

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, January 9, 2023, 7:00 PM  
Via Video/Teleconferencing

**AGENDA**

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

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

Outgoing Board Members: Nancy Fox, Michael Jefferies, Don Keeley

Incoming Board Members: Melanie Leavitt Cantarutti, Craig Hill, James Hill

Board Members Absent: None

Others present: Joss Hanna – Secretary

**FIRST ORDER OF BUSINESS**

- Installation of New Board Members (Melanie, Craig and James - “Jim”)
- Election of President

**Motion: To nominate Alyssa Jorgensen to be President of the WPIA 2023 Board**

- **Motion to approve: Mark**
- **Second: Andrew**
- **All Approved**
  
- Turnover Meeting to New President
  
- Election of Vice President, Treasurer, Secretary and Parliamentarian

**Motion: To nominate Patti Schmidt to be Vice President of the WPIA 2023 Board**

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

**Motion: To nominate Mark Northcross to be Treasurer of the WPIA 2023 Board**

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

**Motion: To nominate Joss Hanna to be Secretary to the WPIA 2023 Board**

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

Parliamentarian position to remain open. Board would like to fill the position. Wayne acts as a defacto currently.

- Appointment of new Election Committee Chair

All current chairs have been contacted by Alyssa. Election committee chair Mark and Lyn have been in position for 16 years and nominated Susan Aronofsky (sp?). Alyssa to speak with Susan to confirm Susan's interest.

#### APPROVAL OF MINUTES

- November 14, 2022 Board Meeting

#### **Motion: To approve the November WPIA Board meeting minutes**

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

#### PRESIDENT'S REPORT

- Welcome New Board Members

- 2022 Review & Wrap-Up

Milestones: 2/22/22 reopened to 100% capacity. Big push. March '22 mask mandates were reduced. Commissioned a 30 year property condition report to identify priorities for building repair. Cash on hand is \$100k greater than year end year prior.

Innkeepers (currently 6). All did an amazing job last year. Re-hired Rosanna to be a sub innkeeper. Pancake breakfasts were all well attended. All time records. Solar system has been upgraded

- 2023 Goals

Get lease signed with MMWD  
Launch fundraising campaign to cover Building Improvements  
Revise HR handbook  
Implement Building Improvements identified in 30 year study

#### TREASURER'S REPORT

Mark – See Treasurer Report for more detail

2022 Total Income \$422k

Overnight (O/N) fees were \$300k (highest prior year end was \$200k)

Noise in some numbers as venmo sends \$ thru individual hosting PCB

Total expenses 2022 were \$373k including solar projects.

WPIA \$30k NOI – impressive given the \$100k solar project.

WPI average expenses = \$270k per year (to operate the inn). Includes \$25k for emergency repairs given the age of the building. Currently \$330k in the bank equates to +/-1 full year of operating expenses.

Need specific fundraising for special projects like roof etc.

## **OLD BUSINESS**

- Lease Update

Current lease expired 12/31/22. Unable to get finalized lease approved by MMWD board at end of 2022. Amendment has been signed for a 6 month extension. Mark will work with Terry (atty) to get MMWD to calendar the approval of the lease asap. Pete will reach out to MMWD contact to make sure they are aware of the process and create urgency.

Mark provided a screen lease review:

Main items included:

1. MMWD wanted to ensure WPI would not be a private club. NGO doing public service. 85% non member use was eye opening and supported MMWD acceptance to WPIA private events. (old timers, xmas eve, parties, etc)
2. Utilities: Water tanks. maintenance of spring and supply lines. No ON use if fire lines are not active. Tenants (WPIA) will absorb all maintenance costs.
3. Property Damage Insurance: Fair plan application was unsuccessful. Insurance requirements have been increased. \$3.9 MM coverage (fair plan) Have plan to re-insure if WPI is dropped. MMWD will not insure the Inn.
4. Damage / Destruction : If WPI was destroyed, MMWD could cancel the lease. WPIA has been granted a cure period and process to resolve the situation. Insurance proceeds will go to the Inn vs MMWD

- Building & Grounds projects

Michael - Chicken coop. Cleaned up with room for more shelving or more lockers. Shelving is more flexible for storage vs lockers. Roof leak in the hikers lounge was a side wall in the dormer around the chimney and was repaired. Range needs to be replaced. 3 propane explosions in 2022. Ignition system is under the stove and requires one to be on the floor.

