

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, February 8, 2021, 7:00 PM

Via Video/Teleconferencing

### **FINAL MINUTES**

**AGENDA:** Meeting called to order at 7:05 pm by President Don Keeley

**Board Attendees:** Dan Ciccarone, Robyn Fisher, Nancy Fox, Michael Jefferies, Alyssa Jorgensen, Chris Marcuse, Jim Parton

**Board Member Absent:** Pete Martin

#### **Others present:**

- Wing Pepper – Secretary
- Mark Northcross – Treasurer
- David Durr - Head Innkeeper
- Talia Friedman - Membership
- Scott Halsted - Fire & Safety

#### **APPROVAL OF MINUTES**

- January 11, 2021 Board Meeting
- Motion to pass: Don
- Motion to approve: Jim
- Second: Michael
- All in favor

#### **PRESIDENT'S REPORT**

- Annual Meeting with MMWD
  - Annual meeting to present annual report to MMWD needs to be scheduled
    - With Shaun Horne and Crystal Yezman at MMWD
    - Meeting will be scheduled once we know what works for MMWD
  - Issues
    - Can we renew the topic of fire insurance?
      - They should take over the fire insurance cost
    - Lease re-negotiation process - WPIA wants to get this in process
- WPIA needs to create a Board Committee to propose lease renewal terms to MMWD

- 12/22 is confirmed as the contract expiration date
- We need a small “working” team to determine:
  - Optimal WPIA lease definition process - what’s our desired roadmap
  - Optimal WPIA terms for the new lease
- Bylaw Changes for April Members’ Meeting
  - Simple majority of spring or fall by-laws required
  - Two things we don’t do - as of today
    - We send a list of all members to all members every year with addresses and contact info (we want to remove this)
    - List of standing committees - one is called the “scheduling committee” to be hosts at the inn when Innkeepers are not there (remove this)
    - We need to get these ready for the april meeting and be ready to address any other changes we want
      - Recommend detailed review of the current by-laws
- Pancake Breakfast re-start
  - Get feedback from the county to see if this is even possible
  - Seems very difficult to do and almost impossible to execute
- Diversity
  - Create a new committee chair for “diversity and inclusivity”
  - Start with a 15-2- minute presentation to the board
  - Be a voice for under represented groups in our membership
  - Idea would be to plan 2 small events for the fall for minority groups from the outside
  - Present at March WPIA meeting

**TREASURER’S REPORT, Mark Northcross**

- \$205k in the bank as of Feb 8, 2021
- \$77k in five weeks since Jan 1

<b>WPIA Income January 1 to February 8</b>	
Overnight Use Fees	6,050
Membership Dues	7,455
Membership dues donations	2,880
Check donations	13,274
Paypal donations	34,345
FaceBook donations	13,281
Benevity Donations	100
<b>Total</b>	<b>77,386</b>

## OLD BUSINESS

- Reopening Update
  - Board Approval of Covid Reservations Policy
    - Last year we updated the reservation policy
    - Added the “flash sales” language
      - Motion to Approve: Dan
      - Second: Nancy
      - All Approve
  - Reopening Status
    - WPIA is open as of 2/2 in two household models
      - Mid week has been slow
      - Weekends through March booked
    - Reminder emails tend to lead to future bookings
    - Recommendation from David to open another day (monday) to add to volume.
      - Clean up is simpler as we learn and get further into this
      - David will check with innkeepers to get their take
      - Options
        - Stagger the dates for cabins and rooms if we need more options
        - The downside is we might give guest exposure to more households - tracing issues
        - We could also include a one-night option to fill the gap
- Fire Break Maintenance/MMWD Assistance
  - Skip to next month
- Fundraising
  - Members/Proposed Development Reorganization Plan
    - Dan is co-chair of the committee
    - Recruited WPIA members for fundraising committee
      - Urban, Vera, Dylan, Angela, Scott, others
    - Initial meeting set for 2/24
    - Sid Hartman call on 2/8 at marin community foundation to address legal issues
      - We want an “unrestricted fund”, not an endowment.
      - There are restrictions that come with endowment
  - Customer Relations Management Software
    - Participating in a “bootcamp” from the vendor Wild-Apricot (Personify is the parent company)
  - Branding Plans

