

WEST POINT INN ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, March 11, 2024 Via  
Video/Teleconferencing

**AGENDA**

Meeting called to order at 07:10 pm by President Mark Northcross  
Board Attendees: Ceci Van Voorhees, , Mark Northcross, Patti Schmidt, Melanie Leavitt  
Cantarutti, Craig Hill, James Hill, Allison Stockman, Alan Zimmerman  
Board Members Absent: Pete Karlen – joining late.  
Others Present: Joss Hanna (Secretary), Don Keeley (Executive Director), Chris Scheetz  
(Fire Safety)

- **APPROVAL OF MINUTES**
  - February 2024 Board meeting

**Motion: To approve the February WPIA Board meeting minutes**

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

- **PRESIDENT'S REPORT (Mark)**

\*Included in agenda...old or new business. Topics to be discussed: Fire Safety, communication, fund raising and member roof project.

- **TREASURER'S REPORT (Craig)**
  - \$7,500 donation toward roof project was received. Thanks to Jim Hill.
  - Prior month has been spent refining presentation and processes. Intent is report P/L perspective and budget given capital projects. Highlights include:
    - Membership +/- \$50k per year (consistent over past 3 yrs)
    - \$23k from Capital Campaign
    - Room rate increase continues to provide solid revenue. (\$300k ish)
    - Overnight Use Fees are \$8k up over last year at this time.
    - Capital expenses have slightly increased Y/Y (ie. R&M \$35k)
    - Supplies have remained constant with inflation.
    - Personnel continues to be a solid portion of expense. ED role included in the statement.
  - Current cash position is \$376k as of 2/29/24.

- **EXECUTIVE DIRECTOR'S REPORT (Don)**

- Most of the ED report is on the agenda.
- Innkeeper Rosanna Resigned. Personal reasons, only had scheduled 2 weeks this year so not a major setback from a scheduling perspective. Seven existing IK's with Carl expected Jorgensen expected mid-summer (pending resignation.) Recommending no new hires but will keep the wait list active.
- Fire King inspection → certify the extinguishers. Kitchen nozzles need new piping. Job should be finished by tomorrow (3/12).
- Potable water tank emptied again – suspect garden flow is left open. Waterflow meter will be installed at next work party.

- **OLD BUSINESS**

- 2023 Capital Projects Update
- Member's Lounge (trusses/sprinkler/new roof) - Don and James
  - BoD authorized contract execution with Jorgensen Engineering which is close to being finalized. Permit is the next step.
  - The framer contract is close to being finalized given insulation removal. Product will be staged in parking lot.
  - Fire King replaced by Todd Morris. Demo and replace just under \$11k. The roofing contractor will be coordinating with the framers and fire sprinkler installer.
  - Discussion regarding the protection of the existing wood floors and furniture. Member lounge should be adversely affected for only a short period of time (ceiling lift). Trades will not have much overlap.
  - Start-up is expected to be immediately after PCB in June. Jim suggested WPIA should notify guests after 7/8 that construction will be underway. Possible to have contractors stay at the WPI during construction?
  - WPI will be blocked off for 3 weeks.... work is scheduled for 2 weeks but could envision a situation where we would be over schedule.
  - Goal is to have contracts executed by April meeting. Jim will send an email to BoD summarizing scope and costs for approval.
- Venmo Business Account- Don setting up WPI Venmo account. Mark recommends that WPIA obtain a cell phone for Venmo and life safety.
- Development Committee- Mark for Pete - Adopt endowment investment and spending policy documents (8:30pm). Adopt investment and spending policy documents. Retain counsel \$5,000-\$7,500 to set up legal docs.
- Fire Safety - Chris Scheetz (Scott is on vacation)-
  - Scott provided a document for review on fire safety. The clearing of brush continues to be major thrust. Need to meet or

exceed state standards of 200' clearing but run afoul of the immediate proximity or adjacent to the inn.

- Recommend ember control. Screening under the foundations that are exposed. Limbing up the trees vs removal.
- Hardening of the structure vs saving for rebuilding fund (two extremes).
- WPIA should commission "scope of work and cost estimate" for the hardening of the Inn. (Mark and Chris will check on alternatives)
- Request is to get a comprehensive risk assessment with estimates to harden the asset with alternatives .
- The challenge discussed is the counter nature to the historical designation or character of the Inn. Fire King is going to national code for the fire maintenance/prevention.
- Suggest we have written protocol on fire prevention efforts. Scott recommended a Fire Safety Protocol. Hoods, Hoses, Extinguishers, etc. Thought is to have for future generations to continue process and store protocol on website or drop box. Don will address w/ Scott upon his return from vacation.

- Drop Box. (James, Craig, and Mark requesting access)

- **NEW BUSINESS**

- Emergency Communication (Don) Need ability for Innkeepers to communicate with first responders. Landline is costly and windstorm could wipe out all communications. Cell can be un-reliable. What is a solid reliable communication system in case of emergencies and all systems are down. Extender off IK wifi? Satellite? President would like to make this a focus for 2024. Craig will reach out to Garrett to understand the best alternative.
- Update accounting system to better handle "digital revenue" (Don and Craig)
  - Don setting up Venmo with QR code and description for reconciliation and cost accounting.

**Membership Applications for approval- Mary Orr of Alameda, Ca sponsored by Nancy Jordan and Donald DeLave; Grace Jiyun Lee of Oakland, sponsored by Alyssa Jorgensen and Renato Jose, Rhonda Davis of Oakland, Ca sponsored by Joanne Devereaux and Donald DeLave.**

**Motion: To approve the above prospective members for membership approval.**

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

**Motion: To adopt investment and spending policies for the endowment for approval (as distributed March 11, 2024).**

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

Motion tabled: To retain counsel to set up all documents for endowment fund with NTE \$7,500. Compliance costs are to be covered pro bono for a period. Craig suggested the Endowment Committee to convene and discuss ongoing maintenance understood.

- Requests for 3 donations of overnight at Inn (Mark) – Two schools and symphony. Mark will investigate further

**Motion: To approve an overnight donation to Petaluma School and hold off on Benecia Symphony of overnight at Inn**

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

- Request to make contribution to WPIA and designate a bench or picnic table or bench in memorial of lover of Mt. Tam and Inn (Mark)-authorized for further investigation towards donation amount. Precedent has been \$10,000 for such request.

**Motion: To continue to explore donation of picnic table with memorial plaque**

- **Motion to approve: Alan**
- **Second: Patti**
- **All Approved**

Request by MMWD with Together Bay Area to hold meeting and overnight stay for 2 nights at the Inn in September (Don)

**Motion: To approve the MMWD request for overnight whole inn booking Wed 9/18 and Thursday 9/19 in September – In conjunction with Together Bay Area.**

- **Motion to approve: Patti**
- **Second: Alan**
- **All Approved**

**Motion: To adjourn meeting**

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

**ADJOURNED 9:17pm**

**EXECUTIVE SESSION - No**

**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