

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, April 11, 2022, 7:00 PM  
Via Video/Teleconferencing

**AGENDA**

Meeting called to order at 7:03 pm by President Don Keeley

Board Attendees: Nancy Fox, Talia Friedman, Michael Jefferies, Alyssa Jorgensen, Mark Northcross, Patti Schmidt

Board Members Absent: Peter Karlen

Others present: Joss Hanna – Secretary

**Motion: Elect Joss Hanna to Secretary**

- **Motion to pass: Talia**
- **Motion to approve: Patti**
- **Second: Nancy**
- **All Approve**

**APPROVAL OF MINUTES**

**Motion: Approval of Minutes - March 14, 2022 WPI Board Meeting**

- **Motion to pass: Alyssa**
- **Motion to approve: Patti**
- **Second: Nancy**
- **All Approve**

**PRESIDENT'S REPORT - Don Keeley**

Innkeeper Request for Emotional Support Animal –

- Discussed with Terry Mason, legal counsel, on workplace discrimination and liability
- Advice is to allow and require verification of need from medical professional and have innkeepers sign waiver of liability
- Emotional support animals are only approved for employees (after completion of required paperwork), not guests
- Emotional support animals must be kept inside Innkeepers quarters only and on leash when outside
- Service animals are allowed for both guests and employees.

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

### 2022 Budget Update

- Prior years reviewed 2019 and 2021. Financials for 2020 are outliers.
- Difficult to forecast given pandemic and new operating system.
- 2022 YTD has noise given line items amounts are blended (use fee/membership)
- First cut is to normalize using prior 2 years as a baseline assumptions
- Areas of concern: Membership, Payroll, Donations, Repairs
- Propose to end 2022 with \$200k
- Budget will be circulated to the Board for review, edit and approval in excel.

## **OLD BUSINESS**

Board Retreat at West Point Inn – Saturday, July 30

### 30 Year Reserve Study Report (AGR) – Request for changes/revisions

- Very detailed and comprehensive (116 pages)
- Revisions - request AGR w/out photos to reduce size
- Create sub committee to review and prioritize projects (Don, Michael, Alyssa)
- Consider hiring a construction manager to properly sequence and oversee projects

Lease Negotiation Meeting – Shaun Horn MMWD - Tuesday, April 12

- Attendees: MMWD- 2 Attorneys, Shaun, and Land Use Manager. WPI - Don, Mark and Terry Mason (attorney)
- Update to to the board from Don

WPI Bucks – Should the Value be Increased from \$25 to \$35?

Discussion:

- Historical amount was determined to cover 1 person overnite.
- Frequent requests to increase the value given increase in fees and rates (30%)
- Retroactive or new issues only? - New issues only
- Expiration date – 2 years from issuance. Currency should be date stamped with expiration date.
- WPI bucks as compensation for other volunteer's efforts other than just work parties (Membership assistant).
- Concern surrounding the amount in circulation. May want to consider how or if WPI should track issuances and redemptions
- Notify the membership that as of WPI 1/23 expired WPI bucks will no longer be accepted.

**Motion Proposed (Alyssa) : Increase WPI Bucks from \$25 to \$35**

- **Motion to approve: Talia**
- **Second: Nancy**
- **All Approve**

Whole Inn Booking Price for Members – Should whole inn booking cost be reduced?

Discussion:

- Currently \$1,400 for Both Members and Non-Members
- Should members receive a discount or benefit?
- Concern surrounding impact to revenue especially during high season.

**Motion Proposed (Alyssa) : Whole Inn Bookings for Members be reduced to \$1,000 from \$1,400 mid week (Tue, Wed, Thur) as of October 1, 2022**

- **Motion to approve: Nancy**
- **Second: Talia**
- **All Approve**

Memorial Annie Reid Bench Proposals- 3 options submitted by Justin Reid

- Don to report back to Justin board has approved and welcomes either bench or double rocker adjacent Toby cabin....must be movable for safety reasons.

## **NEW BUSINESS**

**Spring Members' Meeting** – Sunday, April 24 - Current # of attendees unknown. Patti, Nancy Marylyn and Fran (hostess). In person. Coffee 10 am. Meeting 11 am. Lunch 12.30 (ish). Last in person meeting fall 2019. Will send out a final followup email for RSVP.

