

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, October 9, 2017, 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 Bob Newcomer

Board Attendees: Jan Gauthier, Wayne Koide, Gordy MacDermott, Pete Martin, Bob Newcomer, Patti Schmidt, Olene Sparks

Board Members Absent: Fran Rondeau, Mark Northcross

Others: Wayne Koide - Parliamentarian, Bonnie Jones – Secretary, Suzie Adams Koide

APPROVAL OF MINUTES

Minutes of September 11, 2017

Gordy Mac Dermott made a motion to approve, which was seconded, unanimously approved.

PRESIDENT’S REPORT

Red Flag Closures: September has been a tough month for Red Flag closures. From August 31 through October 9 we lost 14 days of bookings. This brings our total for the year to date to 19. The October Pancake Breakfast was cancelled. Our budget assumed about 10 days. More flag days are forecast for Oct 8-11.

Report of Assault: On September 21st, the MMWD ranger reported to our innkeeper Peter Grazier that an assault occurred on the Matt Davis Trail (near the Nora Trail). A hiker encountered 3 bikers on the trail illegally and apparently confronted them. A verbal disagreement, elevated to pushing, then an all-out fight, resulting in the hiker being taken to the Marin General Hospital with minor injuries. We do not know the identity of the bikers, but this information to the President of Marin Cyclist and to Marin County Bicycle Club (MCBC) with the request that they get the word out to their members. Apparently, they had also received a ranger’s report. Peter reports that he has been seeing bicycle tracks on the Nora trail lately. A few weeks earlier Pat Williams had a minor verbal confrontation with a bike rider who was riding around the cabins. He was ready to take Pat on over this issue, but left when told that a ranger would be called if necessary.

Fence Repair: Marin Fence will be out soon (date TBD) to make necessary repairs on the gate. The erratic function is apparently typical of a faulty traffic loop detector. The MMWD will move ahead making the necessary repair/better installation of the loop detector. Likely is that we will be charged about half the cost.

Fire Road: Also on Sept 25th, Crystal Yezman and Carl Sanders from MMWD (and Richard Skaff) visited the Fire Road Gate and evaluated status of the fire road itself for its suitability for Disabled Persons driving to the Inn. There seems to be a belief that the current gate lock is not up to the task and that a better one will be acquired and installed (perhaps at no cost to WPIA). Whether the road gets

graded is an open question, but possible. Richard will be coming to Fall meeting. Bonnie and Bob will meet with Richard on Sunday morning to review Emig cabin appurtenances.

Smoke Detectors: This last week or so there have been a series of the smoke detectors going off in the inn at all hours of the night. The IKs and our Fire & Safety chair have aggressively pursued a fix on this. See Fire & Safety report below. Pete reported that the issue was with the CO detectors. They have since been replaced.

Donations Requests (if any)

TREASURER'S REPORT

Mark Northcross' – Use fees report was distributed. Revenue will be down for October because of Red Flag days. Bob has asked Rose for an occupancy report. Cash balance \$203,191 - above target > \$200,000. Emig fund agreed to cover full balance of cabin (\$210,000).

OLD BUSINESS

NEW BUSINESS

Fall Meeting Agenda: Fall meeting agenda (vote on bylaw changes, announce new board members, dedication of Emig cabin acknowledge key people, more...). Bob will report on progress this year. Bob will present financial report. Pete - Fire & Safety. Jan - Website/Communication. Gordy - Membership. Election report results. Emig cabin - Mike Swezy & Colin Claxon will be attending the Emig cabin dedication. Raffle prize.

Inn Pricing Structure: Preliminary discussion of rent pricing of the Emig Cabin, implications for Whole Inn bookings. Sub- committee conference call (Jan, Patti, Wayne). Now we have more capacity at the Inn for a Whole Inn booking, so it makes sense to raise the rates. Wayne also wanted the Board to consider that maintaining adequate revenue with increased expenditures may be an issue. How many Whole Inn bookings in a quarter/year – unknown at this point.

Considerations by committee:

- Two-person minimum/cabin. In reservations, but not in reservation policy – this discrepancy needs to be addressed.
- Whole Inn booking used to be \$700 (member). Now \$600. Need to be able to justify increased rate with numbers/facts if challenged.
- Makes sense to increase rate because of the addition of the Emig cabin - maximum 30 people/ now max will be 32 people.
- Is our revenue adequate? Proposal - Rate \$750 for members/ \$1500 for non-members. The Red Flag days have cut into revenue. PCB cancellation because of Red Flag days. Fire safety expenditures are increasing. The committee is not recommending raising daily rates for member or non-member bookings.

