

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, April 12, 2021, 7:00 PM

Via Video/Teleconferencing

### **FINAL MINUTES**

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

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

**Board Member Absent:** Dan Ciccarone

#### **Others present:**

- Wing Pepper – Secretary
- Mark Northcross – Treasurer
- Fran Rondeau - Housekeeping

#### **APPROVAL OF MINUTES**

- March 8, 2021 Board Meeting
- Motion to pass: Don
- Motion to approve: Jim
- Second: Michael
- All in favor

#### **PRESIDENT'S REPORT**

- California's plan to remove all Covid Restrictions June 15
  - Discussed whether we should make tentative plans to fully open (pre-pandemic) Inn to overnight guests?
    - Concern expressed about the impending drought. Ensure we understand the consequences and our water usage as the year continues
    - Options - Must have in case CA slips back into Covid Protocols
      - Full open
      - Phased approach to full open
      - Stay as we are for a while
      - Driving this discussion is opening July rooms at end of April on the calendar
        - Will require reservation system upgrades

- Also pancake breakfasts - when do we schedule.
      - Must wait for the governor to give the green light
      - Red Flag and Water issues will also impact PK breakfasts
    - Board Recommendation: Focus on a phased reopening (Option 3)
    - Also consider tentative plans to start Pancake Breakfasts and Work Parties in July
- Electrical system update
  - Hot plate was not causing the breaker to surge.
  - The fix will require one of - or a combo of - three potential upgrades
    - Adding more solar panels or replacing our solar panel with higher efficiency panels
    - Increasing the battery pack capacity (WPIA avg. has been about 3 years of life in the past)
      - Pat thinks this is more important as we have limited capacity to store solar - we generate more than we can store
    - Increase the thickness of the copper wire we use in the electrical system
    - \$5k to \$40K range of costs depending on choice.
- Water Supply
  - Spoke to Sean Horn at MMWD (spelling?)
    - They recommend a 2 inch county water line run to the Inn.
    - Closest tank is the one by the Throckmorton fire station - 2 miles away and will require all uphill water flow.
      - Will require pump
      - MMWD might cover some of the costs
  - WPIA should consider drilling a well to get a more permanent source of water
    - Will require a new water tank
    - Also requires a pump to get the water to the tank and from tank to the Inn

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

- \$265k in bank account
  - \$30k influx in last month - included new PPP
- Project spending capability - assuming Inn can reopen
  - Can spend \$50k in next month on maintenance and repairs
  - Board recommends doing roof
  - See what Governor does in June then do more projects
- WPIA Covid overnight use fee
  - We estimated two kitchen scenario at \$10k - and we are doing better
  - Can we change this?
- P&L review - see separate pdf.

- Alpine Club connection on insurance
  - They are a little behind us in terms of reevaluating insurance
  - The comparable place to WPIA on Mt. Tam are all in the same boat and in discovery mode regarding insurance

## **OLD BUSINESS**

- Spring Members' Meeting – Sunday, April 18 at 11AM
  - Adding New Items
    - Fire safety
    - Pancake breakfast updates
  - New Law: Cell phone calls / CA Recording
    - Zoom calls fall under this - we have to state at the beginning meeting
- Reopening update
  - 4 proposals for this April Board meeting ( I blended into 3)
  - #1 Cabins
    - Move EMIG cabin booking to monday nights
    - Move Cabin 10 into official rotation for Tuesday and Wednesday nights
    - Put in place in 2 weeks from today
  - #2 Policies and procedures when guests are at inn
    - Replace all bedding for each (quilts, comforters, pillows, and pillow protectors)
    - Add vaccination question to illness assessment form
      - Yes or no only - “have you been vaccinated?”
      - Recommend not having a vaccination passport
  - #3 Allow social bubbles to book together up to maximum occupancy
    - Book up to 6 people inclusive in the bubble
  - Issues so far
    - Few guest complaints about the lack of a member discount, etc
    - Most feedback has been positive and supportive
    - Want to move to shared kitchen ASAP given all the associated issues covered in past Meeting notes
  - Motion on #1-4 above
    - Motion to Pass: Don
    - Motion to Approve: Jim
    - Second: Peter
    - All approve
- Members' Lounge roof update & other construction projects
  - 2 contractors contacted
  - Combined feedback on roof sag and wall bulge

