

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, June 14, 2021, 7:00 PM  
Via Video/Teleconferencing

**FINAL MINUTES**

**AGENDA:** Meeting called to order at 7:04 pm by President Don Keeley

**Board Attendees:** Dan Ciccarone, Nancy Fox, Alyssa Jorgensen, Chris Marcuse, Pete Martin, Jim Parton

**Board Members Absent:** Talia Friedman and Michael Jefferies

**Others present:**

Mark Northcross – Treasurer

Wing Pepper – Secretary

Rosanna Petralia - Innkeeper

**APPROVAL OF MINUTES**

- May 10, 2021 Board Meeting
- Motion to pass: Don
- Motion to approve: Jim
- Second: Nancy
- All Approve

**PRESIDENT’S REPORT**

- Chris, Lynn and Jim went to view Mountain Theatre for Pancake breakfasts
- Decided that the venue does not meet our needs as an alternative site - in any way
- We could potential use it for another type of event if need be
- Plan on August for restarting the Pancake breakfast tradition (details later in these minutes)

**TREASURER’S REPORT**, Mark Northcross

- Doing well financially - continuing the positive trends from the last months
- \$244k in the bank - very strong
- Facebook / Go fund me went down by 14k
  - The AI of Facebook and Paypal automatically transferred money to David’s Bank of Marin account - it connected David’s page with our EIN.
  - Still \$1,100 left. FB and Paypal will transfer when they want

- Overnight Use Fee's
  - \$13,750 June to date as of 6/11 - very strong performance so far in June - estimated ~\$25k month if this trend continues
    - Have to consider the dates in the future when the reservations will actually be used however
- Income and Expenses
  - Donations: \$80k in donations so far in 2021
  - Income: \$165k in income so far
  - Expenses - \$86k (Insurance and labor are the biggest expenses)
    - We did get insurance for 2021
    - Propane costs will be spiking with more use going forward
- Projections
  - With \$75k in expected annual maintenance - we are ok and in a strong position.
  - If our overnight use fee's get into the \$15-\$20k range on a continuous basis, we can potentially spend more than \$75k on maintenance and repairs

## **OLD BUSINESS**

- Construction project update
  - Tobey cabin floor repaired completed
    - Took up 1/3rd of the floor, excavated, new beams, rebuilt the floor with old wood.
    - Additional work may be required
      - Repaint the floor or ...lay a new floor on top of the existing floor to create a better finish
      - Also renew the bathroom floor at the same time
      - Reasons to do this are to create a better finish on the floor to ensure guest dont get splinters
      - Estimate is about \$1400.00 and 4-5 days to complete
      - Discussion
        - Painting will require sanding and the floor can't be sanded easily
        - The bathroom needs to be made more resilient to spills.
        - Must be completed before Aug 3rd - when cabin comes back online
    - Motion to pass spending ~ \$1400
    - Motion to approve: Dan
    - Second: Jim
    - All Approve
  - Installing metal plates on rear of stove in kitchen was completed
  - Fixed the leak on the roof over the second floor

- Fundraising Committee update
  - Working on marketing awareness on re-opening of the inn
    - Working on cheap swag to support this
  - Migrate from “save the inn” campaign to a longer-term friends of the inn campaign
  - Working on a branding program for all sorts of goods - with new logo and name usage
    - Also looking to leverage the vintage graphic poster currently inside the inn
  - Purchase a give-away for August Pancake Breakfast
  - Note: Will recommend the Web Site be redone in the future
- Small, specialized “work party” update
  - Doing 6-8 people, 2-3 times a month for deeper cleans
  - Next Steps: June 29th request for help at the Inn to reopen rooms, replace mattresses, and other maintenance functions to get the Inn open
- Update on first aid protocol to be followed by Innkeepers
  - Draft incident form sent to Don for review
  - We can’t have a “medical advice” section as we are not providing medical advice - just good samaritan first aid.
    - Can’t have them sign an AMA waiver
  - Don will forward to broader WPIA board for feedback
    - Next Step: Board to provide feedback this week
  - We have to have a 911 policy
    - Inn calls 911 in case of emergency
    - The patient must cancel the 911 directly if they refuse treatment

## NEW BUSINESS

- Request Overnight Guest Vaccination Status
  - Discussion on vaccine status
    - We are allowed to ask visitors whether they are vaccinated
    - Do we ask for a Vaccination card?
      - This is the harder question. How do we handle this?
    - Discussion:
      - Do we require vaccinations to stay at the inn post August 2?
        - Technically we can do this but it may be problematic - discrimination potential - religion, etc
        - Also we have many reservations through September.
        - We could ask everyone to wear a mask indoors to solve the problem.
        - Will have same issue with Pancake breakfasts
        - We should focus on the next stage which is the end of Sept.

