

**MINUTES OF THE WESTPORT VILLAGE SOCIETY
BOARD OF DIRECTORS QUARTERLY REGULAR MEETING
WEDNESDAY, OCTOBER 22, 2025 @ 6:30 P.M. Westport Community Center**

1. Call to Order: - Establish Board Quorum /Agenda

Mr. Thad Van Bueren, President/Chairman welcomed all attendees and called the Meeting to order at 6:38 p.m. in the Westport Community Center. Notice to Directors included preliminary Meeting agenda, supporting financial documents, and draft minutes of the Regular Quarterly Meeting July 23, 2025.

Quorum established with Board Members present at the inception of the Meeting in person unless otherwise noted:

Mr. Thad Van Bueren, Mr. Robert Finnell, Ms. Sheila Winslow, and Dr. Madison McKenney. Ms. Tabitha Korhummel, Mr. Beck Regalia, and Mr. Bill Knapp were unable to attend. Members of the public/Members attending the Meeting as noted: Mr. Rob Holt (inception), Ms. Dorine Real (7:05) and Mr. Lee Tepper (7:30). No ZOOM link was available due to Mr. Knapp's planned absence.

Mr. Van Bueren chaired the Meeting and Mr. Finnell (Secretary) recorded the Minutes of the Meeting. The Board reviewed the preliminary agenda. The Board then moved forward with the presented agenda.

2. Public Input: Mr. Van Bueren welcomed all guests and invited input. Mr. Rob Holt, representing the Westport Community Church and Westport Community Center indicated that the WCC would be seeking a possible financial grant from WVS for the purpose of acquiring special audio-visual equipment for the Center in connection with a proposed monthly Speaker Series to be broadcast via Zoom as a local community benefit. Mr. Holt indicated the current plan would be to have a variety of speakers on a range of topics of interest to the Community. Questions were asked and answered regarding the possibility of MCN hosting a website for the Center. Mr. Finnell noted that perhaps WVS existing charitable mini-grant application process could be availed. Ms. McKenney suggested that certain "owl cameras" could be of benefit to capture the active speaker and audience best.

3. Administrative Items (6.55 p.m.)

A. Appointment of WVS Officers.

Mr. Van Bueren noted that subsequent to the recent WVS Annual Meeting election process, officers are appointed by the Board at the October Regular Board Meeting. Questions were asked and answered regarding the recommended transition process of the WVS Treasurer and responsibilities. Mr. Knapp would lead that transition process over the course of the next quarter and would stay on during that transition process (on bank accounts) as Assistant Treasurer. Mr. Finnell accepted a nomination to continue as WVS secretary and Mr. Van Bueren accepted a nomination to continue as WVS President. The Vice President appointment was left unassigned because three Board members were absent. Upon motion duly made (Van Bueren) and seconded (Finnell) the Board approved the following officer appointments for the next year:

Mr. Thad Bueren	President
Ms. Sheila Winslow	Treasurer
Mr. Bill Knapp	Assistant Treasurer – pro tem
Mr. Robert Finnell	Secretary

B. Review and Approval of Prior Board Meeting Minutes.

Mr. Finnell presented the process to approve the draft WVS Board Meeting minutes of July 23, 2025. Upon motion duly made (Finnell) and seconded (Winslow), the Board unanimously approved the Regular Meeting of July 23, 2025 Board Meeting Minutes as previously presented and posted to the WVS website in draft form. Mr. Finnell thanked Chairman Van Bueren for composing and posting the draft WVS Annual Meeting Minutes dated October 3, 2025. Such Annual Meeting minutes are expected to be

approved by the Members at the 2026 Annual Meeting. The Board unanimously accepted the draft Annual Meeting Minutes dated October 3, 2025 for such posting on the WVS website pending future approval at the 2026 Annual Meeting. Mr. Finnell noted that the annual process of annual corporate filings typically commences during November of each year and there is an expectation of the next status update on the corporate filing process at the January 28, 2026 Regular Quarterly Board Meeting.

C. Executive Committee Update (7:09 p.m.)

Mr. Van Bueren noted that the final updates to the draft WVS Board Manual had been delayed and there would be a goal of completing the Executive Committee review and revisions over the next several weeks with goal of distributing to the full Board for review and approval at the January 28, 2026 Regular Board Meeting.

