

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, July 12, 2021, 7:00 PM

Via Video/Teleconferencing

### **FINAL MINUTES**

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

**Board Attendees:** Nancy Fox, Alyssa Jorgensen, Chris Marcuse, Pete Martin, Jim Parton, Talia Friedman and Michael Jefferies

**Board Members Absent:** Dan Ciccarone

#### **Others present:**

Wing Pepper – Secretary

#### **APPROVAL OF MINUTES**

- **June 14, 2021 Board Meeting**
  - Motion to pass: Don
  - Motion to approve: Nancy
  - Second: Jim
  - All Approve

#### **PRESIDENT'S REPORT**

- Sent letter to Cynthia Koehler to inquire if MMWD will apply for Grant money from the state.
  - MMWD is applying for grants and has received money
  - No response from WPIA as to whether that money and future grants can/will be applied to the Inn
- MMWD has acknowledged they are responsible for the 100-200ft circumference around Inn
  - WPIA is on the hook for the 0-100 ft area
  - MMWD can help financially with the 0-100ft radius - starting in 2022
- When work parties start again in September, we will continue the clearing process

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

- \$256k in the bank as of July, 2021
- June was a record month with overnight use fee's at \$27,580
- Reasons

- Increased interest
- Opening up in August and September plus some pull in bookings.

## **OLD BUSINESS**

### **● Pancake Breakfast Advertising**

- We will use the poster of th Inn to advertise the Pancake breakfast - will use the existing art with updated timing for 2021.
  - Sunday, August 15
  - Sunday, September 12
  - Sunday, October 10
  - Recommend to add venmo, url and potentially QR code to let people auto load to site to sign up.
- We do not have a marketing approach yet. We will place the poster around the county.
- We have to augment that approach with social media to make sure we canvas effectively
- Alison - will send email to all members
  - (create a email template for everyone to use)
- Post on WPIA facebook page - this needs to be updated and managed more effectively
- Also need a press release to IJ, Press Democrat, SF Chronicle - Patty
- Estimated cost: \$200
- Motion to spend up to \$1k in single or a series of disbursement totalling no more than \$1k total
  - Motion to pass : Talia
  - Second: Jim
  - All approve

### **● Updates**

- Kitchen Stove Replacement
  - Post the approval in June board meeting to replace the stove, the WPIA team found multiple negative reviews of the proposed stove.
  - As a result we have not found another stove that meets our needs.
  - Also the current stove maintenance team refused to service the new stove.
  - We are currently searching for new stove options - need 6 burner electronic ignition.
    - (See concerns with current stove in June 2021 minutes)
- Toby Cabin Construction Update
  - Floor updated in June minutes
  - Overlaid the floor with same materials
  - Bathroom floor now blended with rest of the floor

- Painting the wall where the toilet tank meets the wall
  - Reinstalling the toilet. Old toilet has a lead flange - it's too small
  - Need a plumber to help install
  - Work should be completed by and of this week (July 12)
- Fundraising Committee update
  - Ideas
    - Purchase a give-away for August Pancake Breakfast?
    - We have many old WPIA centennial posters - some signed - which can be sold
    - Should consider re-opening the store to sell posters and swag
  - Feedback on Artwork - delay for next month
- Lease Negotiation Committee
  - Currently in discovery mode on historical information.
  - Contacted Mike Swayze - MMWD now retired. He is willing to speak to our lease negotiation committee to help coach the team
- Small Work Parties - Lin Johanson
- 10 people max, 2 per month.
  - Volunteers with special skills and deep clearing
  - Would be on Monday's to work in-depth when guests are not there
  - No WP Bucks but free night at inn as part of the event
  - Better than the saturday work party event
  - No food allowance
  - To continue the specialized work parties
    - Motion: Talia
    - Second: Nancy
    - All approve
- Facebook
  - Talia is going to reach out to the previous FB page manager to get admin access.

## **NEW BUSINESS**

- Approval of New Member, Katie Doherty (Member # 600)
  - Sponsored by Lin Johanson and Donald Keeley
  - Motion to approve: talia
  - Second: Chris
  - All approve
- Reopening Proposal – October 1
  - Proposal for Sept 28 - EOY
  - Recommendations
    - Going to 100% occupancy 9/28 at one night stays

- Stick with per rate per accommodation, not per person.
  - Decks and back open to public
  - No hikers lounge or members lounge for public access inside the Inn
  - Member pricing will be half-off
  - Staying closed on Monday's
  - If we are 100% booked with ¼ member books, we could make up to \$35,700 per month
  - Recommend 60-70% occupancy rate as a benchmark
  - WPI Bucks can be used as of 9/28 used at half-price
- Discussion
  - Should we stay at 50% occupancy or go to 100%?
  - Must consider water supply issues due to heat. Are we planning contingencies?
    - This is relevant to reopening - public use of the deck bathrooms will drive water usage. Should we wait until October?
    - Have we priced the cost of trucking water into the Inn? We should check with MMWD. Many water delivery companies may or may not be accepting new customers
    - We could open the decks and not the bathrooms. We still have to portapotty up at the Inn. We can put a sign on the bathrooms..
    - Consider keeping the bathtub and showers off-limits to save water
  - Motion
    - Motion to approve: Alyssa
    - Second: Michael
    - All in favor
- Fall members meeting in October - Address at next meeting to start planning
- Pancake Breakfast and Work Party Participants
  - Full Vaccination Required? (No - kids under 12 years of age)
  - Discussion:
    - Do we want to require vaccinated workers at the pancake breakfast? Yes
    - This decision impacts kids coming with parents (kids of workers)
    - We recommend everyone is over 12 and vaccinated
      - This would make the guests more comfortable
    - We will ask workers to affirmatively represent that they are vaccinated.