- To change the rules now will have an adverse effect on current reservations, policy, and operations.
  - Also: It's Mandatory that work parties and pancake breakfast WPIA volunteer teams must be vaccinated
    - Board Recommendation
      - WPIA POV: "In compliance with Marin county regulations, we require all visitors who are not vaccinated to remain masked indoors"
        - Children 0-2 no mask, 2-12 mask. Hope 12+ are vaccinated
      - Non-vaccinated must wear masks + Kids under 12
      - Inn to open fully in the fall 2021. Exact rate TBD
- 30 Year Reserve Project
  - Capital project plan looking ahead into the future
  - Provide a substantiation for the dev comm going out to raise a large amount
    - Show to donors as part of strategic vision
    - Used by board to budget in short and long term
  - Working with Todd Block (member) who put us in touch with a vendor
    - Cost is about \$30k - \$35k to come up with full report
  - Next Steps:
    - See if MMWD would share some of the costs
    - Discussed at the next board meeting
- Kitchen Stove Replacement
  - Too many pilot lights and a waste of propane
  - On-going pilot lights are a danger - especially if they go out
  - Stove too close to wall with no protection
  - Looking at an electric ignition stove to replace stove
    - Estimated cost \$7,629.00k (delivery and removal included - not installation)
      - Need a licensed plumber to come install - additional cost
    - Motion to pass: Don
    - Motion to approve: Jim
    - Second: Nancy
    - Five in favor
    - Two not in favor
      - Dan = no
      - Alyssa = abstain
- Lease Negotiation Committee
  - Good response from the membership to join this committee
  - 2 members committed to help
  - 4 people - Don, Alyssa and two new committee members

- Water Committee
  - No replies for volunteers for water committee
  - Next Steps: Survey members again for water-related skill sets and get them to “volunteer”
- Pancake Breakfasts
  - Will require port-a potties
  - Dependent on red flag events
  - Development committee wants to do a promo campaign to create some excitement around reopening and the Pancake Breakfast is the most accessible way to do this
    - Coordinate with Patty
    - Channel 2 TV wants to cover the event when we do it
    - Alison Bricker will work on posters
  - Proposed dates
    - Sunday, August 15
    - Sunday, September 12
    - Sunday, October 10
  - Motion
    - Motion to approve these events: DON
    - Motion to pass: Dan
    - Second: Chris
    - All Approve

## COMMITTEE REPORTS

*Buildings & Grounds: OPEN*

*Communications/Website Committee: Jan Gauthier*

*Development Committee: Jim Parton & Dan Ciccarone*

*Election Committee: Chris Marcuse & Lin Johanson*

*Event Committee: Gail Shahan & Fran Rondeau*

*Fire & Safety: Pete Martin & Scott Halsted*

- *MMWD needs to appeal for fire safety funds from state of CA*
- *We need an itemized list of what we want included in that appeal.*
- *Next Steps: Jim to draft a note to Cynthia*

*Garden Committee: Kathleen Kopp*

*Heritage/History Committee/ Historian: Fred Runner*

*Housekeeping: Fran Rondeau & Bonnie Jones*

*Lease Negotiation: Don Keeley & Alyssa Jorgensen*

*Membership: Talia Friedman*

*Mountain Tam Organization Liaison: Bob Newcomer*

*Newsletter: Alison Bricker*

*Old Timer's Liaison: Marilyn Skaff*

*Pancake Breakfasts: Lin Johanson*

*Personnel: Lin Johnson & Fran Rondeau*

*Policy & Procedures: Wayne Koide*

*Reservations: Alyssa Jorgensen & Jennifer Greene*

*Technology: Nate Lee*

*Water Committee: OPEN*

*Water Tank/System: Bonnie Jones*

*Work Parties: Don Keeley*

**ADJOURN**

- Motion to Adjourn: Don
- Motion to approve: Pete
- Second: Dan
- All in favor

**EXECUTIVE SESSION** (Not Needed)

**MOTIONS PASSED IN JUNE 2021 MEETING:**

<b>Motion</b>	<b>Description</b>
Minutes	May 10, 2021 Board Meeting minutes approved
Toby Cabin Repairs	Spend \$1400
Kitchen Stove Replacement	Approved with estimated cost \$7,629.00k (delivery and removal included - not installation) Will need a licensed plumber to come install - additional cost
Pancake Breakfast Event Renewal	Approved the following dates Sunday, August 15 Sunday, September 12 Sunday, October 10

**Appendix A**  
**(if necessary)**