4. Treasurer's and Finance Committee Reports (7:15 p.m.)

Mr. Van Bueren noted that Mr. Knapp had recently provided the Board with the most recent WVS financial statements and draft WVS annual tax return Form 990 for the filing period of July 1, 2024 to June 30, 2025 (prepared by Mr. Knapp) for filing with the IRS and State of California, preferably on or before November 1, 2025 (due November 15, 2025). Upon motion duly made and seconded, the Board accepted this WVS tax return Form 990 as presented for timely filing in the coming days and accepted as presented the Q1 WVS Financial Statements. With respect to the WVS officers having signature authority to the WVS bank accounts, the following officers would be the WVS signatories: Mr. Van Bueren, Ms. Sheila Winslow, and for the near term only, Mr. Bill Knapp. Online access to the WVS bank accounts would be activated for such officers.

5. Events and Communications Committee Report

Mr. Van Bueren noted he was interested in stepping aside from the various WVS communications processes and that the WVS is in need of new talent for WVS website management and editing/distribution of the Westport Wave to allow future retirement of Mr. Steve Brigham from the Westport Wave editor role. Questions were asked and answered about a transition process that would be discussed further at the January 28, 2025 Regular Board Meeting. A discussion was undertaken regarding possibly reviving the dormant WVS Facebook page. Mr. Van Bueren highlighted the extensive process of managing WVS Headlands use permits and the need for a motivated volunteer to so manage the process. This topic will also be added to the January 28, 2025 meeting for further discussion and possible action. Ms. McKenney and Ms. Winslow provided a brief update on the process to revive and hold the Annual WVS Ducky Race for Spring 2026, which is envisioned to commence again first as a Westport Local marketing strategy. The Board agreed to revisit and update signage for the Headlands property at the January 28, 2025 Regular Board Meeting. It was noted that signage should include No Events without proper permitting in place and address leashing requirement for pet dogs on the property, amongst other conditions reasonably typical for local public parks.

6. Maintenance and Community Garden Committee Report

Chairman Van Bueren recognized Mr. Rob Holt who provided a one page written summary of his effort to replace the Westport Headlands wood stairs with non-corrosive metal ones made by Double Diamond Steel of Chico (Mr. Don Robinson, principal). Mr. Van Bueren noted the likely process of an amendment to the original CDU permit was a preferred avenue of process with grant funding for the project from State Coastal Conservancy. Mr. Holt would assist with the facilitation of the quote process and then defer to WVS for implementation and execution. Mr. Van Bueren noted this would likely carry over into 2027 based on past experience. Mr. Van Bueren noted that the Community Garden continues to be managed by local volunteer Mr. David Brothers and budget is still available.

7. Public Access Projects

Mr. Van Bueren noted that the DeHaven improvement project was advancing with an expected \$270K in State grant funding and that he had recently appealed to Westport's County Supervisor for consideration of a waiver of the estimated \$4,000 County Building Permit fee. Mr. Van Bueren then presented a draft resolution (No. 2025-01) approving the grant of funds from the State Coastal Conservancy for the DeHaven Public Access Construction

Project. After questions asked and answered and upon motion duly made (Van Bueren) and seconded (Finnell) the Board unanimously approved the Resolution as presented.

An update on the Mendocino Land Trust acquisition of the Bell Point area land grant and several open issues (trail easements, signage, building usage) remain subject to further discussion and action by MLT. Questions were asked and answered regarding the future role of the Kai Pomo tribe with respect to the Bell Point land management (and future management of Blues Beach / Chadbourne Gulch once the land grant transfer is completed.

Mr. Van Bueren noted that MLT will conduct a Westport Community Center in-person meeting (Zoom access TBD) on **Monday morning 10:00 October 27, 2025** for interested residents seeking more information from MLT on Bell Point.

Mr. Van Bueren noted that recent Caltrans activities at Westport Union Landing area had been wrapped up recently. Ms. McKenney noted that the community of Elk has State Parks representatives attend their January public meeting to provide information to the community and Westport may find it helpful to also invite State Parks to the WVS meetings from time to time.

A discussion ensued regarding Annual Meeting WVS Membership input, such as focus on Native American history, local land conservation connections, emergency preparedness for Westport Area and Green Waste best practices and processes, such as a mini-grant for periodic (quarterly?) green chipping services (disposal fee / donations to WVS?) and local waste pickup services expanded to include weekly green waste pickup.

8. Items for Next Agenda (8:12 p.m.)

Agenda items for the next regular Board meeting on January 28, 2026 will include routine Committee reports; Budget Review, Board Manual, Headlands signage, Communications/Permit status and transition, Mini-Grant applications, Green Waste processes, and other matters that may arise before that time.

Adjournment. The Meeting adjourned at approximately 8:17 p.m.

Respectfully submitted:

Robert D. Finnell, Secretary - Westport Village Society, a 501 (c)(3) organization.

Mission Statement: Supporting local charitable and educational projects and fostering the preservation and interpretation of the environment since 1992.
