



## **WEST POINT INN ASSOCIATION**

BOARD OF DIRECTORS MEETING

Monday, November 11th, 7 pm, 2024

Via Video/Teleconferencing

### **AGENDA**

Board Attendees: Pete Karlen, Mark Northcross, James Hill, Melanie Leavitt Cantarutti, Patti Schmidt, Ceci Van Voorhees, Craig Hill

Others Present: Joss Hanna Secretary, Don Keeley ED, David Durr, Don Delave, Chris Sheetz

Meeting called to order at 7:02 pm by President Mark Northcross

#### **1. APPROVAL OF MINUTES**

**Motion to approve October 14<sup>th</sup> WPIA BoD Meeting Minutes**

- **Motion to approve: Jim**
- **Second: Patti**
- **All approved**

**Motion to approve October 20<sup>th</sup> WPIA Member Meeting Minutes**

- **Motion to approve: Jim**
- **Second: Cici**
- **All approved**

#### **2. PRESIDENT'S REPORT**

Fire safety considerations:

- Re-shingle inn – Estimates incoming. Costs could be significant.
- Propane Tank - \$6,000 to remove by battery shed and consolidated tanks by solar field as well as bury with new line. Will investigate whether there is a downside to tank underground. (Chris)
- Defensible space – collecting bids to limb up trees surrounding the Inn and brush clearing
- Set up for a January decision on capital repairs (windows, siding, roof and painting). Agreement that we need to look at the projects with a holistic approach vs piecemeal.
- Discussion surrounding a budget defining our fundraising goals for 2025.

#### **3. TREASURER'S REPORT**

- Revenues and expenses are stable and on budget, including roof project from the summer.
- Current balance is \$235k
- If year end target is \$200k then we have \$20-25k available for capital repairs

#### **4. EXECUTIVE DIRECTOR'S REPORT**

- Two sets of red flag alerts. Credits have been issued. Red Flag alerts create a lot of work to contact all guests on short notice. Member meeting was redirected to MV Golf club.
- Innkeeper meeting last week. The 2025 innkeeper schedule set. No need to hire additional innkeepers.
- Need to amend by-laws as part of the recent election. In some cases, we have conflicts that need to be reconciled (i.e., number of BoD members). Not urgent but need to

maintain consistency. Don will help set up a committee to discuss and recommend solutions with Mark.

- Discussion surrounding mentoring of new board members in December. Mark → Chris Patti will coordinate others.
- Sprinkler heads. Jim met with Jesus who has quotes ready for review. Could be a large total given the age and rust. Chris will work with Jim to make sure recommended work is necessary.
- Kathy volunteered to be available as an innkeeper when needed.

## **5. OLD BUSINESS (other items)**

- Obtaining multiple quotes for painting or staining project and fire door replacement (Jim Hill)
- Re-siding project is under review and quotes being collected. Samples of hardie shingles, fire retardant shingles and reviewing other potential fire safety improvements (Jim Hill)
- Propane tank replacement bid has been received. Under review. May need to replace gauges as well. (Michael Jefferies)
- Working on shortening wait time at pancake breakfasts with new griddle and or streamlining payment process. Other suggestions are to have an earlier start time. Delivery of pancakes to tent instead of tables. Coordinate 3<sup>rd</sup> cashier. (Mark on behalf of Nancy Fox) Decision was to order 4<sup>th</sup> griddle with plan for storage.

### **Motion to approve purchase of 4<sup>th</sup> griddle subject to finding a storage solution.**

- **Motion to approve: Jim**
- **Second: Patti**
- **All approved**

- Drop box consolidation under review and in process. The storage problem continues. Mark has upgraded storage to 3 terabytes. Need to find who is the administrator is so they can buy more capacity. Working on clean-up of duplicative folders. (Melanie)
- Fund Raising – Targeting a year-end event like last year at Sweetwater. Proposed December 12<sup>th</sup>. Target is 5-6pm. Still unconfirmed.
- Organizational paperwork is under review and committee being formed (Treasurer and Executive Director signatory) (Peter Karlen)

### **Motion to have Executive Director and Treasurer as signatory to investment account.**

- **Motion to adjourn: Melanie**
- **Second: Patti**
- **All approved**

- Emergency and 2024 Fund Raising accounts need to be consolidated to reserve account.

### **Motion to have Schwab and emergency account moved into endowment account.**

- **Motion to adjourn: Pete**
- **Second: Melanie**
- **All approved**

## **6. NEW BUSINESS**

- New member approvals (Talia through Mark)
  - Carmen Ariza of San Jose
  - Rose McDonough of Berkeley
  - Peter Lardner of San Anselmo
  - Aaron Schifrin and Sofia Athanassiadis of San Francisco
  - Waitlist will be at 17 if the above are approved.

### **Motion to approve the above for membership.**

- **Motion to adjourn: Patti**
- **Second: Jim**
- **All approved**

- Discussion surrounding Lifetime member (159 total). Mark will circulate an email to start discussion around activity and fundraising. Program has been temporarily suspended.
- Grant for Fire Safety \$2000 from county has been awarded. Cici will work with Jim on other opportunities. (Jim)

## **No closed session**

### **ADJOURN**

#### **Motion to adjourn November WPIA BoD Meeting**

- **Motion to adjourn: Patti**
- **Second: Craig**
- **All approved**

### **WPIA Committee Chairs**

*Buildings & Grounds:* Michael Jefferies

*Communications/Website Committee:* Alyssa Jorgensen

*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

*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

