



## **WEST POINT INN ASSOCIATION**

BOARD OF DIRECTORS MEETING

Monday, May 13, 7 pm,

2024 Via

Video/Teleconferencing

### **AGENDA**

**Board Attendees:** Pete Karlen, Mark Northcross, Patti Schmidt, Craig Hill, James Hill, Ceci Van Voorhees, Alan Zimmerman, Melanie Leavitt Cantarutti,

**Others Present:** Joss Hanna – Secretary, Don Keeley – ED

**Others Absent:** Allison Stockman

Meeting called to order at **7:02** pm by President Mark Northcross

#### **1. APPROVAL OF MINUTES**

- April 2024 Board meeting
- April 2024 Members meeting

**Motion: To approve the Spring 2024 Member Meeting minutes**

- **Motion to approve: Melanie**
- **Second: James**
- **All Approved**

**Motion: To approve the April WPIA Board Meeting minutes**

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

#### **2. PRESIDENT'S REPORT**

President's Report will be addressed in Old/New Business

#### **3. TREASURER'S REPORT (Craig)**

- PL Statement – Overnight fees are in line and slightly ahead of budget and YTD is consistent with prior years. \$100,000 (est) vs \$115,000 (actual).
- Several capital repairs are scheduled for Q2-3 2024. Roof repair will be a sub category of Building and Grounds. Craig will provide itemized accounting to James.
- Balance Sheet \$400,000 in cash. Driven primarily by Overnight Use Fees

- Membership dues are spread over the prior and current years. Cash basis is booked when collected.

#### **4. EXECUTIVE DIRECTOR'S REPORT (Don)**

- Working with TCC for several months. \$5,000 grant for repair and re-mount weather station. Sonoma Technologies. Work to be completed by June 2024. Roof work will not interfere.
- Scheduled call next Thursday with Pete Karlen on legal advising for endowment
- Rick Turley continues to troubleshoot solar system based upon failure on remote system. Failure of component in breaker box and software change. IK monitor system.
- Don will stand in as Innkeeper this Friday night to relieve/allow current IK to attend event.
- Continue to purchase WorkPrty supplies.

#### **5. OLD BUSINESS**

- Mother's Day Pancake Breakfast report - Nancy Fox
  - Very Busy -- 940 meals, took orders until 1.30pm, utilized number/lettering system. Successful. Wait was not too long. Ran out of OJ and muffins. Many new ppl, and crew. Always good to have experienced team
  - Venmo was 40% payment. \$17k gross Wifi worked well.
  - Suggestions for improvement: Canopy to provide shade. Need more seating. Action item: Will investigate portable canopies or umbrella for PCB to provide shade.
  - New donated picnic table will be located on ground by basement door.
- Roof Repair (James)
  - Inn will be closed beginning June 17. Coordination meeting set for tomorrow 5/14. Long agenda with rules and regulations. Parking etc
  - Building Permit in approval process. MMWD review appears to be sufficient. Approval Pending.
  - WPI restrooms will be closed during construction. Temporary toilets will be on site for construction crew.
  - Working with David Durr on flooring and furniture storage/protection
  - Donald DeLave will be available to assist.
  - Reservations have been blocked out 3 weeks (construction schedule 2 weeks).
- Development Committee - Pete Karlen
  - Call with legal team set for Thursday 5/16 to discuss endowment compliance

- Flexibility surrounding expenditure spend
  - Donors pre approve expenditures
- Proposal for SWAG and Donor Gift (Alan working on Thank You cards)
- Fire Safety (Mark)
  - Kitchen grill is now fully compliant.
- Emergency communication phone for Innkeepers (Don and Craig)
  - confirmed VOIP, extender anticipated by end of roof project.
- Accounting System - Update underway for "digital revenue" (Don and Craig)
- Picnic table and memorial plaque (Mark)
  - Permission with MMWD pending. Locate in front of Basement door.
- Request by MMWD for meeting at the Inn in September (Don)
  - Reservation in place and fully paid.
- WPIA DropBox (Melanie)
  - Received update access tonight. Getting started. Will report next meeting.

## 6. NEW BUSINESS

- Membership Applications for approval (Mark)
  - EXCEPTION CASE: Sean Boyd is an applicant from San Rafael, CA sponsored by Fran Rondeau and Lin Johanson. In lieu of traditional volunteer shifts, Sean has contributed many hours to the Inn to set up the new coffee machines and provide the required training around them. Sean regularly donates coffee to the Inn and has participated in multiple events. If approved, on-going, his membership is subject to member dues.
  - Joseph Roberts of Santa Rosa, CA sponsored by Donald DeLave and Keith Rockmael
  - Rachel Baker of Berkeley, CA sponsored by Donald DeLave and Rosy Yeh

**Motion: To approve the above applicants for membership to WPIA.**

- **Motion to approve: Alan**
- **Second: Patti**
- **All Approved**

**Remainder of meeting moved to Closed session**

**ADJOURN**

- 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 Breakfasts: Lin Johanson Policy & Procedures: Wayne Koide Reservations: Jennifer Greene Technology: Nate Lee
- Work Parties: Joanne Devereaux & Donald Delave