

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, July 13, 2015 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:02 pm by President Fran Rondeau

Board Attendees: Jan Gauthier, Pete Martin, Bob Newcomer, Brenda Roberts (phone), Fran Rondeau, Olene Sparks

Board Members Absent: Joel Blackwell, Ward Flad, Fred Runner

Others: Bonnie Jones – Secretary, Gordy MacDermott - Membership, Wayne Koide - Policy & Procedure, Rose Sullivan - reservationist

APPROVAL OF MINUTES

Minutes of June 8, 2015 - Bob Newcomer made a motion to approve which was seconded, unanimously approved.

PRESIDENT'S REPORT

Election: Three outgoing members Ward, Pete & Jan (with Board President - Fran) are the nominating committee for Board elections. Three two-year terms can be served. All three current members are eligible for another term. Any member in good standing for one year can run. Chris will put details about upcoming election in the newsletter. Gordy noted that several new members have indicated that according to their volunteer interest survey they would be interested in serving on the board

Newsletter: Alison requests we submit all newsletter articles and images by July 20th in order to have them included in the August newsletter.

- Alison is looking for some ongoing help with the mailing portion of the newsletter. It entails very basic admin work for about 1-2 hours every other month. If you've come across anyone who'd like to be more involved feel free to send them her_way. Gordy suggested this request go out to all members in our ongoing desire to involve more people in the workings of the Inn.
- Pete suggested that we announce that we have a new alarm system in the newsletter. Pete will write up a summary.
- Gordy asked if we could do the newsletter quarterly instead of bi-monthly.

One Tam Map: One Tam map (mounted) was reviewed by Board. Several Board members pointed out that the map doesn't give trail mileage. It was felt that it is very difficult to interpret the map.

Membership: Any new membership policies have to be done by August.

Calendar: Do we want to have a Board meeting the same month as the Fall and Spring Members meeting. Discussion ensued. Consensus was to maintain current arrangement since the Members' meeting doesn't conduct Inn business.

Fran passed around the 2016 calendar and asked for immediate email feedback.

She noted that most if not all of the hosts are the ones from the past and it is not necessarily fixed for next year as Lin and others want more diversity among member volunteers.

Lin Johanson has taken on job of filling in calendar. If there are any events you want to host - send information to Lin Marcuse.

Lin is currently acting as our event coordinator so that information gets on calendar & website. For overnight events Rose will block out date, but hosts make arrangements for overnight reservations.

Fall meeting - one room is left for Board members. Everyone pays for their room & food (dinner & breakfast - base price - \$10-15). Jan & Wade will be hosts for Fall meeting.

Roster distribution: Anyone who requests the roster may receive it. This practice has not changed.

ADA Cabin reservation policy: Whole Inn bookings will include the ADA cabin. Bob suggested tracking for several months to evaluate demand and availability. Historic building requires only one ADA access point in & out of Inn. It was agreed by the Board to continue this discussion at next month's meeting.

Water Tank: Mike Swezy agreement - 8500 gallon tank. Fran asked for breakdown of costs. Brenda has been working on getting an engineer to help with the option to enhance spring. Understanding is that new tank is 100% is for Inn use. Fran will write up statement from WPI & have other Board members review. It was agreed that we need more information from Mike regarding scope of work and price breakdown in order to more fully understand costs.

Battery Back-up System Replacement: It was reported that a new battery back-up system could be as much as \$10K. Brenda reported that originally we bought used batteries. Brenda recommends a new system & not a used system. Rose offered to reach out to Tesla Corp regarding a process for a donation. Brenda Roberts made a motion that resolves that we are going to buy new batteries for back-up. Motion seconded and passed unanimously. The Board authorizes Pat & Rose to go ahead and investigate options and bring price to the Board for final approval.

Donation requests (if any): \$100

COMMITTEE REPORT

Treasurer's Report: Mark Northcross - (via email). Cash balance strong, more spending on ADA cabin & website. Profit level same as 2014.

Building & Grounds: Brenda Roberts – Brenda reported that three contractors came up to the Inn to look at the plans and will bid on construction of the new cabin. County sent email to MMWD about permit. Brenda will get three sets & pull permit with county (also attend to roof permit). Addendum to what was submitted 2.5 years ago. It was noted that we can submit as-built plans upon completion of project.

Communications/Website Committee: Jan Gautier -
Jan and Fran finally finished 11 weeks working with the new webmaster to put out the new website. Many suggestions have come in for additions and corrections. These are minor changes which will be

implemented soon. The login for members is “member.”

