

Las Posadas Camp Board of Directors

Monthly Meeting Minutes

Date: February 12, 2024

Officers Present:

President: Michelle Machado

Vice President: Tom Baldocchi

Secretary: Dave Putnam

Treasurer: Lisa Westin

Directors Present:

Alameda County: Jim Bennett, Jim Richards, Dion Hock

Contra Costa County: Tom Baldocchi, Kerry Dolphin, Devon Baldocchi

Marin County: Matt Torrence, Lisa Westin, Duncan McAndrews

Napa County: Dave Putnam, open seat

Sonoma County: Michelle Machado, Tara Camgros, Lisa Bianchi

Visitors and Interested Parties Present:

Margaret Close, Alison Brandenburg

-Meeting via Zoom called to order by President Machado at 7:05 pm PST

Secretary's Report

Meeting Minutes of January 8 presented by Dave Putnam. Following discussion and corrections, Putnam moved for approval, motion was seconded by Torrence, motion passed unanimously.

Treasurers Report

Lisa Westin reported that former treasurer Jim Bennett had provided statements via e-mail prior to the meeting. The accounts are held in the name of Las Posadas 4-H Camp Inc. at BMO Bank.

Checking account statement dates: 11/24/2023 – 12/23/24

Starting balance \$ 56,550.33

Interest \$.46

Image statement surcharge \$ 3.00

Paper statement fee \$3.00

Ending balance \$56,544.79

Money Market Checking Account statement dates: 12/1/2023 –
12/21/2023

Interest paid YTD \$493.73

Starting balance \$85,565.62

Interest \$145.10

Ending balance \$85,710.72

Westin reported that she has one quote for Director and Officer insurance policy. \$500,000 coverage for an annual charge of \$859.00, \$1,000,000 for an annual charge of \$1,037.00. It was mentioned that there is a memorandum of understanding in place that a \$1,000,000 policy is required. Weston will pay out of pocket and submit a claim for reimbursement.

Michelle Machado moved for approval of the purchase of the policy for \$1,037.00, motion was seconded by Putnam, motion passed unanimously.

Old Business

-Bylaws

Margaret Close reports no submissions for proposed changes to bylaws so far. She suggests that reference(s) to Sacramento County be removed. Contra Costa and Alameda County representatives will provide their suggestions for changes. Further discussion on moving forward on proposed bylaw changes was tabled until the March meeting. Machado and Putnam are assisting Close with this.

A discussion separate Las Posadas Alliance organization will be tabled for the time being until more information has been gathered and presented.

New Business

The board's private P.O. Box is currently located at a U.P.S. store in Napa at 4225 Solano Ave. The box number is 548 and the phone number at the store is (707) 258-2454. The business forwards mail from this P.O. Box as request and charges a fee when any piece of mail is forwarded. Mail can also be collected on site by parties designated and authorized by the board for no additional charge. A discussion was held to consider whether this current arrangement should be continued and was resolved that it should provide continuity. Current key holders for the P.O. Box will surrender any keys in their possession and forward them to President Machado. Machado will redistribute the keys.

-Westin and Machado are in the process of working with former treasurer Bennett to change co-signer card with BMO Bank. Westin reports that the bank's Petaluma branch is currently understaffed. The account is currently handled by the Hayward Branch located at Southland Mall. Westin will talk to a representative at the bank's Novato branch and will work to coordinate the change.

-Putnam reports that William Wagner is working on a new L.P. B.O.D. website to replace the current one. Wagner has made initial contact with Dion Hock to start the transition process. He hopes to have a mock-up for the new website to display at the March meeting.

-Machado brought up discussion to set tentative dates for an in-person meeting and facility inspection for the L.P. B.O.D. at the camp. A suggestion to request a TBA date, dependent on road conditions after winter and early spring weather is done and subject by approval of CalFire administration.

-A discussion of equipment owned by the L.P. Camp Inc. Napa and Sonoma currently have kitchen utensils stored at their designated locations. The remainder of utensils and equipment remains at the camp. Bobby Lindwall from the Napa County 4-H office has requested that the equipment being stored in their camp's shipping containers at the county corporation yard located near Yountville on Silverado Trail be removed. She suggested that the county corporation yard located in Calistoga might have room for a container.

President Machado announced that the next board meeting will take place via Zoom on March 11, 2024, at 7 pm PDT. Machado adjourned the meeting at 8:20 pm PST.

Respectfully submitted by Dave Putnam on March 3, 2024.