- Move this to March
- Donation Summary since mid-2020 (see above Treasurer's report)
- Donation Acknowledgement Letters
  - Letters are going out soon
  - Discuss adding thank you gifts - like pankage breakfast aprons
  - Sponsor first responders as a thank you

## **NEW BUSINESS**

- Decision Criteria for undertaking non-emergency projects
  - We need to create a process and criteria to discuss and approve a non-emergency expenditures for a capital expense
    - Potential criteria
      - Balance all options with the Covid future
        - New variants on the virus may lead to a 3rd shutdown - so how do we decide?
      - What's a specific expense that we can't go above because we would be insolvent
      - Balance against uncertainties around future income streams
      - Balance against sizable repairs in the members lounge roof looming
- Members Lounge Roof
  - Board recommended changing the planning process for this roof issue....so it's no longer considered an "emergency" but a "necessity"
  - Permit and testing process needs to be done to get this going
  - Ross and Alyssa's team has a fix....and thinks it can be done. Will be able to keep the ceiling as it is - the same historical ceiling.
    - 25-30k price tag (rough estimate) for Alyssa's team
  - Discuss with MMWD if needed - but this is considered a repair
    - The right people need to go to the county (Unincorporated Marin)
  - Process
    - Alyssa needs plans
    - Make a concise cost estimate
    - Take them into the county
    - Make the repair
  - RECOMMENDATION
    - Next month decision
  - Along with Pete Martin in fire regulation (2 very big needs that can't be put off)

## COMMITTEE REPORTS

- *ADA Coordinator: Bob Newcomer*
- *Buildings & Grounds: Ross Asselstine & Urban Carmel*
- *Communications/Website Committee: Jan Gauthier*
- *Ways & Means Committee: **NEED COMMITTEE CHAIR***
- *Open Election Committee: Chris Marcuse & Lin Johanson*
- *Event Committee: Gail Shahan & Fran Rondeau*
- *Fire & Safety: Pete Martin & Scott Halsted*
- *Garden Committee: Kathleen Kopp*
  - *Garden is doing good - Carrots, celery, cabbage*
  - *Planting lettuce, broccoli going well*
  - *Fava beans planted everywhere*
- *Heritage/History Committee/ Historian: Fred Runner*
- *Housekeeping: Fran Rondeau & Bonnie Jones*
- *Water Tank/System: Bonnie Jones*
- *Membership: Talia Friedman*
  - *Sending out 70 letters for late dues*
  - *10 current waitlists*
  - *We should think about waiving the pancake breakfast or work party requirement to get people on the membership track*
  - *Also need clarity reinforced about what it takes to apply*
  - *Come up with new volunteer opps to drive acceptance*
  - *We will have to change the by-laws to have different acceptance terms but we can't ever let non-volunteer be the core of the membership quest*
  - *Next month discuss - alt membership criteria*
- *Mountain 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: Jennifer Greene*
- *Technology: Nate Lee*
- *Work Parties: Don Keeley*

## ADJOURN

- *Motion to Adjourn: Don*
- *Motion to Approve: Chris*
- *Second: Nancy*

- All Approved

**EXECUTIVE SESSION**

- During an Executive Session following the regular February Board Meeting, the Board voted to remove Ross Asselstine as Chair of the Buildings & Grounds Committee.
- This was done in accordance with Section IX(B) of the Bylaws.

**MOTIONS PASSED IN FEBRUARY 2021 MEETING:**

<b>Motion</b>	<b>Description</b>
Minutes	Approval of January Minutes
Reservations Flash Sales	Added the “flash sales” language