

WEST POINT INN ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, February 12,  
2024 Via Video/  
Teleconferencing

**AGENDA**

Meeting called to order at **07:04** pm by President Mark Northcross  
Board Attendees: Ceci Van Voorhees, Allison Stockman, Alan Zimmerman, Mark Northcross, Patti Schmidt, Melanie Leavitt Cantarutti, Craig Hill, James Hill

Board Members Absent: Pete Karlen – joining late.

Others Present: Joss Hanna (Secretary), Don Keeley (Executive Director), Chris Scheetz (Fire Safety)

- APPROVAL of February 2024 Agenda

**Motion: To approve the February 2024 WPIA Agenda**

- **Motion to Approve: Jim**
- **Second: Craig**
- **All Approved**

- **APPROVAL of January 2024 Minutes**

**Motion: To approve the January 2024 WPIA Board meeting minutes**

- **Motion to Approve: Melanie**
- **Second: Patti**
- **All Approved**

- **PRESIDENT’S REPORT (Mark Northcross - annual goals)**
  - Members Lounge Roof Project (including truss replacement, roof repair, and sprinkler retrofit)
  - Formalize Fire Safety Procedures at WPI due to Climate Change (including sprinkler system)
- **TREASURER’S REPORT (Craig Hill)**
  - Reconciling December '23 and January '24 -- soft audit on processes
  - Accounting System Upgrade – digital accounts
  - Executive Summary for 2023 - Revenue exceeded Expenses. Most scheduled repairs can be paid thru reserves.

**5. EXECUTIVE DIRECTOR'S REPORT (Don Keeley)**

- New generator has been installed. Running smoothly. The electrician has corrected several open issues which will help with new solar panel installation.
- Firewood has been delivered (2 cords) and should last until Fall 2024.
- Emails have been updated. [bookkeeper@westpointinn.com](mailto:bookkeeper@westpointinn.com)
- Jim Hill has offered to set up drop box type file for design records.
- MMWD has installed a new chlorination filter for domestic use.
- TCC grants available. Repair/replace weather station. Don present to TCC board Wednesday 2/15.
- Don is reaching out to MMWD to schedule an annual meeting to follow lease requirements.

• **OLD BUSINESS (James Hill and Mark Northcross)**

- 2023 Capital Projects Update, including roof trusses/new roof for Member's Lounge
- Structural engineering designs are required by the county for permit. Architect may be required for permit but still unknown. Typically WPI does NOT allow Members to perform work at WPI due to conflict of interest.
- Other high priority projects for WPI are: Window Repair, Dry Rot, termite damage repair in guest lounge...total rough estimate is \$80k.
- Looking into grant research, long lead time issues with design, permit, hidden conditions, addressing the wood/earth connections for integrity and structural enhancement.
- Shoot for roof repair after Fathers Day PCB June. Will research rooms availability, truck access, Will set aside the dates from reservations. Preserves the ability and

**Motion: To target member lounge roof construction project after June 17 and close the Inn for 3 weeks. Don will request reservationist to hold the rooms off calendar.**

- **Motion to Approve: Patti**
- **Second: Melanie**
- **All Approved**

**Motion: Prioritize collecting budgets for grant submissions to address repair and or replacement of older windows in lounge including dry rot repair and termite remediation in guest lounge with a preliminary budget \$80k for Spring or Summer 2025 work.**

- **Motion to Approve: Patti**
- **Second: Craig**
- **All Approved**

- Venmo Business Account- Don
- Development Committee- Pete

• **NEW BUSINESS**

- Approval of \$1,350 for Rye Jorgensen to prepare structural engineering plans for Member's Lounge roof truss replacement, as required by County of Marin Building Department. Board discussed and acknowledged typical cost for this work would exceed \$5,000.

**Motion: Acknowledging potential conflict of interest, WPIA Board approves \$1350.00 for Rye Jorgensen to prepare structural engineering plans for Members Lounge roof truss replacement as required by County of Marin Building Department.**

- **Motion to Approve: Craig**
- **Second: James**
- **All Approved**

- Membership Applications for approval- Talia - none
- Fire Safety Committee update – Chris Schees (risk manager)
  - Main Observation/Suggestions:
    - Insurance policy is solid policy with Zurich
    - Roof - Fireproof – standing metal seam
    - Perimeter exterior water curtain
    - Transfer of liability. Insurance required for all contractors.
    - MMWD thinning for defensible space.
    - Schedule fire drill to learn about evacuation opportunities. (Don to explore if practical)
- WPIA new mailing address (4040 Civic Center Drive, Suite 200, San Rafael, CA 94903. Existing P.O. Box will remain until 12/31/24)

- **Development Committee (Pete Karlen)**
- Alan Zimmerman did a great job revising the deck and upgrading the imagery.
- Mark George has agreed to join the Development Committee specifically focused on helping procure more professional development offsites.
- In response to Alan's inquiry - Stephen Donahue is inquiring about the ongoing costs of legal and regulatory filings if/when he stops providing these services pro bono and will report back when we have an answer.

Board topics for discussion:

- Approve Investment Committee Composition.
- Professional Investor making recommendations in line with our IPS and SP - Stephen Donahue.
- President of the Board - Mark Northcross (assuming election tonight).
- Executive Director - Don Keeley.
- Chairman of Development Committee - Pete Karlen.
- Treasurer - Craig Hill (assuming election tonight).
- Approve Draft IPS and SP (attached) and delegate final documents to the Investment Committee (to be shared with BoD as soon as they are finalized).
- Approve initial investment before next BoD meeting.

**Motion: Authorize formation of Investment Committee Composition, Investment Policy Statement, and Investment Spending Policy with selection of committee members. Target Formal Approval of Committee in March meeting.**

- **Motion to Approve: James**
- **Second: Patti**

- **All Approved**

**Motion: Approve allowing the mini work party to non-members**

- **Motion to Approve: Alan**
- **Second: Melanie**
- **All Approved**

**Motion: Approve San Rafael Grammer School PTA a one night stay mid-week cabin or room.**

- **Motion to Approve: Melanie**
- **Second: Alan**
- **All Approved**

## **ADJOURN**

**Motion: Adjourn January 2024 WPIA Board meeting at 8:58pm**

- **Motion to Approve: James**
- **Second: Craig**
- **All Approved**

## **EXECUTIVE SESSION - NONE**

### **WPIA Committee Chairs**

*Buildings & Grounds:* Michael Jefferies

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Pete Karlen

*Election Committee:* Susan Aronovsky

*Event Committee:* Patti Schmidt & Nancy Fox

*Fire & Safety:* Scott Halsted

*Garden Committee:* Kathleen Kopp

*Heritage/History Committee/ Historian:* Fred Runner

*Housekeeping:* Fran Rondeau & Bonnie Jones

*Water Tank/System:* Bonnie Jones

*Membership:* Talia Friedman & McCoy

*Dodsworth Mount Tam Organization Liaison:*

Bob Newcomer *Newsletter:* Alison Bricker

*Old Timer's Liaison:* Marilyn Skaff & Olene Toby-sparks

*Pancake Breakfast:* Lin

*Johanson Policy & Procedure:*

Wayne Koide *Reservations:*

Jennifer Greene *Technology:*

Nate Lee

*Work Parties:* Joanne Devereaux & Donald Delave