Opening remarks from President, Treasurer report, and Committee reports

Presentation topics:

1. MMWD Lease Expiration and Pending Negotiation – High level discussion
2. Treasurer's Report on WPI Financial Standing
3. 30 Year Capital Study - High level update with request for special fundraising and opportunities forthcoming
4. Website updates and revisions
5. Reach out to current members to recruit members
6. Volunteer opportunities - w/out overnight fees - post covid - much work and opportunities are needed. Board position opening....development committee etc
7. Upcoming Event Schedule (Events committee)— Pancake Breakfasts, Old Timers, Volunteer opportunities - including vacancy on committees and board
8. WPI Buck increase from \$25 to \$35
9. Whole Inn Bookings for Members reduced from \$1,400 to \$1,000 Mid Week (Tues, Wed, Thur) as of 10/1/2022

Present in an upbeat and fun manner – inspire and invigorate others to recruit and become involved

## **Member Benefits for Innkeepers**

Discussion: Innkeepers can not be members of WPI. Therefore they can not make reservations within 120 day advance notice or receive a discount (Nora 2021). Several Innkeepers recall receiving benefits as approved by the board. Wayne Koide consulted (policies and procedures chair who did not recall. Prior board members consulted and recalled passing such a benefit. Unable to verify. Need motion.

**Motion Proposed (Alyssa) : Extend Member benefits to currently employed Innkeepers specifically member booking windows (120 day advance) and member rates.**

- **Motion to approve: Mark**
- **Second: Mike**
- **All Approve**

### **Development Committee**

Discussion: AGR 30 year Capital Reserve report clearly identifies a need for WPI to have a focused development committee. Do we have members willing to participate? Should WPI hire a feasibility study for fundraising plans? Moureen is a consultant who does this as a profession and was willing to be a consultant but currently unresponsive.

- No one has stepped forward to Chair
- Board discussed hiring a firm to draft a feasibility study/fundraising plan
- Board approved a search for Development Consultant on fundraising. Don will report back at next board meeting on options
- Board discussed hiring a Construction Manager without resolution

### **Bathroom Re-openings / Pancake Breakfast / Pricing - May 9th 2022**

- Reopen single bathroom on deck to the Public going forward
- Reopen both bathrooms on deck to the Public for pancake breakfast along with portables.
- Set-up outside on the deck. Don to inform Lin.
- Price Increase Approved by the board January 2020 from \$5/\$10 \$6/\$12
- Patti recommends keeping pricing as is.
- Board agrees

## COMMITTEE REPORTS

*Buildings & Grounds:* Open

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Open

*Election Committee:* Chris Marcuse & Lin Johanson

*Event Committee:* Nancy Fox and Patti Schmidt

*Fire & Safety:* Pete Martin & 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

*Mount Tam Organization Liaison:* Bob Newcomer

*Newsletter:* Alison Bricker

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson & Gordy MacDermott

*Personnel:* Lin Johanson

*Policy & Procedures:* Wayne Koide

*Reservations:* Jennifer Greene

*Technology:* Nate Lee

*Work Parties:* Joanne Devereaux

EXECUTIVE SESSION (If Needed)

ADJOURN

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

<b>Motion/Key Decisions</b>	<b>Description</b>
Approval of Minutes	March 14, 2022 Board Meeting

<b>Motion/Key Decisions</b>	<b>Description</b>
Joss Hanna elected to Secretary position	
Service Animals for Innkeeper	Approved under certain conditions. 1)written verification from medical professional, 2) must sign waiver of liability, 3) must be a current employee (not guests), 4) service animals must be kept inside Innkeepers quarters only, 5) leashed when outside
Increase WPI Bucks	From \$25 to \$35
Entire Inn Bookings	Whole Inn Bookings for Members reduced to \$1,000 from \$1,400 mid week (Tue, Wed, Thur) as of October 1, 2022
Member Benefits for Innkeepers	Extend Member benefits to currently employed Innkeepers specifically with member booking windows (120 day advance) and member rates.
Board Retreat	Saturday - July 30, 2022