via fire truck)**
- Wrapped gifts available for children

**Approved Purchases:**

- \$10 gift cards for teens
- Christmas tree stand
- Tree bag
- \$50 gift card for Santa

Jamie will donate an artificial Christmas tree.

### **C. Fundraising Activities**

The Board approved the following:

- Modified silent auction (ticket-based guessing system)
- Best food contest (free voting tickets)
- Bake sale with community contributions
- Sale of Yeti ornaments from Christmas tree

**Note:** Piñata postponed to a future outdoor event.

### **D. Business Donations**

Nick reported:

- Bighorn Fudge (Borrego): Donated fudge (3-pack)
- Calico's: Likely donation
- Julian Pie Company: Basket donation
- Julian veterinarian: Pending response

Board members are encouraged to continue outreach efforts.

### **E. Supplies**

Colleen will purchase:

- Soda (regular & diet)
- Water
- Juice
- Ice
- Hot chocolate

### **F. School Bus Safety Concerns**

Gabby raised safety concerns regarding vehicles not stopping for school buses:

- Incidents reported by Warner Springs School District
- Occurred in Ranchita and surrounding areas

**Action:** Board will create and share awareness posts.

## 7. Action Items

### Nick

- Create and share school bus safety post
- Contact zoning department regarding property usage
- Continue outreach for business donations
- Provide list of remaining families to Kristi
- Organize community donation post for silent auction

### Kristi

- Contact remaining 5 families regarding Christmas party
- Coordinate volunteers for setup
- Work with Annette on ham preparation

### Colleen

- Purchase event supplies
- Send 501(c)(3) number to Board
- Provide ham for Annette
- Purchase approved items (gift cards, tree stand, tree bag, Santa gift card)

### Jamie

- Donate artificial Christmas tree

### All Board Members

- Arrive at fire station by **1:00 PM on December 20** for setup
- Continue seeking business donations

## 8. Next Meeting

Tentatively scheduled for the **second Tuesday of January at 7:00 PM**, weather permitting. Meeting to be held **in person if possible**.

## 9. Adjournment

The meeting was adjourned at **7:39 PM**.

# **Secretary Certification**

Submitted by: Kristi, Secretary

Approved by the Board on: \_\_\_\_\_4/26/2026\_\_\_\_\_