

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, October 9<sup>th</sup>, 2023

Via Video/Teleconferencing

### **AGENDA**

Meeting called to order at **07:04** pm by President Alyssa Jorgensen

Board Attendees: Talia Friedman, Andrew Grant, Alyssa Jorgensen, Pete Karlen, Mark Northcross,

Patti Schmidt, Melanie Leavitt Cantarutti, Craig Hill, James Hill

Board Members Absent: None

Others Present: Joss Hanna – Secretary; Don Keeley – Executive Director

### **APPROVAL OF MINUTES**

**Motion: To approve the September WPIA Board meeting minutes**

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

### **PRESIDENT'S REPORT**

Election - Happy to report we have several great candidates. The votes will be tallied at the member meeting in October.

Attended final PCB. Great turnout again!

Year End Goals (requesting volunteers):

- Policy clean up (general and reservation). Talia and Jim volunteered.
- Website update (revisions as needed). Melanie and Patti volunteered
- Review and discuss cancellation policy
- Review and discuss a resolution on Lifetime Membership. Emeritus. Create space on the waitlist.
- Weather Station decision. In process.

### **TREASURER'S REPORT**

- Balance Sheet \$358k in cash...in good shape
- Overnight Use Fees- All time records. Slightly off of 2022. Prior record was 2015 and we are 50% more than that today. \$300k per year. Really good news.
- Profit Loss - insurance continues to be the biggest concern.
- Mark suggested reserve of \$225k
- Discussion surrounding member fees as a % of total revenue. BoD wants to expand enrollment but not at a cost to the enjoyment of the existing members.

### **EXECUTIVE DIRECTOR'S REPORT**

- Smooth month. No major issues to report.
- Attended Innkeeper meeting last month. Schedule for 2024 is under selection and posted on google drive for Innkeepers.
- Will discuss hiring in "old business".
- Re-roof is scheduled 1/2/24 and will be complete the following week. WPI will be closed for the first 2 weeks in January.
- Chicken Coop drainage work approved last month will be done this week.
- Now PCB is done for 2023. Will have septic inspected and cleaned.
- Total costs for roof and structural repair will be \$75,000. Due in January 2024.

### **OLD BUSINESS**

#### Innkeeper Recruiting & Hiring- Don

- Received quite a bit of interest. Recommend new hire...would actually be a re-hire. Gordon Edwards. On October 23 there is an opening on which Gordon can stand in. Could train and fill in for upcoming vacancies.

#### **Motion: To approve the re-hiring of Gordon Edwards as Innkeeper**

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

#### Capital Projects Update- Don

- Roof \$75k, New Generator (\$15k) and to double solar array panels (\$35k) w/ Aloha Solar.

#### Development Committee- Pete

- Three main updates:
  1. Developing overview and road map. Consulted with Steven Donahue who is a private wealth advisor with foundations, universities, and nonprofits. Steven sits on the IC for MV public library. WPIA will need to set up an account with specific purpose and professional credentials.

2. Prepared a survey for corporate users. Professional development opportunities. Two specific purposes. 1) obtain real information from potential users and requests; and 2) create or solicit interest. Output will be a target list, marketing document. Still draft form but could launch soon.
3. Ideas for Raising Donation - Investigating ways to add incentive. To see if we can have a matching challenge fund collected by saving and required repairs. \$1.2M is the goal.

Further discussion surrounding the approval process...suggesting sub committee vs full BoD.

Additional discussion surrounding increase of fees to offset increase in salary, propane, etc.

Mini Work Parties- Don

Newsletter yielded several inquiries. All 3 names sent to Fran Rondeau (housekeeping) who will try to coordinate.

Fall Members Meeting October 22nd- Patti

BoD in attendance, except Pete. Expecting a large crowd. Expecting 60-70 ppl. Committee chairs reports. Elections.

### NEW BUSINESS

Oct Pancake Report- Alyssa

- PCB - 815 guests. Record for October. Grossed \$14,200.00. Hard work. Great fun. Demographic. 25-35 yrs old age range of visitors. Lot of east bay, s bay, hiking groups, 50 miles of SF. vs MV. Target family. Naturalists, mtb community.

Donation Request- Kelly Brush Foundation- Joss

**Motion: To donate one night stay Kelly Brush foundation.**

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

Venmo Business Account- Don

- Will set up a business account in November. Bank of Marin will need to link or integrate into Venmo account and quickbooks.

Holiday Party 12/11- Patti

- Monday night in lieu of BoD meeting - location TBD.

WPI Holiday Dinner 12/10 at the Inn.

Grant solicitation - Jim will check and report back.

BoD discusses election for executive committee (president and VP). Election will occur once the new BoD is in place.

## **ADJOURN**

**Motion: To adjourn October meeting.**

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

## **Post Meeting Addition to WPIA Minutes:**

**Marin County Board of Supervisors referred WPIA for a \$7500 Community Service Fund Grant towards the January roof work. This is public information noted in the Board's October meeting minutes. At MCBoS November 7th meeting the decision will be ratified. Award Contracts will be sent by the beginning of the year.**

### **Thinking ahead:**

**In December a second larger funding for Non Profit Community Partners will allow larger requests up to \$40,000 to be used in the year beginning July 1st. Based on the success of this recent experience, funding 10% of our project amount, it is conceivable that we might expect to be funded for \$20,000 for a future \$200,000 project.**

## **EXECUTIVE SESSION – NOT NEEDED**

## **COMMITTEE REPORTS**

*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

*Personnel:* Fran Rondeau, Bonnie Jones, & Patti Schmidt

*Policy & Procedures:* Wayne Koide

*Reservations:* Jennifer Greene

*Technology:* Nate Lee

*Work Parties:* Joanne Devereaux & Donald Delave