

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, July 11, 2016 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:09 pm by President Fran Rondeau

Board Attendees: Jan Gauthier, Pete Martin, Bob Newcomer, Brenda Roberts, Fran Rondeau, Fred Runner, Olene Sparks

Board Members Absent: Ward Flad, Gordy MacDermott

Others: Bonnie Jones – Secretary, Mark Northcross - Treasurer, Pat Williams - Innkeeper, Rose Sullivan - Reservationist

APPROVAL OF MINUTES

Minutes of May 9, 2016

Bob Newcomer made a motion to approve which was seconded, unanimously approved.

Minutes of June 13, 2016

Pete Martin made a motion to approve which was seconded, unanimously approved.

PRESIDENT'S REPORT

Business Cards - Business cards and brochure completed.

We now have 1000 brochures and 500 business cards. We are using the same printer as the newsletter WIGT in Mill Valley- \$452.00

New Innkeeper Signs -David Durr has made handsome signs that identify the innkeeper on duty.

Bats - wild care inspection took place- bats beneficial to the environment.

Fran suggested purchasing screens for guests to use if they wish- Gordon took measurements and suggested wooden framed ones.

Photos of Inn for insurance documentation - Mark Schwartz will photograph the Inn for insurance. Focus on the internal finishing of Inn.

Ovens - The ovens were inspected, cleaned, and thermostats recalibrated. They should be working better than ever. Mark noted that they don't get over 250-275 °F. Pat noted that oven temperature is correct. The plan is for an annual inspection.

COMMITTEE REPORT

Treasurer's Report: Mark Northcross - P&L Quick books - enhanced expenses, but still making money. Refunds increased. Cash position increased. Overnight use fees on same pace as last year.

Worker's Comp will write a policy for non-profits run by volunteers (i.e., work party). About \$2-3K/year to buy a Worker's Comp policy for work parties. Probably some tracking & paperwork will be required. Mark asks the Board to consider taking out this policy. Questions about certifying work party participants (i.e., sign in). Brenda estimates that work party donate \$38-40K/year.

Building & Grounds: Brenda Roberts – Delivered deck plans to County last month, paid permit fees \$900. Delivered site plans - on Bill Kelly's desk. Engineer's stamp on deck plans. Permit still on Bill Kelly's desk - hasn't been released. Sent an email to contractor - revise bid. She provided him with deck plans. Bid for septic system - trenching etc. The pieces are in place to develop a budget for the Emig Fund. September - for construction. Maybe late August. Talked to another contractor - roof member's lounge. All this will disrupt reservations etc. Completed in 6-8 weeks. Public bathroom doors will be replaced. Dutch doors for Cabins 2, 3 & 4. Rebuild in cabins 3 & 4 exactly like cabin 2. Pull doors & taking to Booneville rebuild. Brenda has located old glass for the doors.

Discussion ensued about automatic door opener.

Communications/Website Committee: Jan Gauthier - distributed - discount the Mountain Hardware Employee Store in Richmond for members - will not be added to website. Alison will send announcement to members about offer. Discussion ensued about some issues with reservations & glitches with calendar. Gail has offered to review/cross-check. Remind Rose when there are upcoming events to prevent reservation issues. Jan will double check with Rose regarding blocked out dates.

Development Committee: Ward Flad - submitted by email

- 1- We are on track for a fundraising mailing to members to go out in early Sept. Suzie Koide is shepherding this effort.
- 2- At the same time, we are planning an email fundraiser to the non-members with a connection to the Inn, via their attendance at PKBs and signing the guest register during overnight stays. This is part of our beginning outreach to the community at large. Suzie and I are creating this email, and I have requested the assistance from Jan, and also our webmaster to be sure we are compliant with general standards for email solicitations.
- 3- There is a major omission in the Support the Inn section of our website, that we will need to correct to allow donations in the name of specific persons, projects and events, as well as large scale donations of property and securities. The final common Donation Forms were never added to the website (see attached for the draft forms that Scott and I created before he resigned from the process). I have asked Jan to contact me regarding this process

Election Committee: Need names & terms for election - next meeting.

Fire & Safety: Pete Martin – Preliminary Board discussion about updates to alarm system. Pete will present report at August Board meeting.

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner - Fred will give a presentation at the Elks Club - railroad - model & mountain railroad.

Historian: Fred Runner - no report

Housekeeping: Fran Rondeau/Bonnie Jones - purchased bed frames. New blinds in Honeymoon cabin.

Membership: Gordy & Lynn Mac Dermott -

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

Darla Jan Holst of San Rafael sponsored by:
Frances Sullivan and Gary Grimmett

Libby Dietrich of Sausalito sponsored by:
Frances Sullivan and Gary Grimmett

Colette Ireland of Homer, Alaska sponsored by:
Sandy Stadtfeld and Cindy Shaw

Danny Yadegar of San Francisco sponsored by:
Sandy Stadtfeld and Nita Winter

Approved by electronic vote:

Laura Wittman and Joshua Marker of San Francisco sponsored by:
Blanche Crabe & Gary Munoz

Asha Mc Williams of Kensington sponsored by:
Jennifer Barclay & Sara Byruck

Scott & Lisa Halsted of Mill Valley sponsored by:
Jennifer Barclay & Chris Marcuse

Marcus Sandberg of San Francisco sponsored by:
Carol Di Benedetto & Ken Malvino

Jessica Jacob & Zac Townsend sponsored by:
Jennifer Barclay & Olene Sparks

Mountain Organization Liaison: Olene Sparks – We secured an Alpine Grant for \$2000.00. The Board would like to encourage communication with Mt Play for support next year.

