

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, May 8th 2023, 7:00 PM

Via Video/Teleconferencing

AGENDA

Meeting called to order at **7:04** pm by President Alyssa Jorgensen

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

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

Board Members Absent:

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

APPROVAL OF MINUTES

- April 10, 2023 Board Meeting

Motion: To approve the April WPIA Board meeting minutes

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

PRESIDENT'S REPORT

Majority of time has been spent planning for the spring all-member meeting. Nancy and Patti did a great job hosting the event.

- Committee updates were really educational and impressive to the entire membership in attendance.
- Board announcements were clear and concise.
- Celebrated the lease with MMWD.
- Introduced Don as Executive Director.
- Merchandise was well received.
- PCB planning is in full swing for Mothers day.

Overall meeting was very well received. On May 15th, the new promo code will be updated as cited in the newsletter. Communication with ED is productive and frequent.

TREASURER'S REPORT

Mark Northcross. See report.

Revenue and Expenses – Cash position is steady at \$292,000. Overnight use fees are \$99,000 for the year to date. Really strong but revenue is 7.5% below 2022. Believe the pandemic high is waning a bit but still really strong. Factors could be weather (rainy) as well as guests looking past WPI for vacation options.

2023 Income YTD is \$138,000. YTD Expenses have matched income. Salary increase as well as capital investments have provided \$50,000 profit when not including capital investments. Working on a budget for the remainder of the year. Assuming Q1 matches the remainder of the year then, WPI will be able to afford another \$50,000 for capital investments without depleting reserves. If the Board is willing to drop reserves to \$200,000 then the capital budget could increase accordingly.

EXECUTIVE DIRECTOR'S REPORT – Don -

- Multiple Fire inspections last week. 3 firefighters met with Don and Janice (innkeeper). Fire safety inspection. WPI passed. Evacuation feasibility was more than adequate. Fire shelter would be a waste of money. Fire response would be less than 10 minutes.
- Marin County Fire prevention inspection. Met with Scott Halstead. Investigate ways to reduce fire threat. Conclusion was to remove the vegetation from all structures.
- Terry Fitzsimmons Innkeeper in training. No longer able to be an innkeeper due to existing working requirements. New stove has been installed. Works great.
- Rick Turley is installing all gas hookups for PCB
- Don is training to be a water committee backup as Bonnie will be gone the entire month of June.
- Gas insert in Honeymoon Cabin is not working and the decision is to replace it. Jim will make a call on the safety of the inserts and investigate grants for fire abatement measures (ie, gutter clearing). Talia supports removal. Website has been updated to reflect that the stove is not working.
- Don met with Pete and downloaded the previous development committee.

OLD BUSINESS

- Historic Recognition – Sewing and Coffee Machines – Old Coffee Maker will be removed. How should WPIA retire and celebrate the historical appliances? Plaque? Video? Story on a website? Ongoing project. Alyssa is looking for the ability to delegate responsibility.

Discussion surrounded the future of the appliance retirement. Plaques feel like museums. Not the intent. Display case outside?

- Steep Ravine Bridge Replacement - fully replaced. Great contribution to the access and made possible by the board. Good decision to support it.

NEW BUSINESS

- Weather Machine - Weather station above the innkeeper apartment is not working properly. Unfortunately half of the readings are inaccurate. Sonoma Technologies consulting on replacement or repair. Replacement was recommended and estimated at \$4,000 (\$1,500 for station and pole. \$2,500 labor to install). Decision to not replace it for now. Investigate other alternatives for information i.e., Weather Underground. Purple air measures air quality.

- Innkeeper Hiring and Recruiting Process – WPI needs a few new innkeeper recruits for additional support. Referrals needed. Don will put a post into the next newsletter. Would be good to balance out the gender profile as it is male heavy. Recruiting has been referral and retired firefighters. REI and existing innkeepers, and members for more candidates. Hiring process could be adjusted where training is paid; vs current policy is not hire after training. WPIA does not pay non-employees. Innkeepers should be subjected to a background check.

- Development Update – Pete has conducted meetings with multiple parties on history and case statements. Review of prior effort at WPIA has been well received and gives confidence to total effort. Pete has also met with other development specialists and reviewed historical information at the MV Library. Resilience will be a key component to the story. The National Historic Trust meeting will be held soon and will be helpful in developing the case statement. Money managers have opined on how to structure the investment plan and committee (i.e., rules of the road, investment profile, draw down (5 % etc.) formation structure; which will all be key to attract institutional investors. Met with prior mayor (Dennis Fisco) to Mill Valley who has raised \$6m for recreation in MV. Friends of WPI that can be added as philanthropic guests. Discussion surrounding endowment and quasi endowment. More education is needed. To discuss pro/con of each including investigating Emig funds remaining and past list of historical donors. Mark will provide contact info to Peter re: Emig. Gabe Shubert is another resource to list from COVID donors. Jim has contact at local/regional banks and will keep their interest warm as Peter and team develop a case statement, slidedeck, or video. Process will take many months to refine and formalize.

ADJOURN

Motion: Adjourn May WPIA Board Meeting

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

Meeting Adjourned 8:49 pm

EXECUTIVE SESSION - NONE

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
Mt Tam Liaison: Bob Newcomer
Newsletter: Alison Bricker
Old Timer's Liaison: Marilyn Skaff & Olene Toby-Sparks
Pancake Breakfast: 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