- Not near-term problems
  - No harm done in previous work
  - Current attic structure will not meet current codes but no real cause for concern.
    - No rot was found.
    - Leak is an easy fix.
    - Shingles still have 10 years of life
    - Attic work is not required but we could install steel rods for added support but not necessary.
    - They did recommended removing Rat droppings
- Toby cabin floor
  - Easy fix. Excavate the soil underneath and put in concrete blocks with a beam to reinforce the floor.
  - Also could easily put in a shower if we ever wanted
  - 2 day fix
- Kitchen
  - Wall behind the range is a “fire waiting to happen” Needs sheet rock and stainless steel floor to ceiling asap.
    - Next Steps: This must be fixed ASAP
    - Also replace the linoleum floor near the range
- Water
  - Recommended placing a priority in dealing with the water situation.
  - Next Steps: Replace both tanks with steel tanks. We should be able to get a replacement steel tank second hand.
- Members Room Roof
  - The fix can wait until next year
  - We have structural plans for when we decide to move ahead
  - Next Steps: Michael, Don, and Alyssa to meet and determine where this project fits in the overall needs
    - Rank needs for all projects (BIG TO DO)
- Fundraising Committee update
  - Jim will give the board access to development committee google folder
    - Next Steps: Provide Access
  - Two takeaways from last meeting
    - Get data organized via Wild Apricot
    - Do a 30-year facility reserve study
      - Roof, water, electrical, etc - when did repairs get done and what’s the history

- For donors - to show we have our house in order. Also for grant writing

## **NEW BUSINESS**

- Approve Equal Employment Opportunity Policy
  - Motion to Approve: Chris
  - Second: Jim
  - All Approve:
- Should we document (in writing) treatment of injuries by Innkeepers?
  - When innkeepers treat injuries what kind of documentation should we require?
  - Options
    - End of day log of injuries
    - Record to protect the Inn
  - Does MMWD have guidance for us to follow?
  - Discussion
    - We should keep some sort of record on a daily basis if there are injuries treated
    - How do we deal with hazardous waste from the injuries treatment
      - How do we dispose?
    - The Inn shouldn't have any liability when injured refuse treatment
  - Next Step: Innkeepers to come up with plan
- Small, specialized “Work Parties”
  - 4-6 volunteers for work parties
  - Everyone would be vaccinated
  - Inn needs a clearing crew and work parties
  - Next Steps: Lynn to organize the small specialized work parties as they can.

## **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*

- *100ft of defensible space in completed*
- *County has recommend we go to 200 feet - which we support*

- *That = 2.16 acres - way more than a volunteer group can handle*
- *We need to find a way to pay for this*
- *There are public funds available from the state set aside for fire preventions*
- *Next Steps:*
  - *Create a budget for clearing the space*
  - *We should also submit for fire hardening*
  - *Could apply for \$150k from the state*
  - *And look at the water system*

*Garden Committee: Kathleen Kopp*

*Heritage/History Committee/ Historian: Fred Runner*

*Housekeeping: Fran Rondeau & Bonnie Jones*

*Water Tank/System: Bonnie Jones*

*Membership: Talia Friedman*

- *Removed 13 people from roster - non-payment of dues*
- *Contacting the prospective 11 members for dues*
- *If all join we will be around 590 members with no pipeline*

*Mount 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*

**EXECUTIVE SESSION (Was Required)**

**ADJOURN**

- *Motion to move to Exec Session : Don*
- *Motion to Approve: Chris*
- *Second: Pete*

- All Approved

**MOTIONS PASSED IN MARCH 2021 MEETING:**

<b>Motion</b>	<b>Description</b>
Minutes	March 8, 2021 Board Meeting minutes approved
Update our reopening process	Cabins usage expansion, Policies adaptation, and Social Bubbles expansion
Equal Employment Opportunity Policy	Board needed to approve policy for WPIA to be compliant

**Appendix A  
(if necessary)**