Changes include:

- Cosmetic - more colors, a font and format duplicating the newsletter
- Photos of each room and cabin,
- Expanded donation section.
- Section called news and events on the home page- Joel will keep it up to date

Note about email addresses - they were down for a while - now they are back up. Reservations are working.

Fran acknowledged Jan Gauthier for the tremendous amount of work she did making the website as accurate and complete as possible before going live!!!

Development Committee: Ward Flad - no report

Fire & Safety: Pete Martin/Joel Blackwell – Alarm system is up & running - Redwood Security -- no false alarms to date. Post sign on inside of door of each room - assembly area. Pete sent out the latest fire alarm safety instructions for the Innkeepers

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner/Linda Hulley - no report

Historian: Fred Runner - no report

Housekeeping: Fran Rondeau/Bonnie Jones -

- Fran purchased three more oval pancake breakfast serving trays and lots of new utensils and knives for the kitchen
- Bonnie and Nan Torrey sewed all new curtains for the Toby cabin.
- Bonnie & Fran are continuing to investigate options & prices for reupholstering Stickley dining room chairs. Idea – to generate donations for chair rehabilitation.

Membership: Gordie & Lynn Mac Dermott -

Mark Hoffman of Santa Cruz sponsored by:
Nita Winter & Joel Blackwell

Susan Reid of Pleasanton sponsored by:
Joel Blackwell & Jim Nikas

Fraser Jennings of Livermore sponsored by:
Jennifer Barclay & Joel Blackwell

Erin Walkenshaw & Thomas Roskoff of Fairfax sponsored by:
Rob Badger & Jennifer Barclay

Megan Agosto of San Francisco sponsored by:
Nita Winter & Jennifer Barclay

Mark Hoffman of Santa Cruz sponsored by:
Nita Winter & Joel Blackwell

Olene made a motion to approve members which was second, and all new members were accepted unanimously.

Newsletter: Alison Bricker - see above

Old Timer's Liaison: Marilyn Skaff - no report

Pancake Breakfasts: Chris Marcuse/Lin Johanson – went well 411 breakfasts. Great music. new grill fabulous. Used up all melons,

Personnel: Lin Johanson - no report

Policy & Procedures: Wayne Koide – Handout - reservations policy manual - changes in redline. Discussion ensued regarding member & guests and innkeeper impact.

Pete Martin made a motion to approve changes in Reservations Policies as presented, seconded, passed unanimously.

Reservations: Rose Sullivan – no report

Work Parties: Jennifer Barclay – no report

OLD BUSINESS

NEW BUSINESS

Several new potential policy changes were presented by Gordy, membership chair and Rose, reservationist.

Reservations: Rose Sullivan

One member requested to reserve a night with her horse and that she be allowed to deliver a bale of hay to the Inn - yes the horse is allowed but he/she must carry his/her own food up.

Discussion took place regarding new member and full inn booking policy. Rose explained current policy. New members cannot book whole inn for one year from the time of the membership. The policy is that there is no group discount for one year not just "whole inn booking."

New software update -- needs to transfer information within the next month & a half. Guests will be able to book multiple cabins on one reservation. Whole Inn booking process will change. Guest will have to book each room.

Membership: Gordy MacDermott – Board must make decision by October for changes to be implemented for 2016 membership renewal.

- Gordy reminded the Board that the late dues fee is \$35.00 but he would like to raise it to \$45.00 for both single and joint members. Consensus was not to raise late fee next year.
- He will no longer be phoning members for a late payment reminder. Members may not reinstate back to membership if their membership lapses.

- Our current policy states: if dues are not paid by Mar. 2nd membership lapses and person/couple will have to rejoin – including work party participation and recommendation letters.
- Recommended that entire procedure be reiterated in newsletter and that the procedure will be strictly adhered to.
- Discussion: roster distribution to everyone automatically - we did a separate mailing two years ago. Question to consider is the availability of email addresses. Proposal to make available pdf of roster list in Member's section. Option - membership renewal form - opt out. Can Member's information be made available to Membership? Question on annual membership for next year's renewal notice (2016).
- Lifetime membership - changing dues? No decision was made.

Olene moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned 9:15 pm.

Respectfully submitted,

Bonnie M. Jones

Motions passed	
<i>Topic</i>	<i>Details</i>
The Board resolved to buy new batteries for the battery back-up system.	The Board authorizes Pat & Rose to go ahead and investigate options and bring the price to the Board for final approval.
The Board approved changes in Reservations Policies as presented 7/13/2015	

Tally of Donations of mid-week overnight accommodation - 2015	
Month voted	Organization
January	Kiddo (schools in MV)