

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, March 13th, 7:00 PM
Via Video/Teleconferencing

AGENDA

Meeting called to order at **7:05** pm by President Alyssa Jorgensen

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

Board Members Absent: None

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

APPROVAL OF MINUTES

- February 13th, 2023 Board Meeting

Motion: To approve the February WPIA Board meeting minutes

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

PRESIDENT'S REPORT

- First two weeks of February were spent sorting out job responsibilities btw Don and Alyssa
- All committee chairs and staffing will rest with Don
- PCB, booking engine, website updates and messaging will rest with Alyssa
- March work party was productive
- Schwag for the inn (stickers, key chain, buttons)
- Hats will be ready in May
- Mark up is 100% (hats cost \$16 sell for \$32)
- Bart Bridge/Tommy Breeze are other suppliers under consideration

TREASURER'S REPORT

See treasurer report for more detail

Profit Loss

- WPI continues to make money. Wild apricot and quickbooks don't integrate well
- Check flow membership vs donations are parsed out
- O/N use fees for February were close to record levels
- Expenses in line with past
- Jim Parden is looking into ot pay structure and compliance for innkeepers
- WPI is breaking even as of first of year which is in line
- R&M is \$9k bit of an outlier (\$2k to Fire King and \$4k to Peter Levi)
- Propane – 50% increase price per gallon. Increased cost also due to cold weather.
- O/N use fees for February \$27,230.00
- \$300k is new target reserve for 12 months of on use fees

Given SVB failure, discussion on WPIA banking and savings accounts. Current cash is with Bank of Marin and Charles Schwab. All under FDIC and SPIC protection...current savings amount is \$260k Schwab is \$30k.

EXECUTIVE DIRECTOR'S REPORT (Don)

- One month into new role.
- Alyssa worked closely in dividing labor and job responsibilities
- Jim Parton working on employee handbook, updated HR manual and job description.
- Ongoing project

- Held Innkeeper meeting
- Shadowed Innkeeper for 3 days
- Pre delivery inspection to make sure the new stove will fit.
- All approved on stove install. Next step is to agree on the delivery date and coordinate with the electrician. (outlets for coffee and new stove elec and gas).

- Alyssa Joss Mark and Don conducted lease negotiation calls.
- Guest comments on parking updated info and parking instructions are cleaned up
- Sewing machine is back in hiker lounge for display
- Domestic water flow had been disrupted due to the inbox being clogged. MMWD cleaned it out and flow resumed. Will commence a maintenance schedule. WPI may want to make collection system improvements so the line remains clear.
- Due to snow, roads on Tam were closed. Unable to receive propane or accept disabled access.
- RR grade and stage coach as alternative routes
- Recology rep met at the inn to go over the trash disposal recommendations. No obvious improvements to the existing process
- Weather station needs to be repaired or serviced for wind speed and direction
- Training Thursday to help with the reservation system if ever needed.

NEW BUSINESS

Membership Update (Talia)

- Several new outreach efforts underway.
- Initiated contact with all lifetime members (190) – good response 59 replies 5 stepped down. 5 didn't realize they were taking another member's spot.
- Admitted 24 new members. Currently no wait list. Roster is shy of total 600 at 591
- Info will be in newsletter to encourage new members
- \$44k collected in dues. \$6k in donations
- Talia will reach back out in June to check back on lifetime member's desire to remain active
- Discussion surrounding whether we need to increase membership total to offset lifetime members. No action.

Upcoming Schedule (Alyssa)

- Spring Members Meeting- April 23rd at the inn. Want strong showing from the board. RSVP will go out to entire roster soon

- Old Timers Event- June 24 - Want new members to join in the event. May be mis labeled as there were a few confused as to the purpose of the event. To be an "Old Timer" one must have been a member for 20 years. Event is free for everyone. Intended to be a mixer for new and old members

- Board Retreat- August 19th - More information to follow but spouses and kids are encouraged to attend. Event is free. Will delegate food responsibilities at a later time.
- Fire & Safety Committee Chair – Current F&S Chair, Pete Martin, has been admitted to a skilled nursing facility. Co-Chair is Scott Halstead and will assume the full position. Alyssa will appoint Scott as solo committee chair. Discussion surrounding a way to recognize Pete’s many contributions to the Inn (PCB).
- Requests for Donation of Overnight Accommodation
 - Marin Humane Society
 - St. Anselm School
 - Mary Collins School at Cherry Valley
 - Rob Warren Leadership Foundation
 - CanDo! Education Foundation

Motion: To approve donation of overnight accommodations to:

- 1. Marin Humane Society**
- 2. St. Anselm School**
- 3. Mary Collins School at Cherry Valley**
- 4. Rob Warren Leadership Foundation**
- 5. CanDo! Education Foundation**

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

Discussion surrounding the qualifications to be eligible for donation regarding overnight stay. Policy as of 1/2019 Must be in Marin and a 501c3 associated with Tam (and affiliated with the watershed) or school and association. Questions surrounding use or value and equity

Motion: To approve overnight stays for charity auctions so long as organization is a 501c3, or connected to a school, and located in the Bay Area.

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

Intra-club hike in planning process (Patti)

- Patti working on coordinating a hike between tourist club and WPI.

OLD BUSINESS

MMWD Lease

March 7 MMWD Closed Session - Joss Hanna Spoke on behalf of MMWD (Summary below)
 March 21 MMWD Open Session – MMWD will vote on approval

Joss’ submission to MMWD board centered around four key areas where WPIA’s continued tenancy and stewardship of WPI is beneficial for MMWD:

1. **Dedicated Tenant** – WPIA is a non profit association of 600 extremely dedicated ppl who volunteer their time and donate their money to the maintenance and preservation of the Inn.

2. **Public Benefit** - WPI is open to the public for daytime or overnight use.
3. **Public Safety** – WPIA employs Innkeepers (property managers) who are on-site 24/7 and are trained to respond to medical or natural resource emergencies.
4. **Maintenance Insurance and Repair** – WPIA works tirelessly coordinating:
 1. Over 1,000 hours per year of volunteer labor.
 2. Ongoing maintenance of structure and systems by stable of licensed contractors.
 3. WPIA pays for liability and property insurance for the benefit of MMWD.
 4. Stewardship. WPIA commissioned a 30 year capital reserve study to assess and prioritize all future anticipated capital improvements.

Given the above, Joss urged the MMWD board to approve the lease renewal so WPIA can continue to be good stewards of the inn for another 20... or more years.

Post lease signing celebration?

Peter mentioned it would be good for WPIA to host a celebration regarding the lease with MMWD. Future date to be determined.

Open questions posed by MMWD regarding equity

Discussion surrounding WPIA and MMWD attorney requests regarding open items: Application process regarding WPIA being available to the general public vs solely being proposed by two existing members, financial hardship for member dues, and lastly, clarification of requirements in approval process. None were required for lease approval. MMWD would like to review the 30 year capital plan.

Motion: To approve lease 2.22.23 lease (most recent version) from MMWD

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

Patti is working on planning a “Joint club hike” with the Tourist club. Board supports Pattie pursuing such an event. More to follow.

ADJOURN

Motion: Adjourn March Meeting

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

Meeting Adjourned 9:01 pm

EXECUTIVE SESSION- to follow

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

Pancake Breakfasts: 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