

# **WEST POINT INN ASSOCIATION**

## **SPRING MEMBERS' MEETING**

**Sunday, April 21, 2024, 11:00 AM**

**West Point Inn**

**Members' Lounge**

**100 Old Railroad Grade Fire Rd**

**Mill Valley, CA 94941**

### **Meeting Minutes**

**Meeting called to order by President Mark Northcross**

**Board Attendees: Craig Hill, Jim Hill, Pete Karlen, Mark Northcross, Patti Schmidt, Melanie Leavitt-Cantarutti**

**Introductions of Board Members and Officers**

**Wildfire Discussion – Mark Northcross**

- Wildfire Risk – Objective is to have a robust discussion today and return to the October meeting with a written policy with action items. A slide deck addressing wildfire risk was shared. Topics included ember curtains, home hardening, and defensible space, wildfire buffer zone, evacuation of guests
- Discussion with member/experts: Chris Sheetz, Fred Runner, and Scott Halstead regarding the existential threat to the Inn.

- Brief discussion on fire history on Tam (Fred).
- Safety. Number one priority. Hardening (reducing ignition points) is very critical to maintaining a safe structure.
- Balancing act between preservation of historic structure and maintaining a safe environment (i.e., gas powered lights).
- Fire Safety (Scott) committee is dedicated to:
  - 1 Life safety (sprinkler system)
  - 2 Structural fires (fire suppression in kitchen, cabin etc.)
  - 3 Wildfire defense (brush clearing, work-party, etc.)
- Risk Transfer. Prevention/Insurance (Chris) WPI is insured by Zurich (all risk). \$4.3M policy. The sprinkler system is maintained to code and per regulations.
- Discussion surrounding insurance policy, underwriting, and fundraising.
- Request of all members to educate yourself on the topic and think of potential solutions.

### **Construction Project Update - Member Lounge Roof Sagging (Jim Hill)**

- Project is underway to replace the roof truss, repair the ceiling, and re-roof the member lounge. Work is scheduled for June 17th-30th. Inn will be closed June 17th - July 7th.
- Permit system is under review and submission. MMWD has review and approval rights.

### **Emergency Communication and e payments for PCB (Craig Hill)**

- Phone service currently provided by ATT.
- Internet is “line of sight” to tower on West Peak.
- VOIP would be tied to the internet which is problematic given the risk to tower.
- Alternatives are 2-way radio to FD.
- Extender of Wi-Fi to galley for single use during PCB for Venmo payments.
- Investigating a better system to address all the above.

### **Executive Director (Don Keeley)**

- Been Executive Director for 2 years after service on board and as president.
- Focus on “day to day” operation of the Inn...allowing Board to focus on strategy.
- Employee Management (Innkeeper, Reservationist)
- TCC wants to provide a grant to WPI for repair of the weather station (\$5,000).
- Election in October for three new board members
- MMWD is supportive of our association and mission.

### **Development - Endowment (Pete Karlen)**

- The Genesis of Development Committee was 30-year study property condition report where a significant amount of deferred maintenance was identified.
- Total exposure was \$1.8M over 30 yr. Breaks out to \$60k year and is very lumpy.

- Focus is to raise permanent capital of \$1.2M (w/5% appreciation to fund maintenance of \$60k per year).
- 5-year fundraising effort. Three focus areas.
  - Donors.
  - Professional development groups (8x per year).
  - Invest surplus of revenue with professional support.
- Development needs going forward – Event stewards, members volunteering around special activities. Examples: painting, photography, hiking, yoga, cooking, etc.

### **Treasurer Report (Craig Hill)**

- Been record years for overnight stays which is main source of revenue.
- Trending with budget established last year. June closure and repair work will affect funds.
- Happy to provide any financial report if desired.

### **Pancake Breakfast (Alyssa Jorgensen)**

- All PCBs are scheduled as has been done in the past.
- May – October
- Hosts are all signed up except co-host in August.
- Cleanups are also scheduled.
- If interested in volunteering or training, please contact PCB committee leaders.

### **Events (Patti Schmidt)**

- Cooking Classes – New event this year (3) which was successful. Will continue thru 2024. Holiday dinner will be in December. Old timers' event will be rescheduled.

### **Raffel (Jean Jefferies)**

### **Data Management (Mel Melanie Leavitt-Cantarutti)**

- Need a single repository for main documents.
- Working on a solution

### **Work Party (Donald DeLave)**

- 3<sup>rd</sup> Saturday of month from 10-2.
- Signup genius is working well.
- Working to get input from committee chairs (building & grounds, Innkeepers, fire safety)

**ADJOURN**

