

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, April 8th, 2024
Via Video/
Teleconferencing

AGENDA

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

Others Present: Joss Hanna – Secretary

Others Absent: Melanie Leavitt Cantarutti, Allison Stockman, Don Keeley – ED

Meeting called to order at 7:04 pm by President Mark Northcross

- **APPROVAL OF MINUTES**

Motion: To approve the March WPIA Board meeting minutes

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

- **PRESIDENT’S REPORT**

- **TREASURER’S REPORT (Craig)**

- Profit Loss Statement is in good shape. Continue to categorize line items and donations.
- Capital projects on schedule and forthcoming (roof, generator, etc)
- Cash position is good shape. Record level.
- Schwab and Bank of Marin Investment accounts will be merged and kept separate for capital campaign.
- Budget will continue to be revised. Currently \$40k above trending YTD average.

- **EXECUTIVE DIRECTOR’S REPORT (Don absent)**

- **OLD BUSINESS**

- 2024 Capital Projects Update: Member's Lounge- James
 - Contractor coordination underway (roofer, sprinkler, insulation, framer- GC)
 - Permits are in process at Marin county building department
 - MMWD will need to approve project.
 - Engineering plans underway (Jorgensen)
 - Work scheduled to commence Monday June 17
 - Member lounge needs to be prepped for construction project.
 - On schedule but keeping an eye on all trades.
 - Will revisit at May meeting.

- PCB update - Nancy Fox
 - Working to fine tune the process.
 - Volunteerism is exceeding expectations.
 - New list management for volunteer for PCB and clean up.
 - All supplies are ordered.
 - Letters are going out to hosts.
 - Menus are being printed along with QR codes.
 - Team is working well together
 - Septic tank needs to be cleaned out prior to PCB
 - Discussion surrounding extending hours vs hosting back to back days.

- WIFI improvements for Inn – Craig
 - Phone (ATT) line is \$300 per mo due to long distance.
 - Considering alternatives like VOIP (\$50 per mo)
 - WiFi access point for IK, solar array and Venmo at PCB
 - Essentially dial up speed due to shared network
 - Install extender to front porch for PCB payment
 - Venmo. Cashiers don't need access. Customer needs access.
 - WPIA doesn't validate charge at PCB

- Development Committee - Pete
 - Call with counsel to set up endowment accounts (estimate \$5-7k)
 - Fundraising continues
 - Tax id information has been set up and streamlined
 - Working on ideas for appropriate gift for donors.
 - Recommendations for May meeting

Motion: To approve \$5-7k for counsel to assist with endowment set up

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

- Fire Safety - Mark
 - Presentation for member meeting underway.
 - Scott working with Fire King on hood repair.

- Memorial Bench and \$10,000 Donation – Mark

Motion: To approve Art Scotland's donation of picnic table with plaque and \$10,000

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

- Overnight Donation – Mark

Motion: To approve 1 room for 1 night mid-week for San Anselmo open space

- **Motion to approve: James**
- **Second: Alan**

- **All Approved**

ADJOURN

VIDEO went off during innkeeper discussion

EXECUTIVE SESSION - No

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