- Unvaccinated people need to be masked, children the same
  - MOTion:
  - Motion: For anyone working (12 or over or on work parties) they must represent that they are fully vaccinated. A religious or medical reason will deal with on Case by case basis for rest of 2021
    - Motion: Jim
    - Second Alyssa
    - All approve
- 30 Year Reserve Project
  - Authorization to Initiate (approximately \$55,000)
  - Fixed cost for study plus variable cost for people doing the work plumbers etc
  - Discussion:
    - We need to know for sure what it's going to take to keep the Inn open for the next 100 years
    - Will help with
      - Maintenance planning
      - Fundraising
      - Could also help with our lease negotiations with MMWD
  - Motion
    - Motion to approve the 30 year reserve study expenditure based on the proposals: Jim
    - Second: Peter
    - All approve
- Electrical / Solar System Issues
  - Will cost approximately \$35,000 for new storage batteries
  - This past weekend the generator kicked in but it was backfiring. Rick and Outback Solar were able to tweak the system and now the generator is working fine.
  - We continue to be maxed out on battery storage - and the batteries continue to be degraded
  - Put this on August agenda for further review and decision on what part or all of it - what do we pursue
  - We should investigate running a PG&E power line up to the inn. Don to follow up on costs
- Purchase 6 Outdoor Chairs (approximately \$1,200)
  - Discussion

- Housekeeping committee wants to replace the weathered chairs outside the cabins with new wood chairs.
    - We should investigate chairs made of metal or plastic. Michael will call Fran to discuss
  - Purchase Redwood Planks from a Member?
    - From an old deck. They would like to sell them to the Inn.
    - Discussion
      - We don't need to acquire more redwood deck lumber given our other expenses. We don't have a project that requires it at the moment.
      - The counter point is the cost of materials is high currently
      - Would have to store up near the solar panels
      - Group decision: Pass on this offer
  - Water Committee
    - Need water committee members . Board to help find new people.

## **COMMITTEE REPORTS**

*Buildings & Grounds: OPEN*

*Communications/Website Committee: Jan Gauthier*

*Development Committee: Jim Parton & Dan Ciccarone*

*Election Committee: Chris Marcuse & Lin Johanson*

*Event Committee: Gail Shahan & Fran Rondeau*

*Fire & Safety: Pete Martin & 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: OPEN*

*Water Tank/System: Bonnie Jones*

*Work Parties: Don Keeley*

**ADJOURN**

- Motion to Adjourn: Don
- Motion to approve: Nancy
- Second: Michael
- All in favor

**EXECUTIVE SESSION (Not Needed)**

**MOTIONS PASSED IN JULY 2021 MEETING:**

<b>Motion</b>	<b>Description</b>
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Minutes Approval	June 14, 2021 Board Meeting Motion to pass: Don Motion to approve: Nancy Second: Jim All Approve
Spend 1K in Advertising	Motion to spend up to \$1k in single or a series of disbursement totalling no more than \$1k total Motion to pass : Talia Second: Jim All approve
Continue the specialized work parties	Continue the monday work parties Motion: Talia Second: Nancy All approve
Approval of New Member, Katie Doherty (Member # 600)	Add new members sponsored by Lin Johanson and Donald Keeley Motion to approve: Talia Second: Chris All approve
Reopening Proposal – 9/28/21	<p>Recommendations</p> <ul style="list-style-type: none"> <li>■ Going to 100% occupancy 9/28 at one night stays</li> <li>■ Stick with per rate per accommodation, not per person.</li> <li>■ Decks and back open to public</li> <li>■ No hikers lounge or members lounge for public access inside the Inn</li> <li>■ Member pricing will be half-off</li> <li>■ Staying closed on Monday's</li> <li>■ If we are 100% booked with ¼ member books, we could make up to \$35,700 per month</li> <li>■ Recommend 60-70% occupancy rate as a benchmark</li> <li>■ WPI Bucks can be used as of 9/28 used at half-price</li> </ul> <p>Motion to approve: Alyssa</p>

	<p>Second: Michael All in favor</p>
Vaccinated Workers	<p>For anyone working (12 or over or on work parties) they must represent that they are fully vaccinated. A religious or medical reason will deal with on Case by case basis for rest of 2021 Motion: Jim Second Alyssa All approve</p>
30 Year Reserve Project	<p>Authorization to Initiate (approximately \$55,000) Motion to approve the 30 year reserve study expenditure based on the proposals: Motion: Jim Second: Peter All approve</p>

**Appendix A**  
**(if necessary)**