Is the Whole Inn booking harder on IK? Yes, if members rent the Inn. Need occupancy figures.

Are we going to increase because of Emig Cabin and are we going to increase when we have data? Bob opined that these rate increases still won't get us to the revenue targets.

Pete said to go forward - we aren't going to get occupancy number anytime soon. Bob brought up that the rates need to be approved by MMWD & there is outstanding concern about access by non-members.

Wayne suggested that Bob prepare members for rate increases at the Fall Members' Meeting.

Pete moved that the Board increase Whole Inn booking rate to: Members \$750/Non-Members \$1500 effective January 2018. Seconded. Gordy would like to table until next month. Discussion about details. Pete withdrew motion so that it can be considered next month.

Linens - policy manual - \$10/person. IK collecting \$20/person (not approved by Board). Bonnie will follow-up with Fran – Olene will get laundry cost information. Defer to next meeting when there will be a full quorum.

COMMITTEE REPORTS

Building & Grounds: Urban Carmel & Mark Cavagnero

- Remaining ADA tasks in the inn: installation of railings and pending fabrication. Tentatively scheduled for late October.
- Status report on planned maintenance activities for balance of year are now available in Drop Box (see attached).

Communications/Website Committee: Jan Gauthier —Working on updating the reservations website for Emig cabin reservations, having Red Flag Alerts added to webpage.

Development Committee: Suzie Adams Koide - Fall Fundraiser?

Recommendations of the committee are to have a major fundraiser suggest every other year, next one in 2019. A further recommendation is to include a donation box on the membership renewal form. The suggestion is to target donations to a “fire campaign” to make up revenue for fire closures/vegetation management. Aiming for \$5,000. Gordy asked the committee to provide the exact language to be included on the renewal form. Renewals will be sent the week after Christmas. The committee also would like to contact people whose names have been collected from the PCB raffle and ask them to contribute money to fire campaign and direct them to the website for donation. They will send an email the second week of November.

One other item is to schedule a donor event in either March or April - Tamalpais Valley Community Center. Who to invite? Donation list past three years, Lifetime members (80). Invite Fred to speak, hors d'oeuvres. Bob reminded the we need to be mindful about expenses - charge for event? The committee would like Board concurrence on the concept & date. Patti recommended that we include a suggested donation listed (range). Susie will report back to Board in November.

Election Committee: Chris Marcuse & Lin Johanson – Board ballots have been mailed.

Event Committee: Gail Shahan & Lin Johanson –

- Dedication & Promotion of the Emig Cabin is scheduled for October 15 in association with Fall memberships meeting. Colin Claxon, & Mike Swezy have been invited. A listing of key individuals instrumental to the development of the cabin and ADA improvements in the inn has been drafted (see attached). Any additions?
- Board Christmas party, second Monday of December—proposed invitation list is attached. The Christmas Board dinner this year will be Monday December 11 at 6:00pm in Novato at the Key Room at Homeward Bound. Gail Shahan will send out "hold the date" emails by November 1 and

will request an RSVP with entree choice and a check for \$40.00 to be received by December 1. We do not need a liquor license and will provide our own beverages. Once again, we are proposing to “comp” the innkeepers as well as to Carl Sanders, Mike Swezy, Colin Claxon, Marta Gomez, and Rose Sullivan. The estimated cost per person is \$70. WPIA would be obligated for \$30 of those dollars for all paying guests, and \$70 for each person who is “comp’d”—up to a total of 15 persons if IK spouses/partners are included (\$1050). Discussion ensued about including spouse/partners paid for by WPIA. Consensus was that the Board will “comp” IK & spouses/partners.