Newsletter: Alison Bricker - no report

Old Timer's Liaison: Marilyn Skaff - no report

Pancake Breakfasts: Chris Marcuse/Lin Johanson – 532 breakfasts \$5252 - flood in morning & fire in the evening.-Patti Schmidt advertised PCB on Spingo- this is-a trial to see if it made a difference on the July pancake breakfast which usually serves 450 people cost \$80.

Personnel: Lin Johanson - Training a new innkeeper (Alex Edwards). Pat suggested another promising recruit.

Policy & Procedures: Wayne Koide – no report

Reservations: Rose Sullivan -

Toby cabin - policy - We add to confirmation email a notice that the party might be moved to another room/cabin if an ADA-certified person rents this unit. Rose has not had a problem to date. Toby cabin is not available for ADA priority when there is a whole-inn booking. It was suggested that we include additional information to the website.

Q - Is the Toby cabin identified as ADA cabin on website? Yes.

It was recommended that policy be very clear when the new ADA cabin comes on line.

It was recommended that we review state policy to ensure compliance.

Brenda suggested that we hold ADA cabin (new) until one week prior to occupancy. Rose reported that this won't be able to be automated.

New ADA cabin will have a queen bed & single for companion.

Pat recounted various accommodations that innkeepers have done in the past for disabled guests.

Rose will write up disclaimer for website & will send to Jan.

After dark arrival of guests – This is happening more & more. Typically members are the worst offenders. MMWD does not allow hiking 30 minutes after sunset.

Fran has language that she has sent to members that have arrived after dark. She will refine for the confirmation letter.

Pat suggested that if a guest shows up after dark that a fine will be imposed - in policy. Pat reviewed existing practice - innkeepers call MMWD if guest is late (after 9:00pm). Discussion about extenuating circumstances (flat tire etc) in terms of imposing fine.

Disruption to other guests - kitchen closed after 9:00 pm - need to add to policy.

Keep fee schedule simple. Wayne should be involved with the development of fee schedule.

Bonnie will develop chart showing time by which guests must arrive.

Need to revise system: - ADA & member use. Rose thinks in September she will have extra time to work on this project. She will track the time for this project. Super Inn can do many things. Rose will always have to check roster to confirm membership. There are some big changes when we roll-out the new version. Whole-inn booking the guest will have to indicate all rooms.

Jan worked with a member that has ideas for condensing reservation portion of website.

Work Parties: Jennifer Barclay - no report

OLD BUSINESS

NEW BUSINESS

Water Tank - Pat Williams has been communicating with Fran about water tank. Chlorinator installed incorrectly according to manufacturer. Pressure relief valve releases inside vault. Releases chlorinated solution into vault. Innkeepers are going through a lot of chlorine because of the need to empty container into vault. Plumbing issue - Brenda suggested that we ask our plumber for a quote. We need to generate a proposal for addressing problems & solutions, and make sure that we log in problems or chlorine-related injuries as this may have Cal OSHA implications

Olene suggested that Fran write a letter to MMWD regarding concerns. Fran and Bob will meet with Mike Swezy to discuss our concerns.

Need in writing from manufacturer about incorrect installation.

Mike Swezy - suggested that Pat talk to Alicia (MMWD designer).

Environmental, Health & Safety issues. Extra expense due to excessive chlorine consumption.

Pat and Bonnie will form sub-committee to address issues.

Chimney Liner – Various options listed below

Line chimney with welded SS - will reduce size. \$10K + (does include a new fire box)

Line with cement then ceramic cement. \$6K+ (does not include fire box)

Install wood stove insert & steel flue. Jotel insert - donate wood stove - \$2.5K including flue. Safest, less chance of chimney fire. Insert can be recessed into fire box.

Brenda noted that we need complete bids for evaluation & discuss pros & cons. Brenda noted that the Board's duty to preserve the Inn & this needs to be considered in making the decision. Brenda will develop a chart to compare price, pros & cons, environmental concerns, meeting historic aspects of inn.

Olene brought up that this might be a good project for the development committee.

When the rest of the information comes in, Pat will send information to Board members.

Fred - found an article in *Old House* regarding chimney repair - summarized different approaches. One approach strengthens chimney (reinforced) and provides a smooth surface to prevent creosote deposits. Would improve strength & air flow (uniformity). Cast in place.

Fred Runner moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned at 9:57 pm.

Respectfully submitted,

Bonnie M. Jones

Motions passed	
<i>Topic</i>	<i>Details</i>

Tally of Donations of mid-week overnight accommodation - 2016	
Month voted	Organization
March	Spark (Larkspur Schools)