

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, October 11, 2021, 7:00 PM  
Via Video/Teleconferencing

**FINAL MINUTES**

**AGENDA:** Meeting called to order at 7:03 pm by President Don Keeley

**Board Attendees:** Nancy Fox, Alyssa Jorgensen, Chris Marcuse,, Michael Jefferies, Dan Ciccarone, Talia Friedman, Pete Martin, Jim Parton

**Board Members Absent:**

Jim Parton

**Others present:**

Mark Northcross - Treasurer

Wing Pepper – Secretary

David Durr - Head Innkeeper

**APPROVAL OF MINUTES**

- **September 13, 2021 Board Meeting**
  - Motion to pass: Don
  - Motion to approve: Pete
  - Second: nancy
  - All Approve

**PRESIDENT'S REPORT**

- Update on 30 year review study
  - Met with team + two structural engineers - spent 6-7 hours at Inn
  - Architectural firm setting update meeting for 10/12 to answer further questions
  - Michael and Don to meet with architects
  - Will set first draft due dates
- Water committee
  - WPIA now has a 3 person water committee
  - Don, Tom Banning, Bonnie
  - Tom's background is mechanical engineering. Worked at the Geysers in Sonoma county. Lots of experience with running pipe, drilling and water transportation.
  - Had first meeting last week and gave him a tour of the Inn including all water sources and septic

- Heard from George Reed, a member who is also a geologist . Wants to help locate new areas for potential drilling. He is going to refer us to someone who is familiar with the rock formations on Mt Tam
- Water pressure from spring is still strong
- Our daily usage is 400 gallons per day so the tank is staying full. We don't have a water crisis
- Red Flag Warnings
  - There's been some confusion about what we can do when there's a red flag warning. Lease clearly states that only the Innkeeper can stay overnight at inn
  - If a resident is staying at the inn when the RF is issued, they must leave. The innkeeper is the only one who can spend the night
  - David to send a clarification to all innkeepers

### **TREASURER'S REPORT**, Mark Northcross

- Overall
  - Best cash position in 14 years
  - \$277k in the bank
- Donations
  - \$90k in donations - due to work in last 3 months of 2020 - delayed money income due to hard work
  - Received a \$10k donation recently
  - Received a \$25k state grant
- Overnight use fee's
  - \$21k in september - all time record for monthly income for the inn
  - On a \$150k per year pace
  - If this keeps up we should do \$150k-\$170k in the year - enough to fund our operations
- Expenses
  - Can afford to more in repairs and deferred maintenance - We can undertake a big project
  - Redid the website
  - Housekeeping costs are down
  - Fire insurance is \$14-\$15k per year now. Largest hard operating expense
  - Payroll in line - slightly less than last year
- Profit
  - \$109k in profit.
  - Even without donations we would be breaking even
- Other expenses
  - \$50k for the architectural firm on the long term planning 30 years etc
- General

- We are at a good foundational level (to justify rate increases) however important to reiterate that we are at bare minimum levels for operating, even with our recent financial performance - e.g. with \$277k in the bank
- We consider our status at the bare minimum of what we need to feel comfortable operating and planning.
  - For example, any emergency could set us back.
    - E.g. if we need to truck potable water in in an emergency
    - We should have to reserve a truck well in advance

## **OLD BUSINESS**

- Report - Pancake Breakfast – October 10, 2021
  - 518 customers
  - \$5,600 in cash
  - \$1,133 in venmo
  - \$6,600 gross
  - 800 sausages
  - Very positive response
  - Used “nudge” to generate people
- Great work by crew

## **NEW BUSINESS**

- Addition of prospective members to WPIA Membership Waitlist:
  - Susan Gamble of Corte Madera sponsored by Lin Johanson and Chris Marcuse
  - Emma Spilsbury of San Francisco sponsored by Colleen Williams, Marilyn Skaff, and Teresa Petrilla
  - Jennifer Bryant of San Anselmo sponsored by Lorna Kirk, Laura Winter, and Lin Johanson
  - Michael Riemer of Berkeley, sponsored by James Dempsey and Lin Johanson
  - Motion
    - Motion to pass: Don
    - Motion to approve: Talia
    - Second: Dan
    - All Approve
- Donations
  - Donation of one 2-night overnight stay to YES Foundation (supporting Ross Valley School district)
  - Donation of one 2-night overnight stay to AWHF Falcon Foundation (supporting Archie Williams High School (San Anselmo))
  - Motion