Fire & Safety: Pete Martin –

- Vote on Native Tree & Shrub Trimming or Removal Policy.
- Pete made a motion that Native Tree and Shrub trimming removal policy (below), seconded, discussion ensued. Passed unanimously.
Trimming, pruning or removal of any tree or shrub or other vegetation falling under the auspices of the WPI Vegetation Management Plan are coordinated by the Fire & Safety Committee and the Landscape Planning Sub-Committee.
Permission to cut, trim or prune any tree, shrub or other vegetation around any building, or anywhere within a 300-foot radius of any building, must be sought and approved by the Fire & Safety Committee prior to commencement of any work.
- In response to comments from inn visitors we would like to establish a landscape plan for replacing trees and other plants in some of the open spaces near the inn. We especially need plants that can provide shade to inn visitors. The committee would like to have funds to finance the services of a landscape expert to help us in this endeavor.
- Recent smoke alarm problems and solutions. Declan, has been in touch with Peter about the recent series of false smoke alarms. It seems that all of the CO detectors have five-year useful life and therein lies the problem. All five of the CO detectors have been replaced. Declan will call again to let us know if there is anything else having to do with the system. Special thanks go to Peter Grazier and David Durr for their efforts to address these problems.
- We have been contacted by Tyke Frazier, Risk Solutions Manager, AIX Group, a member of The Hanover Insurance GROUP in reference to their findings about the Inn’s conformance to certain standards for our fire safety system. Listed here are the concerns raised, and our proposed remediation steps and the documentation or other evidence they would like to see to confirm our actions. We have 30 days to respond to their concerns.

2017-08-001 Automatic Fire Suppression System Essential

Automatic Range Hood Fire Suppression System will be serviced on a *semi-annual* basis and certified by a qualified contractor. Please provide a copy of the inspection report and/or an invoice for this service.

2017-08-003 Missing Design Data Placard Essential

We will contact the fire sprinkler engineer who designed our system for the required hydraulically calculated sprinkler design data placard was missing and posted it on the fire sprinkler riser to verify that the sprinkler system has been designed properly for your occupancy. Please provide a photo of the placard in place as well as the report details.

2017-08-002 Service for the Fire Sprinkler System Essential

We will have a qualified sprinkler system contractor inspect and certify the Fire Sprinkler System every five-years. Test results will be recorded and the riser tagged. In the interim years, the MCFD fire inspector, who conducts the annual fire safety inspection of the Inn, will test and inspect the fire sprinkler system and record it in his inspection report. We will retain those reports in our records. Please provide a copy of the full inspection report.

2017-08-004 Class K Fire Extinguisher Essential

We will purchase a Class K fire extinguisher and mount in the kitchen area. A qualified contractor will service it annually. Please provide a photo of the fire extinguisher in place. You may also provide a copy of the invoice for this purchase.

Pete estimated that the above will be about \$2000/year annually. He also reminded the board that we have monthly charges & phone line - at least \$50/month - \$3000/year (with extinguishers). He will ensure that we respond to insurance carrier within two weeks.

Company for servicing extinguishers came up today (Red Flag) – he will revisit next week.

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner – no report

Historian: Fred Runner –no report

Housekeeping: Fran Rondeau/Bonnie Jones –

The Emig Cabin: Based on feedback from various guests it has become apparent that the new cabin will need some additional enhancements. Within the bedroom: One long shelf for extra bedding, one short shelf for personal belongings, and at least one set of hooks. The bathroom needs a small towel rack and shelf next to the existing sink. Cost for wood etc. is \$150.00. David Durr will install.

Also recommended is a sliding shower head and rod to replace the one that is fixed in place. The cost for the shower is unknown, but we have a plumber who will give us an estimate.

A Murphy bed instead of the aid's cot currently in the cabin is recommended. It would open up space and be a practical addition and cause less risk to damaging the floor. Mary's Futon will install for approximately \$600.00.

Reported on the water system filter replacement and the purchase of replacement parts. Bonnie and Peter Grazier have drafted a manual (with pictures) detailing filter replacement procedures.

Membership: Gordy & Lynn Mac Dermott – All eligible member applicants listed below were considered for membership and they will be placed on the waiting list (as of the inclusion of people listed below there are now 10 people on the waiting list).

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

Adrea Brier of Mill Valley sponsored by:
Gail Shahan, Jan Gauthier & Jennifer Barclay

Jake Riley of Corte Madera sponsored by:
Jan Gauthier, Fran Rondeau & Gail Shahan

Nancy Fox of San Rafael sponsored by:
Patti Schmidt, Jan Gauthier & Bob Newcomer

Laurie Gottlieb & Anjie Ro-Trock of San Francisco sponsored by:
Dean Woerner, Frani Cowan & Andrew Lowry

Bridget Clark of San Anselmo sponsored by:
Carolin Thurm, Maureen Parton & Nita Winter

Mountain Organization Liaison: Olene Sparks – no report

Newsletter: Alison Bricker – no report

Old Timer's Liaison: Marilyn Skaff – no report

Pancake Breakfasts: Chris Marcuse/Lin Johanson – PCB was cancelled due to Red Flag alert.

