



## WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, November 13<sup>th</sup>, 2023

Via Video/Teleconferencing

### AGENDA

Meeting called to order at **07:04** pm by President Alyssa Jorgensen

Board Attendees: Talia Friedman, Andrew Grant, Alyssa Jorgensen, Mark Northcross,  
Patti Schmidt, Melanie Leavitt Cantarutti, Craig Hill, James Hill

Board Members Absent: Peter Karlan

Others Present: Joss Hanna – Secretary;

#### 1. APPROVAL OF MINUTES

- October 2023 Board meeting
- October 2023 All Member Meeting

**Motion: To approve the October WPIA Board and All Member meeting minutes**

- **Motion to Approve: Talia**
- **Second: Melanie**
- **All Approved**

#### 2. PRESIDENT'S REPORT

- Meeting preparation
- Policy review
- Website clean up
- Officers for 2024
- Onboard new BoD members

#### 3. TREASURER'S REPORT – see Marks report

- Remain in good financial shape with \$350,000 in bank.
- Overnight Use Fees are strong.
- Record revenues for year and month....thankfully few red flag days in 2023.

#### 4. EXECUTIVE DIRECTOR'S REPORT

- none

#### 5. OLD BUSINESS

- Grant -- Confirmed \$7,500 grant from Marin County Supervisors. Will apply for another \$10 to \$40k grant next year. Will work with Don at identifying upcoming projects--Jim
- Housekeeping Tuesdays. Fran and Bonnie will commence work party 11/28 from 10am – 2pm. Tidying up that is overloading Innkeepers. New link for signup genius on WPI website. Member only. - Talia

- Holiday Parties 12/10 (WPI) & 12/11 (BoD/IK). Both parties will be well attended w/ 10 person waitlist on 12/10. Rooms are sold out. - Patti
- Development Committee- Donor/Fundraiser will be held at Sweetwater 11/29. Materials and details forthcoming. Goal is raise \$50k matching challenge. Alyssa (for Pete)

## 6. NEW BUSINESS

- Membership Applications for approval- Talia
  - Danielle Svector and Kyle Waldinger of Corte Madera - Sponsored by Bob Newcomer & Fran Rondeau
  - Kimberlee Soren and Fred Waldman of San Francisco - Sponsored by Tamara DeBarssi & Laura Winter
  - Tiffany Sullivan and Paul Sullivan of Orinda - Sponsored by Lin Johanson & Elliot Hayne
  - Caryn Lowe of San Francisco - Sponsored by Donald DeLave & Joanne Devereaux
  - Monica Malmquist of Mill Valley - Sponsored by Lin Johanson & Joanne Devereaux
  - Reddy Lieb of San Francisco - Sponsored by Marc LeBlanc & Joanne Devereaux
  - Heidi Whalen of Mill Valley - Sponsored by Julie Urban & Catherine Ainsworth

### **Motion: To approve the above applicants for membership to WPIA**

- **Motion to Approve: Melanie**
  - **Second: Jim**
  - **All Approved**
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- New Board Member and Officer Onboarding- January meeting will nominate officers. Mark will step down from Treasurer position in January and Craig will assume the role. Mark will volunteer to be the president for WPIA BoD. Board will elect new officers by January. Patti will volunteer to continue as VP. Jim will volunteer to be VP as well. Board term is 3 years. Discussion surrounding extending term requirement from 3 to 4 years. Would require full member approval to change policy.
  - Mentoring program will be initiated to assist onboarding new BoD members. Packet will include prior newsletters, minutes and bylaws. Meetings will be set in December. – Alyssa, Andrew and Talia.
  - Policies & Procedures Review- **Will be circulated post meeting for review and email BoD approval.** Updated revisions are straightforward.....i.e., cell phone policy, Sunday night move to 100% occupancy (turnover day for IK -- currently only cabins), Monday 10am checkout, etc. -- Alyssa, Jim, Talia
  - WPI Event Calendar. Patti would like to know how to add an event to the calendar. BoD will need to approve in January meeting. Nancy and Fran would like to propose a new cooking class at the Inn as a fundraiser. Suggestion would be lunch/afternoon event. Possibly from 11am-3pm on Sundays. Proposal was just submitted. - Patti
  - December 15 will be deadline to submit events for calendar to be approved in January BoD meeting -Alyssa
  - Reservations Policy Review- **Will be circulated post meeting for review and email BoD approval.** Alyssa, Jim, Talia

## **ADJOURN**

### **Motion: To adjourn November WPIA BoD meeting**

- **Motion to Approve: Talia**
- **Second: Patti**
- **All Approved**

## **EXECUTIVE SESSION - YES**

### **WPIA Committee Chairs**

*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

*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