- Motion to pass: Don
  - Motion to approve: Nancy
  - Second: Chris
  - All Approve
- Two nights last night - up to six nights of overnight stays we've given away this year
  - The WPIA Secretary will keep an on-going tally going forward
- Proposal to purchase thank-you cards for donations
  - Send out nice snail mail thank you cards for the top donors
  - Dan sent quotation pre meeting
    - Two options
      - Buy 250 for short term needs
      - Buy 1000+ to save money
    - Discussion
      - Option: Buy 500 and split the middle so we are not wed to one design.
      - Good to print 2-3 options for flexibility
      - We can get photos from members if we need art guides
      - We should heck with allison bricker if we need graphic input
      - We have some west point in graphics
    - Other graphic options
      - Fred Rucker has historical photos from the early days of the Inn
      - Alison has phot's a swell as well as digital design
      - Check Patty Schmidt our media liaison as well
  - Motion to spend \$1000 on cards
    - Motion to pass: Don
    - Motion to approve: Nancy
    - Second: Talia
    - All Approve
- ABC Liquor License Update
  - When the inn has events, we are required to get a one-day liquor license to serve alcohol.
  - Bonnie Jones has had this responsibility in the pastw. For every event, this requires making an application and cutting a check. We have to sign the application and personally take it to the Marin sheriff and deliver it to the alcohol board in Santa Rosa
  - This process has now been changed and has some effect on what we've historically done
    - Work parties will no longer have alcohol (due to a complaint)
      - They don't want to give us a permit anymore

- Pancake breakfasts are considered private functions so we are not required to have a liquor license anymore.
  - Any special event we have, however, we do need a permit.
  - It's important to note that we also can't give alcohol away. We have to charge and sell drink tickets.
  - Unclear if this also applies to donor events
- October Members Meeting Agenda - Sunday, October 17
    - Vote on dues increases
    - Need someone to do Mark's finance presentation (Alyssa volunteered)
    - Don to give year in review - Presidents report
    - Be clear about when we plan to go to 100% occupancy...set clear expectations
    - Other issues
      - Adjusting the membership total (expanding) do we want to raise in this meeting?
        - Do an informal poll in the meeting?
      - Address cost or reservations?
      - When will the 4 month member window open back up?
      - Remind that we are charging per room, not per person like we used to.
      - Address when West Point Bucks will come back - we can use for rooms as of 9/1 but not for membership
      - Nancy would like to introduce the 4 month room reservation- Jennifer Greene just has to make sure the person is a member. Manual process - no software related
      - Remind members that at 50% occupancy (with per person rate) they should feel they are getting a deal
      - Do a perk review in general
      - Reiterate to members that EVERYONE needs to be vaccinated.
        - We are moving to 100% occupancy but tied to kids under 12 and proof of vaccination

## **COMMITTEE REPORTS**

*Buildings & Grounds: OPEN*

*Communications/Website Committee: Jan Gauthier*

*Development Committee: Jim Parton & Dan Ciccarone*

*Election Committee: Chris Marcuse & Lin Johanson*

*Event Committee: Gail Shahan & Fran Rondeau*

*Fire & Safety: Pete Martin & Scott Halsted*

*Garden Committee: Kathleen Kopp*

*Heritage/History Committee/ Historian: Fred Runner*

*Housekeeping: Fran Rondeau & Bonnie Jones*

*Lease Negotiation: Don Keeley & Alyssa Jorgensen*

*Membership: Talia Friedman*

*Mountain Tam Organization Liaison: Bob Newcomer*

*Newsletter: Alison Bricker*

*Old Timer's Liaison: Marilyn Skaff*

*Pancake Breakfasts: Lin Johanson*

*Personnel: Lin Johnson & Fran Rondeau*

*Policy & Procedures: Wayne Koide*

*Reservations: Alyssa Jorgensen & Jennifer Greene*

*Technology: Nate Lee*

*Water Committee: Tom Banning*

*Water Tank/System: Bonnie Jones*

*Work Parties: Don Keeley*

**ADJOURN**

- Motion to Adjourn: Don
- Motion to approve: Dan
- Second: Michael
- All in favor

**EXECUTIVE SESSION** ( Executive Session was activated).

**MOTIONS PASSED IN OCTOBER 2021 BOARD MEETING:**

<b>Motion</b>	<b>Description</b>
Approve September Board Meeting Minutes	Monthly board meeting minutes approved
New members	Adding new prospective members to the waitlist
Donations Approval	Donation of one 2-night overnight stay to YES Foundation (supporting Ross Valley School district)  Donation of one 2-night overnight stay to AWHS Falcon Foundation (supporting Archie Williams High School (San Anselmo)
Proposal to purchase thank-you cards for donations	Approved \$1000 spend on cards