Solar panels are awaiting installation. Generator is not talking to the system and may need to be replaced. Rick at Aloha will investigate

2023 Priorities. Roof sag at members lounge. Re-roof of cabin and inn. Review survey results. Input has been slow given the year end. New operational manuals. Innkeepers have requested expansion for emergencies.

Peter Karlen(Development Committee Chair) is planning to use 30 year study (\$1.8MM) =>\$60k per year. Wants to raise permanent capital and will target the organizations that support historic buildings and their preservation. Believes there is capital available but needs to research further with the help of Fred (historian). Strategy is: 1st) secure 40% conditional matching grant up front from an institution whose mission is to support preservation of national historic landmark buildings in advance, 2) "condition is that the following 40% will come from no more than 3-5 sources for 80% of total funds needed before we announce the capital campaign. Steps 1 and 2 are the "quiet period". We need a lease signed before we can even launch the "quiet period". Immediate action items: 1) meeting with friend's contact who works at National Historic Landmark Association to figure out who funds these projects typically and see if we can identify a short list of places to apply; 2) connect with Fred for lunch to learn more about process for becoming National Historic Landmark building and to see if he has any ideas of sources of capital who might be interested in participating in the above strategy.in advance and then 3-5 other sources for 80% of total funds needed before retail or party raise. Will work on getting more guidance on how to commence the plan.

## **NEW BUSINESS**

- PCB Price Increase for 2023

**Motion: To approve price increases for Pancake Breakfast to: Adult \$13, Child \$8, Additions \$2 (Blueberry, Water, Juice, Melon) Organic Syrup \$3 for 2023 calendar year**

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

- Calendaring for PCB, Spring/Fall Meetings, Board Retreat

PCB (Mothers, Fathers, 2nd Sunday of month)

**Motion: To approve the proposed calendar dates.**

**Spring Member Meeting April 23 2023.**

**Fall Member Meeting October 22 2023.**

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

- Membership Renewal Update

Talia - Process has settled down relative to 2021. Raised \$39k from membership dues so far. Received \$6k in donations. Lockers have been turning over more this year vs prior. Waitlist is 7 ppl. Notices will be going out soon. May free up more. Housekeeping is requesting to have a locker or storage space. 2 other unpaid locker (PCB and Mtn Ranger).

Fran spoke about the housekeeping needs. Items are required to be stored. Shelf space with a container may be an alternative. Concern would be mold. Willing to try anything that works for the board.

Member Waitlist is 14-16 ppl. Believe 10 more spots will come available this year.

New Applicants to be Approved for addition to membership waitlist:

- Joint: Lori and Phil Febbo of Mill Valley, sponsored by Joanne Devereaux and Jennifer Barclay
- Joint: Nicholas Handel and Emma McCure of San Francisco, sponsored by Joanne Devereaux and Donald DeLave
- Joint: Lynelle and Dick Cameron of San Rafael, sponsored by Joanne Devereaux and Eric Magnusen

**Motion: To nominate the above 6 applicants to the membership waitlist**

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

Fran: Personnel Committee: January 23 CPR training (full day followed by Innkeeper meeting)

**Motion: Adjourn January Meeting**

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

**Meeting Adjourned 9:02pm**

## **POST MEETING APPROVALS**

- **Jan 13: Susan Aranovsky appointed as Elections Chair**
- **Jan 18: GoodWorksHR hired as HR Consultant (see contract to be included)**
- **Feb 2: Blue Star Oven purchase (see document with specs to be included)**

## **EXECUTIVE SESSION**

### **COMMITTEE REPORTS**

*Buildings & Grounds:* Michael Jefferies & Don Keeley

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Pete Karlen

*Election Committee:* Chris Marcuse & Lin Johanson

*Event Committee:* Patti Schmidt & Nancy Fox

*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 & McCoy Dodsworth

*Mount Tam Organization Liaison:* Bob Newcomer

*Newsletter:* Alison Bricker

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson & Gordy MacDermott

*Personnel:* Fran Rondeau, Bonnie Jones, Patti Schmidt, Peter Karlen

*Policy & Procedures:* Wayne Koide

*Reservations:* Jennifer Greene

*Technology:* Nate Lee

*Work Parties:* Joanne Devereaux

**ADJOURN**