

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, April 10th, 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,

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

Board Members Absent: Talia Friedman

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

APPROVAL OF MINUTES

- March 13, 2023 Board Meeting

Motion: To approve the March WPIA Board meeting minutes

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

PRESIDENT'S REPORT

Alyssa – Pancake breakfast set up...Mothers day will be the first PCB. Heather Mc Fadden will be managing the crew list and ordering. May set up and clean up crew is full. Grills have been cleaned and ready to go. Equator coffee will be \$1 vs complimentary. Porta potty is ordered and will be serviced with a wash station. MMWD is paying for the existing toilet at WPI.

Historical Posters are for sale on WPI website. \$30. Sign maker in MV will be installed above the message board.

TREASURER'S REPORT

Mark Northcross. See report.

Revenue

Cash slightly lower due to \$9k range expense and misc fees. Variance in costs. All has been budgeted.

Near record of \$79k collected in first 3 months of the year. (\$1k lower than 2022 - record.) Trailing 12 months is \$300k. 2023 has been greater than every year except 2022 .

Discussion surrounding historical occupancy. Weekday vs weekend. Revenue up....due to occupancy or rates?

Discussion surrounding increasing room rates next meeting. Room rates were increased mid 2021 with individual accommodations.

Membership revenue for 2023 is mis represented due to early payments (Dec vs January)

Donations are slightly off due to fundraising efforts during the pandemic. Need more donations.

Expenses

Slightly over budget in 2022 due to R&M (\$21,000 vs \$3.500)

Major line items: Phone/web/payroll. ED position. Attorney for lease. Prop condition report. \$43k ahead last year.. Reduced collections (donations) and increase in wages. 2023 \$12k donation. \$10k in wages/payroll. \$20k reduction. Wages up 30-40%. Donations down. R&M range. \$20k difference to Q1 2022. Cash position. \$288k Alltime high \$300k. Avg is \$150k.

Discussion surrounding rates. Increase? Members? Non members? Expenses are up.

EXECUTIVE DIRECTOR'S REPORT

Garden water valve was left open. The 8,500 gallon tank ran dry. Line plugged up so loss of water was compounded. When corrected it took a week to fill the tank. Bonnie Jones brought up 30 gallons of water for the inn and guests. Correction has been to completely shut off the garden valve.

Griddles. 3 ready to go for PCB. Jeff's Gas at the inn last week for quick release for propane line. All 3 plugged in. Partially rusted from covers in rain. Michael cleaned up for PCB. Future storage in chicken coop vs basement. Basement has been cleaned out. Old pipes and garbage. New range to be delivered next Tuesday - electrician will be on site Monday and Tuesday for range and new coffee pot installation. Weather station needs repair – wind speed is not accurate. Innkeeper training done, as is Inroads (booking system.)

Open Discussion on water tank measurement –float with alarm? Bonnie working on a solution.

OLD BUSINESS

- MMWD Lease Update - SIGNED.
- Steep Ravine Bridge Replacement - fully replaced.

NEW BUSINESS

- Honeymoon Cabin- Fireplace insert -Jeff's gas fireplace insert..not working. Hazard. Should not be used. Needs to be replaced if we want an amenity. No decision.
- New Member Applicants, for Board approval:
 - Judy Schwer of Corte Madera- sponsored by Susan Aronovsky and D. Armanino
 - Nell Gharibian of Mill Valley- sponsored by Michael Jefferies and Joanne Devereaux
 - Jen Wilson of Piedmont- sponsored by Michael Jefferies and Joanne Devereaux

Motion: To approve the 3 above applicants to WPIA waitlist.

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

- Development Committee- Campaign Update

Peter Karlan is initiating the conversations surrounding the capital raise for permanent capital. Expectation would be to raise \$1.2M of permanent capital with a goal of 5% return and re-investment in capital projects for WPI.

Workstream divided into four categories.

- Major Gifts
- Financial Planning
- Marketing Communication
- Event Public Phase

Peter will work to refine the scope and action plan as he discusses the objective above. Team committed to support Peter's efforts. Alyssa will open an inquiry and request for support for the Development Committee.

- Spring Members Meeting - April 23, 2023

Alyssa asking for everyone to submit agenda topics asap. Current rsvp for attendance is 65-70 ppl.

General Agenda will be opening remarks. ED introduction and explain Don's role. Announcement about the lease. Jed Smith (MMWD) will be there and will speak. Mention branded WPI SWAG for purchase. Committee Chairs can speak about their respective assignments. Promo code will be updated. Will contact Fred Runner to come up with a story. Will have a raffle for poster stickers and key chain and one overnite free. 3 prizes total. Mark will provide the Treasurer Report. Please provide any suggested items that need to be recognized.

ADJOURN

Motion: Adjourn April Meeting

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

Meeting Adjourned 8:49 pm

EXECUTIVE SESSION - YES

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