

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, March, 14, 2022, 7:00 PM

Via Video/Teleconferencing

### **FINAL MINUTES**

**AGENDA:** Meeting called to order at 7:04 pm by President Don Keeley

**Board Attendees:** Nancy Fox, Alyssa Jorgensen, Michael Jefferies, Talia Friedman, Patricia Schmidt, Pete Karlen, Mark Northcross

**Board Members Absent:**

**Others present:**

Wing Pepper – Secretary

Joss Hanna - Prospective Secretary

### **APPROVAL OF MINUTES**

February 14, 2021 Board Meeting

- Motion to pass: Don
- Motion to approve: Pete
- Second: Nancy
- All Approve

### **PRESIDENT'S REPORT**

- Community Outreach - to increase diversity at the Inn
  - ID's 5 orgs focused on kids in Marin focusing on underserved populations
  - Sandra Benjamin - (sp?) contacting the groups to gauge interest
  - Overnight and activities at the inn for midweek during the summer
- Aloha solar review
  - Reviewed the system to consider upgrades - will be in line with 30 year study
  - Current panels are only generating 30% of potential - looking to get new ones under warranty
  - We have a low wattage inverter on the system - prone to overload if everything else is plugged in - which could kick in the generator to compensate
  - We need to find a better solution with more updated wiring - without rewiring we can't address the issue
  - Getting a new quote to update the inverter and wiring

- Also worth checking the other appliances to ensure we have the right total coverage/capacity
- In addition, the 30 year study will have further recommendations to update our energy footprint / generation capability in general - from a strategic perspective
- 30 Year Study
  - Still in progress as of 4/14
  - Awaiting last quotes from contractors to complete cost estimates for the final report
- Lease Negotiation
  - Don contacted Shawn Horne - (sp?) - MMWD contact. Expects sometime in March/April for first meeting on lease negotiation

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

- Inn back to 100% capacity
- \$264k in the bank as of March 2022
- \$32k in overnight use fees in Feb '22
- Largest trailing 12 months in WPIA history
  - One time bump based on Inn reopening or will this sustain?
- Jan - Mar '22 income
  - \$103k - down from \$112k Y/Y
  - \$98k in gross profit
  - Total expenses \$61.5
  - Operating income \$37.2k (down from \$77k in '21)

### **OLD BUSINESS**

1. Reopening Update
  - a. Indoor mask policy / Covid Forms policy
    - i. Guests are not proactively wearing masks anymore
    - ii. Forms are also past their usefulness as they were being used for contract tracing and we can do that via the reservation
    - iii. Recommendation - continue to follow the County's guidelines
      1. Eliminate the forms from Innkeepers requirements
      2. Guests must be vaccinated
      3. Leave mask decision up to guest preference
      4. Kids: TBD
      5. Speak with David Durr to get his perspective and understand the options
      6. Add signage with Inn policy around common areas
      7. Don to send current state and country guidelines for reference

2. New Range in Kitchen
  - a. Range was delivered and is hooked up in the kitchen
  - b. Getting estimates for increasing our venting capabilities to better vent the range
  - c. Have also secured a service arrangement in case of maintenance needs
    - i. May require a coleman stove as a backup just in case maintenance is needed and the two-week back up can't be shortened.
3. Electric Panel
  - a. In need of upgrade
4. Emig Cabin Stain/Paint Update
  - a. Goal was to correct the south facing water leaks
  - b. In addition the center window was loose
  - c. Initial tests post-repairs indicate that the windows are fixed.
  - d. Singles with fire-retardant can't be stained or painted for about 10 years
  - e. Michael is compiling a construction history of WPI dating back to 1904.
5. Overnight at the Inn for Board
  - a. Don will pick a date this week and send to the board and hope for a summer date that works for everyone

## **NEW BUSINESS**

- Donation Request from Cherry Valley Charter School (one night, mid-week)
  - By-laws require marin residence but WPIA will waive for this occasion
    - Motion to pass: Alyssa
    - Motion to approve: Nancy
    - Second: Talia
    - All Approve
  - Raises a number of questions
    - Weekday only rentals - why not use a weekend when it's worth the benefit?
      - The reason is revenue guarantee
    - Marin restrictions on special community / charity usage to expand footprint of WPIA awareness
  - Motion: Move to this requirement to outside of just Marin
    - Motion to pass: Talia
    - Motion to approve: Alyssa
    - Second: Michael
    - All Approve
- WPI Bucks – Should the Value be Increased from \$25?
  - WPBucks don't cover what they used to
    - Reminder - WP Bucks can be used for membership dues (not late fees or locker fees)

- Should we change the value of the Bucks and if so, what denomination do we change it too?
- We have been very forgiving on expiration dates with WPBucks
- Discussion - what will WPBucks cover today?
  - As a reference, cheapest room is \$40 for one person, and \$75 for a cabin
  - Suggest using the same % we used to raise rates, - we could raise WPBucks by same percentage to “keep up with inflation”
  - Would require changing the WPIA policy manual
  - Will have negligible impact on our financials (only 30 people per month at a WPIA work party)
- Recommendation to keep at \$25 and revisit in the April ‘22 Board Meeting
- Whole Inn Booking Price
  - Currently \$1,400 for Both Members and Non-Members
  - Offer a Member Discount?
    - Members get a 30 day head start versus non-members
    - Members also want a discount
    - Should we increase the non-member price?
    - Revisit at April board meeting to discuss non-member price
- Membership Update
  - Current Number of Members
    - We need to recruit new members
    - Currently at 600 members even
    - 15 will be declined for non-payment of ‘22 dues
    - Waitlist is currently empty - but we have interest from PK breakfasts and work parties in near future
  - Reinstatement of Members Who let Their Membership Lapse due to Covid
    - WPIA bylaws indicate that a member whose membership is suspended can be reinstated by either a vote of the board and a 100% payment of back dues.
    - If he pays for last 2 years, the WPIA will bring him back to the process for membership with work parties
    - Motion to make an allowance and let Mark LeBlanc pay the back dues and be reinstated and pay ‘22 dues
      - Motion to pass: Don
      - Motion to approve: Nancy
      - Second: Patricia
      - Approved
      - No: Alyssa
      - Abstention: Talia: Abstains
- Board Approved Annual Budget - pushed to April for board approval

## **COMMITTEE REPORTS**

*Buildings & Grounds: OPEN*

*Communications/Website Committee: Jan Gauthier*

*Development Committee: Open?*

*Election Committee: Chris Marcuse & Lin Johanson*

*Event Committee: Gail Shahan & Fran Rondeau*

*Fire & Safety: 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:
- Motion to approve:
- Second:
- All in favor

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

**KEY DECISIONS + OFFICIAL MOTIONS: MARCH 2022:**

<b>Motion</b>	<b>Description</b>
Approval of Minutes	February 14, 2022 Board Meeting
One time waiver of WPIA By-law requiring marin residence for charity awards	Donation Request from Cherry Valley Charter School (one night, mid-week)
Motion to change the above requirement in the by-laws going forward	Move to this requirement to outside of just Marin
Member reinstatement after missing 2021 dues	Motion to make an allowance and let Mark LeBlanc pay the back dues and be reinstated and pay '22 dues
