

Cape Meares Community Association Board

Board Meeting November 13, 2023

Members of the Board Present:

Bev Stein, President
John Harland, Secretary
Scott Gordon
Kathy Burke
Simone Goldfeder
Randy Klobas
Steve Quinn
Sean Kohles
Claudia Cameron

Guests:

Kevin Burke

Bev Stein opened the meeting at 10:00

Minutes

February 13/23 meeting: John moved, and Claudia seconded approval of minutes from October 9, 2023 meeting. Motion passed.

Donna Lehto has resigned as assistant secretary because of all her commitments. John has agreed to continue as secretary until a new secretary is appointed.

2024 Budget and Financial Planning -- Beverly

The Board discussed the proposed budget for 2024, and decided to increase the insurance premium line item to cover the additional insurance on the Red Shed and add a line item for the Red Shed concrete floor (\$2500). In addition, to reduce the proposed Community Center rental income by \$200 and reduce the proposed income from the cookbook by \$300.

Claudia agreed to look into getting the property tax on the William's property eliminated because CMCA is a 501(c)3.

With these changes, the proposed expenditures would be \$13,562 and the proposed income would be \$16,250 for a surplus of the year of \$2,688

A motion to approve the 2024 budget was moved by Randy and seconded by Claudia. The motion passed unanimously.

Bev presented proposed financial policies to the Board. There was discussion and a motion to approve the financial policies was proposed by John and seconded by Claudia. The motion was approved unanimously. Posted in minutes below.

Bev presented proposed grant-making policies to the Board. There was discussion and a motion to approve the grant-making policies was moved by Sean and seconded by Scott. The motion passed unanimously. Posted in minutes below.

A motion was moved by Claudia and seconded by Scott to appoint Miriam Fultz as the Grant-making Lead for CMCA.

Bev will ask Miriam to outline the responsibilities of the grant-making lead so that these will be documented.

Bev will be sending out the fund-raising letter on Dec 5th.

Zoom Meetings

Zoom meetings are difficult to set up and manage and are often disrupted by technical difficulties. At the same time, there is a desire for some groups to have better resources available for audio-visual connection (microphone and speaker). There is a desire to have Board meetings as in-person only and possibly have an advisory group so the Board can get input from people who cannot attend in person.

Kevin kindly agreed to research and come back to the Board with a lower cost option to allow audio connection to meetings. If we do purchase audio/visual equipment/software, Kevin has agreed to write instructions but will not set up meetings.

Community Planning Update

Grant proposals

The Board agreed to pursue two potential grant-making proposals

- Paving for wheelchair access to the Pacific entry to the beach
- Analytic equipment for “citizen science” monitoring of lake water quality

The board agreed to pursue grants for both projects, pursuant to agreement with our new grant-making lead approval that these are suitable projects.

Vision

The Board reviewed the changes to the proposed vision (the vision having already been reviewed and discussed by the Board).

A motion was moved by Steve and seconded by Randy to approve and adopt the Cape Meares Vision as revised. The Motion passed unanimously. Posted in minutes below.

The Board thanked Steve for all of his work in developing and getting the vision approved through the community process.

Team Reports were not presented because these were just given at the Community Meeting. The floor was open to any questions. There were none.

February Community Meeting

Discussion of potential outside speakers for the February Community Meeting. It was decided to invite Jerry Sutherland – author of “Bayocean: Atlantis of Oregon”. Scott and Patti volunteered to be coordinators for the Community Meeting and will reach out to Jerry Sutherland.

Reports and Updates

Unpermitted Event: This has been a learning all around and CMCA is now on notifications for events that may impact the community.

Social Committee: We have volunteers for the January (Pam and Sean) and March (Deborah and Guy) potlucks. We will solicit more volunteer coordinators at the February Community Meeting.

Building Management:

Red Shed floor

- Everything will need to be out of the Red Shed for installation of the new concrete floor
- Randy has been purchasing some items (eg doors) as he sees items at a reasonable price
- The work will require a few experienced people to do the concrete work.

Solar assessment

- Sean is working with A&R solar and working on grants and other incentives to put solar panels on the Barbara Bennett Community Center at no cost to the community.

Naming the no-name creek

- Steve is working on naming the no-name creek. Steve has the paper-work that is processed through the Oregon Historical Society. There are lots of requirements, but in general, there is a preference for names that have local poignancy and tell a story. A creek can only be named after a person who has been dead for over 100 years.
- One idea of Steve’s is to name it “Pure Water Creek” because turbidity in the creek warned the community of the potential for logging in the creek watershed.

There will be no December CMCA Board meeting. The next meeting will not be on the second Monday in January but instead on January 15, 10 am.

The meeting Adjourned at 11:53 am!

Our Vision: Cape Meares is...

1. a place where safety, security, adequate utility services, and pedestrian-friendly streets and byways exist.
2. a community that prizes **and works to protect** the environment and the beauty of the natural setting.
3. a place that maintains community spirit and a friendly atmosphere while respecting individual privacy and rights and the property of both residents and visitors.
4. a place where a quiet, non-commercial atmosphere is found on individually-owned properties, along the streets, and on public property.
5. a village made up of private residences that respect **the neighborhood and all** appropriate zoning, construction, and usage codes.
6. a place where visitors and those involved in the rental of local properties adhere to and honor all applicable laws, policies, and community values.
7. a place where the community has built resilience and prepared for emergencies.
8. a place that is committed to preserving its village feel and special qualities through seeking the **diverse** opinions of its permanent and intermittent residents and conveying those opinions collectively **and democratically** to county and state agencies.

Vision Adopted by the CMCA Board 11-13-23

CMCA Financial Policies as of November 13, 2023

1. The CMCA Treasurer and President are authorized to pay for expenses adopted by the Board in the annual CMCA budget or as amended during the year. The budget shall be adopted in January of every year. The CMCA's fiscal year is January 1 to December 31.
2. The CMCA President and Treasurer are authorized to pay for items up to \$150 that are not in the annual budget as they deem appropriate. Any such purchases shall be reported to the Board at the next regular Board meeting. All purchases more than \$150 that are not designated in the annual budget must be approved by the Board.
3. The CMCA President and Treasurer can write checks from CMCA accounts. Patti Smith (Building Management) and Kathy Burke (Emergency Preparedness Coordinator) have CMCA credit cards. They shall promptly email photos of receipts for all credit card purchases to the Treasurer.
4. In case of an emergency and the Board is not able to meet the CMCA President or Treasurer may spend money as needed to address the emergency.

Grant Making Policies

1. Grants submitted on behalf of CMCA must be approved by the CMCA Board. Miriam Fultz will serve as the grant making lead working with CMCA teams working on specific grants.
2. All grants submitted on behalf of CMCA must be approved by the Board on two occasions: prior to proposal development and again before final submission to grantors.
3. Prior to submission, the CMCA Treasurer will review budgets and/or contracts and will document approval by email to the CMCA grant project lead.
4. As necessary, the CMCA President may approve a proposal before submission to ensure timeliness of CMCA submissions.
5. Miriam Fultz will serve as the CMCA Grantmaking Lead and will represent CMCA for the purposes of grant proposal development, submission, and administration. She will support CMCA project teams working on specific grants that have been approved by the Board.
6. Each team lead retains final responsibility for grant proposal quality, timeliness while the CMCA Board oversees award administration and reporting functions.