Personnel: Lin Johanson –

Housekeeper proposal is presented for Board consideration:

“Proposed that the Board approve a housekeeper position to assist in housecleaning tasks at the Inn. The person will work up to six hours either on Sunday or Monday, three weekends a month for a 6-month trial period, beginning *November through April (so that we will have two seasons of experience with this position)*. After this initial period the innkeepers, the board, and the employee will evaluate the position and its benefits for the innkeepers and a determination will be made whether to extend, modify, or abandon this program. Compensation is to be determined by the board and treasurer Mark Northcross, but the recommendation is that the *daily* rate should approximate the average daily rate received by the innkeepers.”

Discussion ensued regarding start date, number of times per month, number of hours/week and the need for this position.

Jan noted that the motion was too detailed and the motion should be streamlined and reference a job description. Bob will contact Jennifer to discuss the demonstration modifications being considered by the board. A final motion will be circulated by email & email vote during the next month.

Policy & Procedures: Wayne Koide – Report from the Special Committee on Rental charges (see above)

Reservations: Rose Sullivan – no report

Work Parties: Jennifer Barclay - The work party plans and accomplishments are summarized in the B&G report.

Gordy made a motion to adjourn, seconded, passed unanimously. The meeting was adjourned 9:24pm

Respectfully submitted,
Bonnie Jones

Policy Motions passed	
<i>Topic</i>	<i>Details</i>
<p>Trimming, pruning or removal of any tree or shrub or other vegetation falling under the auspices of the WPI Vegetation Management Plan are coordinated by the Fire & Safety Committee and the Landscape Planning Sub-Committee.</p> <p>Permission to cut, trim or prune any tree, shrub or other vegetation around any building, or anywhere within a 300-foot radius of any building, must be sought and approved by the Fire & Safety Committee prior to commencement of any work.</p>	Passed unanimously

Tally of Donations of mid-week overnight accommodation - 2017	
Month voted	Organization
January	Kiddo

Projects & Administrative Plans Completed for 2017

Development Program

- Goal for Donation Program was limited this year to ADA cabin construction funds from the Emig Trust. Final award was \$210,000.

Website/Reservation System

- Revised reservation web pages
 - Expanded content about ADA accommodations. This went live in October
 - Implemented a manual log for profiling ADA guest user. Computer generated reports from SuperInn began to be produced in November. These focus on whole inn bookings vs. individual bookings, and member vs. non-member status. The tracking of PWD use of the inn is done manually by the innkeepers' guest log.
- Develop promotion program for ADA guest recruitment. The initial phase (July thru October) contacted 15 disability organizations in the Bay Area counties, inviting them to have one or more staff stay in the Emig cabin. This served two purposes: it gave us feedback on the features (including furniture) in the cabin and inn, and it established a line of communication. The next phase (starting in November) is to work with several of these organizations to include articles or briefs about the Inn in their newsletters or blog.
- Develop and implement an ADA training program for Innkeepers and reservationist. This was done and completed in June.
- Review and update website content and photos as needed. This was completed and has been incrementally implemented over the year.
- Confirm Backup and cloud systems. This is ongoing
- Review Costs annually, ongoing.

Building and Grounds Projects

- The ADA accessible cabin, now known as the Emig Cabin was essentially completed in May, but some adjustments were made after the ADA compliance assessment in June. This delayed the County inspection process, but a Certificate of Occupancy was received from the Marin County Community Development Agency September 17, 2017. Reservations are now being taken.
- We developed plans for and implemented repairs throughout the inn that were recommended by the ADA Architect. The aim has been to bring Inn into compliance with ADA Regulations. Among the tasks completed are widening the ADA driveway, rebuilding the ramp from ADA cabin to lounge to correct slope, extend hand rails, rebuilt the front deck surface so that it has ADA compliant slope for the front door, installation of railings at path and stairs coming into the front of the inn is scheduled for later in October, modified the height of ADA lavatory and the placement of various fixtures in the public rest room, installed cane detection rail on some cabinets in the entry parlor, modified plumbing placement and the counter so that there is adequate clear floor space in the kitchen, and modified several tables on the deck to be ADA usable.
- Plans for an extension of East Deck using the existing pier system near the exterior bathrooms, and the building of a ramp behind Innkeepers quarters to the back of the deck

were submitted to the county and MMWD for a building permit. This was approved in July. Budget estimates and bids are pending. Construction has been shifted to 2018 or 2019.

