

**CMCA Board Meeting Minutes  
February 12, 2024**

Beverly Stein opened meeting at 10:00 am

**Attendance**

- Beverly Stein, President
- Patti Smith
- Kathy Burke
- Sean Kohles, Assistant Treasurer
- Guy Kyle, Treasurer
- Randy Klobas
- Steve Quinn
- Stacy Mason, Secretary
- Simone Goldfeder (on phone)

**Guests**

- Miriam Fultz
- Maria Grenzebach

**Approval of Minutes**

The minutes from January 15, 2024 were approved by the board via email on February 3, 2024.

**Treasurer's Report (Guy)**

**Motion** to grant Guy Kyle, Treasurer, and Beverly Stein, President, authority over the CMCA bank accounts with signing authority at the TLC Fibre Federal Credit Union in Tillamook and to remove Aaron Cope from these accounts, thereby making Guy and Beverly the only persons with signing authority on these accounts—moved by Kathy and seconded by Randy. Passed unanimously.

**Motion** to grant Guy Kyle, Treasurer, as a CMCA credit card user through the TLC Fibre Federal Credit Union and to remove Aaron Cope and Sean Kohles from that credit card, thereby affirming Guy, Kathy Burke, and Patti Smith as card users—moved by Randy and seconded by Sean. Passed unanimously.

Sean will send a pdf of the approved minutes to the Credit Union to help facilitate the account authority changes.

- The Credit Union accounts include the following;
  - Maintenance (Savings) \$10,675
  - Watershed Project (Savings) \$29,146
  - Expense Payments (Checking) \$21,110
- 2023 contributions were approximately \$71K in the following budget items;
  - General \$9k
  - Watershed \$55k
  - Emergency Preparedness and Resiliency \$11k

Discussion to consider adjusting bank accounts to correlate with budget items; Guy and Sean will discuss. Upcoming insurance fee will be about \$3,300.

**Motion** to increase insurance deductible from \$500 to \$1000, which will decrease insurance fees from \$2514 to \$2413/year—moved by Sean and seconded by Guy. Passed unanimously. Guy will contact the insurance company to make the adjustment.

- IRS Audit (Bev)—Materials requested were submitted to the IRS before the February 8th deadline. If further information is requested, Bev and Sean will discuss how CMCA assets may pertain to the IRS request for information.

### **CMCA Document Storage and Financial Tracking (Bev)**

We are now using a CMCA google drive to store and share documents with board members. Bev will send an email google drive invite to board members. Board discussed using the drive to store other documents—grants, history, presentations, etc.—rather than relying on the website for storage.

### **Reports and Updates**

- Tillamook PUD grant proposal (Miriam)—The grant proposal was sent to the board for review prior to the meeting. Request for \$9,649 to purchase additional emergency supplies to be stocked in the sheds; if approved, supplies would be purchased with CMCA funds and reimbursed by TPUD.  
**Motion** to approve submission of grant request to Tillamook PUD and allow use of existing emergency funds to purchase supplies once grant is approved—moved by Patti and seconded by Randy. Passed unanimously.

### **Discussions**

- Feb. 10 Community Meeting Debrief (All)—Thirty six people attended the meeting; the lake management presentation was excellent and well received.
- Future Presentations (Bev, others)—A possible multi-topic presentation with break-out sessions could include Protection from Wildfires (by Dave Audet), Downed Power Lines/Electric Safety (by Pam Robenolt) and Septic Systems/water management (by Chris Spence); a fall presentation may be more seasonally appropriate for the subjects.
- DIY Potluck/Picnic for Memorial Day and Labor Day? (Bev, all)— If no one signs up to host potlucks on these holidays, perhaps have an outside picnic (folks bring their own food, chairs, utensils, everything); ask neighbors with big yards, or perhaps use the beach (no bathroom facilities; someone would still be responsible for announcing and clean-up).

Meeting Adjourned by Beverly Stein at 11:30.

### **Upcoming Events**

Feb 25	Coffeehouse (Ann and Steve)
March 9	Emergency Water Use seminar 10:00-12:00 (Pete Steen)
March 23	Potluck (Stacy and Guy)
April 20	Community Center Spring Clean-up 9:00-12:00 (Patti and Mike)
April 27	Potluck (Wendy and Dave)
May 18	Annual Meeting/Banquet (Bev, Kathy, Narayan)
May 27 Memorial Day?	
July 4	Events (Kathy and Mary) Auction (Pam)
Sept 2 Labor Day?	
December 10	Caroling (Ellen)
New Years Day	Soup In (Claudia and Jim)