

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, May 10, 2021, 7:00 PM

Via Video/Teleconferencing

FINAL MINUTES

AGENDA: Meeting called to order at 7:05 pm by President Don Keeley

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

Board Members Absent: None

Others present:

Wing Pepper – Secretary

Mark Northcross – Treasurer

Jim Berry – Innkeeper

APPROVAL OF MINUTES

- April 12, 2021 Board Meeting
- Motion to pass: Don
- Motion to approve: Chris
- Second: Nancy
- All in favor

PRESIDENT'S REPORT

1. 3 Reasons for uncertainty as we navigate the next few months
 - a. Implications of California's plan to remove all COVID-19 Restrictions June 15
 - i. Do they mean ALL restrictions? We need clarification
 - ii. Will it happen on July 15th
 - iii. The uncertainty makes planning hard
 - b. Water Supply is an unknown.
 - i. The spring is keeping the tank full at the moment but there's a chance that the spring could run dry.
 - ii. As a reference point, in 2015 it got very slow and we had to consider trucking in water for the pancake breakfasts
 - c. Red Flag warnings
 - i. This is the earliest there have been red flag warnings since 2012
 - ii. Financial impact is real

- iii. We must consider whether to even consider the Pancake breakfast restart.
 - iv. Will lead to a lot of sunk costs
- 2. Mt. Tam State Park has offered the Mountain Theater to WPIA for Pancake Breakfasts
 - a. Offering at no cost
 - b. Kitchen needs to be checked out asap to see if it works for a pancake breakfast
 - c. The general feeling is that it could work well for our needs - pending the implications of the Red Flag issue
 - d. We would have to move the grills from the Inn to the Theater to cook the pancake? We should find an alternative cooking approach
 - e. We use their water and all facilities
 - f. Next Step: Do a trip asap to check out all the details

TREASURER'S REPORT, Mark Northcross

- Cash Position:
 - \$257k in the bank as of May 10
 - As a reference, in May 2020: we had \$100k less than we do today
 - Fundraising has been very successful
 - We are down \$7k from a typical April - but we have no worries financially
 - Overnight use fees – took in \$12k in April
 - Averaging about \$12k per month first 3 months of being reopened – this is fine
 - (May 2021 refunds for Red Flag period are not in the #'s)
- Projections
 - We are using \$12.5k average overnight fees through September as a guide
 - Currently avg. \$17.5k for monthly expenses
 - We kicked it up to \$18.5k per month for budgeting - to be safe
 - Added surprise repairs and maintenance at \$100k for 2021
 - Based on these assumptions, we will make it through 2021 with \$100k in the bank – even with the \$100k surprise repairs and maintenance hit
- Expenses
 - Donations have been very strong - +\$70k this year
 - Overnight use fees have been obviously down
 - We are in a position to spend if we have to
 - We did get insurance which elevated our operating costs but this is a needed expense
 - Expect full reopening in January 2022
 - (See the financial spreadsheet for additional details)
- Discussion
 - Must consider the Fire season + numerous red flag scenarios

- We estimate that a very serious red flag season with the resulting cancellations will mean \$75k in EOY funds (Additional \$25k in costs)
- Go Fund Me
 - The key is setting up the account correctly. If it's not set up as a 501c.3 it's a complicated process to reconfigure the account.
 - Notes:
 - Go fund me is not great for sending to a real charity – unless you set it up correctly up front.
 - The current balance amount is \$15k

OLD BUSINESS

- Reopening update - July Proposal
 - Timing/Accommodations
 - Monday July 19th reopening proposal with all restrictions lifted on 6/15 proposed a “bridge” between the current phase - and a full reopening/back to normal
 - Aiming to book at 50% capacity
 - Offer a mix of cabins and rooms to max us out at 19 guests. Could be closer to 14–16 based on historical bookings) (See Alyssa’s chart)
 - Bookings for 1 night only – doing away with 2 night minimum
 - Bathrooms remain closed on deck
 - All WPI places open to guests only – no day visitors
 - Masks indoors TBD by county/state guidelines
 - Guests will have to complete liability forms and health forms upon arrival
 - Inn will be closed on Monday’s
 - Rates
 - Looked at lowering rates – but not at the per-person rate - yet
 - Non-member rates for rooms
 - Cabins \$150
 - Rooms a little less
 - Members get \$20 off per night
 - At max occupancy of 19
 - \$950 (all non-members) versus \$810 (with members)
 - (See alyssa chart for additional details)
 - Projections
 - If everything was booked: \$26K per month with 25% members
 - We will plan 60-70% capacity at \$14-\$15k due to red flags – that’s the projection at 50% occupancy
- General Discussion