- The board considered the problem of failing structural members in the roof over the lounge. We explored having a complete reroofing project over lounge/innkeepers' unit, but in the end settled on more modest modifications (e.g., adding supports to the trusses). These improvements are expected to extend the functional life of the roof and ceiling supports for a minimum of 5-10 years. Other planned improvements: reroofing, replacing copper lines to propane lights with gas line or stainless steel, and insulating the members lounge) have been deferred. (Copper lines react with propane and deteriorate, not with stainless steel.)
- The shower was removed from the public restroom: we capped off water lines and built storage area.
- The public restroom doors were replaced with exterior doors (the existing doors were for interior use and were failing).
- Reroofing of the storage shed has been deferred.
- Installation of a fan system for the hood at kitchen stoves has been deferred to 2018. A temporary placement of a fan is being used during pancake breakfast.
- The glass panes have been replaced in the members lounge
- Roof leakage into Events closet has been repaired.
- The south facing doors have been replaced in the Rustic Cabins

Fire & Safety Programs

- The Annual Defensible Space Maintenance continued to work toward a 300 ft. clearance goal around all inn structures. The zone between 200 and 300 feet requires much less intensive thinning. We currently are approaching 200 ft. At each work party is a small group of dedicated volunteers works on fuel reduction and maintenance of areas already treated.
- Each year we hire, with assistance from MMWD, a professional crew to work five-full days for defensible space fuel reduction. This year, with the high heat and winds, the board has voted to add an additional week of professional service in 2018.
- Two trees were removed from the Inn's perimeter. One was leaning over the inn; the second was dying from a beetle infestation. We will be developing a "reforestation" plan to strategically replace the trees that have been removed with native trees acclimated to our area.
- A strobe light alarm was installed in the Emig Cabin, and a strobe light and horn will be installed on the exterior of the innkeepers' cabin to alert the outer cabins.
- Risk Solutions Service conducted a survey of the fire safety systems in the Inn with a specific focus on the kitchen. They made a number of recommendations which have since been addressed:
 - Automatic Range Hood Fire Suppression System will be serviced on a semi-annual basis and certified by a qualified contractor. A copy of the inspection report and/or an invoice for this service serves as documentation.

- We contacted the fire sprinkler engineer who designed our system requesting the required hydraulically calculated sprinkler design data placard which was missing. Placards have been obtained and posted it on the fire sprinkler riser to verify that the sprinkler system has been designed properly for our occupancy
- We will have a qualified sprinkler system contractor inspect and certify the Fire Sprinkler System every five-years. In the interim years, the MCFD fire inspector, who conducts the annual fire safety inspection of the Inn, will test and inspect the fire sprinkler system and record it in his inspection report. We will retain copies of these inspection reports in our records.
- We have purchased a Class K fire extinguisher and mounted it in the kitchen area. A qualified contractor will service it annually.
- Installation of Booster Pump for Sprinkler & fire hose lines was considered, but tests of the water flow found that the pressure was sufficient even with two hose lines in use.
- A further hydraulics study of the flow and pressure available for the existing sprinkler system has been deferred. It will be done only if we put a booster pump is in place.

Housekeeping Activities

- Following is a listing of the items acquired this year.
 - Purchased 5 double mattresses and protectors
 - New slip covers for hikers' parlor chairs (in process)
 - Outdoor furniture repair
 - Purchased furniture and blinds for ADA cabin
 - Purchased different color sheets for guest rental
 - Purchased miscellaneous bedding as needed
 - Purchased kitchen supplies as needed
 - Laundry services
 - Water testing and filtration system supplies and equipment acquisition and installation
 - Miscellaneous supplies (including toilet paper)
 - Scheduled chimney sweeping (2 x yearly), and with the work party filled the wood shed with firewood
 - General Inn needs: medicine closet, cleaning supplies, liquid soap, computer supplies/maintenance
 - Purchased Hikers' water, and food stuff for our honor store
- *Update what we plan to do with the Assistant IK role.*

Historic Activities

- Select 4 rooms to give historic names; complete frames and documents for each room—no action was taken on this.
- Our historian was consulted on the ADA remediation plans for the inn, and organized a successful Heritage night for members and the public.

- The inn was recognized by the Native Sons of the Golden West for its listing on the National Register of Historic Places.

Work Parties (11 per year)

- Conduct minor repairs, brush clearing, cleaning and painting inside and outside the inn and cabins. Crews average about 60 individuals per month. Expenses about \$380 a month for food/fluid for the work crews. There are also miscellaneous work supplies.