



WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING
Monday, January 8th, 2024 at 7:00 PM
Via Video/Teleconferencing

AGENDA

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

Board Attendees: Pete Karlen, Mark Northcross, Patti Schmidt, Melanie Leavitt Cantarutti,
Craig Hill, James Hill

Outgoing Board Members: Talia Friedman, Andrew Grant, Alyssa Jorgensen
Incoming Board Members: Ceci Van Voorhees, Allison Stockman, Alan Zimmerman

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

1. FIRST ORDER OF BUSINESS

- Approval of Meeting Minutes

Motion: To approve the November 2023 WPIA Board meeting minutes

- **Motion to Approve: Jim**
- **Second: Craig**
- **All Approved**

Motion: To install Ceci Van Voorhees, Allison Stockman, and Alan Zimmerman as Board of Directors to West Point Inn

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

Motion: To elect Mark Northcross as President

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

Motion: To elect Jim Hill as Vice President

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

Motion: To elect Craig Hill as Treasurer

- **Motion to Approve: Mark**
- **Second: Jim**
- **All Approved**

Motion: To elect Joss Hanna as Secretary

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

2. PRESIDENT'S REPORT

- First meetings in 2024 will focus on 1) Building and Grounds, 2) Roof replacement, 3) Grants, and 4) Development.

3. TREASURER'S REPORT (Mark will email spreadsheets)

- Balance Sheet – WPI is in good financial standing with \$367k as of 12/31/23. Which is \$70k greater than 12/31/22 and equates to \$50k more than last year.
- Overnight Use Night Fees - \$307k --All time record.
- Total gross revenue for 2023 -- \$495k

Per Talia (Membership) -- 2024 Dues collected => \$35k as of today. +/- \$10k outstanding.

- 10 new members admitted this year. 13 applicants on waitlist. 4 waiting to be placed on waitlist.

4. EXECUTIVE DIRECTOR'S REPORT

- Quiet month overall.....Innkeepers appreciative of the gifts (hats and sweatshirts)
- Septic system (3) pumped out...took 2 trips. Leech field meter has been fixed.
- Printer replaced.
- Mini-work parties Tuesday (focus is deep clean rooms/cabins.)
- MMWD inspection for fire prevention. Noticed for non-native trees (Cherry tree in garden)
- Generator install is scheduled Monday 1/15/24 (subject to weather.)

Michael : Roof/Structural Repair – Project has become very complex with many moving parts. Scheduling challenges given roof and structural permit requirements required by MMWD. Scope of work needs to be reduced given roof condition. The original contract with Northbay has been cancelled. Deposit forfeited. Received 2 new invoices for gutter and permit fees. Charges will be contested.

Motion: To form ad hoc committee to resolve change in roofing contractors, invoice, permits, and grant, and construction management (Mark, Michael, Jim, Don, Joss).

- **Motion to Approve: Jim**
- **Second: Craig**
- **All Approved**

Scheduled Friday 1/12 zoom call – Discussion should surround the need for retaining a construction manager given grant and development efforts. Multiple options exist.

Pete Martin is unfortunately not doing well health wise. Father of Pancake Breakfast. Mark has contact information for Pete if needed. Mark has 100 yr old thermometer from the original inn. 100 years old. Has fare information and route. Will get it up to the Inn for display and discuss with Fred Runner.

Post Office Box continues to be a burden. All financial information has been sent to Mark's home address. Craig will investigate and consider setting up a physical mailing address at Regus center in San Rafael.

Discussion surrounding master email accounts (i.e., president@westpointinn.com vs gmail.com) to save all internal emails for transitional purposes.) Master email address exist.

Michael raised a desire to have a document management system.

5. OLD BUSINESS

Development Committee- Pete

- Successful kick off event in late November - presented plan to build a base of permanent capital of \$1.2M over the next 5 years, with target breakdown as follows:
 - \$600k individual contributions
 - \$400k from corporate / professional development offsites
 - \$200k from cash flows from operations -> transferring surplus funds over \$300k cash balance each year.
- We finished 2023 with \$110k in 5 year pledges with lots of outstanding leads.
- My visibility into collections, and our follow up appropriately thanking donors needs to be improved (ball in my court).
- We have a tentative yes from Morgan Stanley on a \$10k professional development offsite - need to follow up and get dates secured, and do everything we can to make this successful as it would be a great case study for other professional groups.
- Stephen Donahue (professional investor for family offices, endowments, etc) has drafted both our Investment Policy Statement (IPS), and our Spending Policy (SP).
- Recommend launching the Investment Committee with the following group:
 - Professional Investor making recommendations in line with our IPS and SP - Stephen Donahue.
 - President of the Board - Mark Northcross
 - Executive Director - Don Keeley.
 - Chairman of Development Committee - Pete Karlen.
 - Treasurer - Craig Hill

Decisions: Address at February Board Meeting

- Approve Investment Committee Composition.
- Approve Draft IPS and SP and delegate final documents to the Investment Committee.

- Approve initial investment committee.

6. **NEW BUSINESS**

- Membership Applications for approval:

Motion: To approve the following names for November 2023 WPIA BoD meeting minutes

- **Abigail (Abbe) Wainwright of SF, sponsored by Patti Schmidt & Nancy Fox**
 - **Liz Brooking of SF, sponsored by Patti Schmidt & Joanne Devereaux**
 - **Keith Rockmael of SF, sponsored by Gary Munoz & Donald DeLave**
 - **Vita Wells of Berkeley, sponsored by Nick and Emma Handel, & Joanne Devereaux**
- **Motion to Approve: Craig**
 - **Second: Melanie**
 - **All Approved**

ADJOURN – Meeting adjourned 9:06pm

Motion: To adjourn meeting at 9.06 pm

- **Motion to Approve: Craig Mark**
- **Second: Alan**
- **All Approved**

EXECUTIVE SESSION – (if needed)

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: Donald Delave