- Innkeepers want to be able to prove guests are vaccinated (passport?) but there are obvious issues with this and we can potentially address safety via other methods
- Deck bathrooms – recommend close until drought abates due to water usage
- In general – we have to follow state/county guidelines on all things COVID-19
- Also, kids under 16 will not have been vaccinated – open question how we deal with this
- Summer Reservations Update
 - When do we open rooms for reservations for July onward?
 - We are waiting until July because Inroads has us booked 75% through July 4
 - We just opened the first two weeks of July so we are engaged through Mid-July
 - Why can't we accelerate these dates? Would it be worth it financially to not wait until mid-july?
 - **Motion**
 - Work with Inroads to accelerate room change and rate increase starting July 18th
 - Motion to approve: Dan
 - Second: Nancy
 - All in favor
- Vaccinations
 - Mixed-vaccination status people will be able to congregate indoors
 - Kids are an issue – no vaccinations will be in place
 - Only 12 and up will even have the potential to be vaccinated...kids an issue
 - Also “Vaccination Passport” concept has a number of legal issues
 - Will people be comfortable sharing the kitchen and lounges come mid-July?
- Next Step: General Assumption on all points above
 - Going forward with an asterisks....we will follow Marin country guidelines
- Construction project update
 - Toby cabin - we will be taking up floor and adding concrete and pressure treated beams to rebuild floor by EOD 5/13
 - Also will do roof leak at same time
 - NOTE: (we have a WPIA account at Goodman's at a discount)

- Also heat shields in Kitchen replaced quickly at same time on Wednesday morning (pending Red Flag access) – prior to guest arrival at 3PM Wednesday
- Fundraising Committee update
 - Had a meeting with the fundraising committee.
 - 30-year reserve study discussed
 - David Wessel interested in helping out with reserve fund
 - Would require a fee – amount TBD
 - Donor history being developed
 - Talia needs someone to take on get data entered into Wild Apricot – donor history, etc
 - Also Recommendation for different levels of membership
 - Next Step: Take under consideration for future discussion
 - Water/Emig Trust
 - Could we approach to help fund or fund a steel water tank?
- Other Topics
 - National Register of Historic Places - We are a member
 - Small, specialized “work party” update
 - 4-5 people each doing cleaning like old work parties
 - Bedding, etc – indoor cleaning
 - First Aid
 - Update on first aid protocol to be followed by Innkeepers
 - What type of paperwork should the innkeeper render to record the application first aid?
 - We need an “incident report” protocol to keep good records while also not getting into formal record keeping
 - We have forms from analogous groups and we are pairing down to make them useful for our needs
 - This is important for releasing the Inn from any liability, etc
 - Next Step: Create Forms
 - InnKeeper fire training
 - Innkeepers getting in-person training in fire training in June

NEW BUSINESS

- Reservationist
 - Jennifer Greene would like to resume her position
 - Next Step: Agreed to this as of 7/1
- New Members

- Approval of new member (Lorna Kirk; recommended by Alyssa Jorgensen, Molly Casey and McCoy Dodsworth)
- In 2020 we lost about 15 members
- We admitted all 11 members on the waitlist with 2 open spots remaining
- WPIA has 597 total members
- We have 2 new apps to completion w/payment
 - Lorna Kirk of Fairfax
 - Heather (check this name)
 - 599 total members with these two added
- **Motion**
 - Motion to pass: Talia
 - Motion to approve: Jim
 - Second: Dan
 - All in favor
- Water and Lease Renewal Committees
- Need to create a Water Committee and a Lease Renewal Committee
 - Discussion as to whether there is overlap between these two issues.
 - The increasing need for water is on-going.
 - Time has come to address how we deal with water.
 - We need to re-engage with the water district to rethink our access and lease structure
 - We also need a committee with deep experience to negotiate a lease with MMWD
 - Next Steps
 - Draft a letter to the MMWD Board to formally open a negotiation on the lease
 - For water: Spend \$ to find out costs for drilling a well (vs. a 2 mile pipeline) and get costs on a Metal tank...not plastic
 - Identify someone in the fire department to help advise us in this process
 - Create two distinct member committees so that we can have specialists on both Water and Lease. Members can serve on both if needed.
 - Use Wild Apricot to create lists of members who have the required skills in these areas
 - Don to craft an email for both lists
 - Board to send skills for the committee's to Don
 - Do we look outside of membership – as a way to become a member. Get friends and family to advise?
 - Create a shared folder to share all this info across both committees to they can track progress

- Other Issues
 - Alison Bricker wants to do a “Drive In” picnic at the Inn
 - Every year they auction off a ladies hike to benefit Larkspur and Corte Madera schools
 - Friday 5/21 requests drive in privileges to set up an outside picnic
 - Will pay WPIA \$100
 - **Motion**
 - Motion to approve: Alyssa
 - Second: Nancy
 - All approve

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

- Ongoing laying down of sheet composting.
- Has reduced from watering every other day to once a week.
- Created a cloud catcher to capture water.
- Shelling peas and Strawberries going well

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau & Bonnie Jones

Water Tank/System: Bonnie Jones

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

Work Parties: Don Keeley

ADJOURN

- Motion to Adjourn: Don

- Motion to approve: Jim
- Second: Chris
- All in favor

EXECUTIVE SESSION (Not Needed)

MOTIONS PASSED IN MAY 2021 MEETING: (UPDATE)

Motion	Description
Minutes	April 12, 2021 Board Meeting minutes approved
Room Rates	Work with Inroads to accelerate room change and rate increase starting July 18th
New Members	Approved all new members
Drive In Picnic	Approved Allison Brickers Picnic for 5/21

**Appendix A
(if necessary)**