

## Las Posada Camp Board of Directors

### Monthly Meeting Minutes

Date: January 8, 2024

#### **Officers Present:**

President: Michelle Machado

Vice President: Tom Baldocchi

Secretary: Dave Putnam

Treasurer: Lisa Weston

#### **Directors Present:**

Alameda County: Jim Bennett, Jim Richards

Contra Costa County: Tom Baldocchi, Kerry Dolphin, Devon

Marin County: Matt Torrence, Lisa Westin, Duncan McAndrews

Napa County: Dave Putnam, William Wagner, open seat

Sonoma County: Michelle Machado, Tara Camgros

#### **Visitors and Interested Parties Present:**

Margaret Close, Alison Brandenberg

-Meeting called to order by President Machado at 7:07 pm PST

-Treasurer's Report given by former Board Treasurer Jim Bennett.

Jim will provide bank statements for accounts held by the board when he receives them.

All tax form filings are current and up to date

Las Posadas Camp Inc is not registered as a charitable trust RRF1s

Jim Bennett needs Lisa Weston's mailing address

-Previous BOD secretary Margaret Close previously distributed minutes for the December 11, 2023 meeting via e-mail. A motion to accept the

minutes as written was made and seconded to accept as written. The motion passed by a unanimous vote.

-Matt Torrence proposed a motion which was moved seconded and passed unanimously to change the Board's bank account signature cards from current status and have new card with Lisa Weston and Michelle Machado's signatures. Lisa and Michele will work with Jim Richards and Dion Hock to make this happen ASAP.

-Matt Torrence proposed a motion which was moved seconded and passed unanimously for the board to pay for a 1 year Zoom subscription for the purpose of holding business meetings as well as other board-related meetings among members. The cost is \$112.93/year. Michelle Machado will take care of payment and request reimbursement from the Board Treasurer.

-Lisa Westin will research Director and Officer insurance policy options from any brokerages who have or will submit bids for coverage. Matt Torrence will assist Lisa with any concerns she has on filling out policy applications.

-Tom Baldocchi brought up questions about membership to the Las Posadas Camp Inc. Board of Director's Bylaw requirements going forward. He feels that the requirements should be changed. Margaret Close offered to chair a committee to handle suggestions for bylaw changes. Michelle Machado and Dave Putnam volunteered to serve on the committee and assist Margaret in her efforts.

-A question came up on what non-profit status would be best for a separate lobbying organization that would work independently from the L.P. BOD but would be available to consult with it. The options are 501c3 and 501 c4. Lisa Westin will research this along with legalities and hopes to have information by March. The Board members agreed

unanimously that the new lobbying organization should be named “Las Posadas Youth Camp Alliance”.

-Questions on equipment on loan to the Napa and Sonoma County 4H programs were asked. Both counties have provided an inventory to Matt Torrence for the equipment that each county has been loaned to them by L.P. Camp Inc. There is still equipment present at the camp in the kitchen, adjacent building, nurse/cooks building and admin building. Requests to access the camp to retrieve any equipment from Las Posadas must be cleared by CalFire’s administration. It was agreed that there is no need to do anything with the equipment at camp until Spring at least. Equipment belonging to the L.P. Camp Inc. includes dishes, cups, silverware, dishwasher trays, dish sanitizer, stove/oven, oven, refrigerator, and ice maker as well as other large appliances. The Board needs to come up with a storage facility to move everything into that it determines should be moved from camp. Napa County 4H wants to return the equipment that it borrowed in 2023 for their program at Eco Camp Berryessa. Sonoma County currently has their borrowed equipment stored in a container at the camp in Hopland where they’ve been holding their summer camp sessions.

**New Business:**

-Michelle Machado will craft a letter to CalFire administration to request access for the purpose of holding an on-site, in-person BOD meeting at Las Posadas. The meeting will also include an extensive tour and inspection of the buildings and property covered by the Blake Deed.

-Dave Putnam spoke on behalf of William Wagner who had to leave the meeting early regarding transferring L.P. Camp Inc. website’s webmaster responsibility from Dion Hock to William. William has indicated that he had been in contact with Dion, and they were working on making the necessary transfer details happen. William will update

the website with a current list of board officers and members as well as add missing meeting minutes dating back to 2020 and forward to the present.

Michelle Machado confirmed that the next L.P. Camp BOD meeting will take place on February 12, 2024, at 7 pm PST.

A motion was made, moved, and seconded to adjourn the meeting at 8:20 pm PST.

Respectfully submitted by Dave Putnam L.P. Camp Inc. Secretary on February 12<sup>th</sup> 2024.