

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, January 13, 2020, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

FINAL MINUTES

Meeting called to order at **7:00** pm by President Chris Marcuse

Board Attendees: Bonnie Jones, Don Keeley, Wayne Koide, Jim Parton, Johanna Sistik, Nancy Fox, Pete Martin

New Board Members: Nancy Fox, Pete Martin, Clare Wellnitz

Board Members Absent: Clare Wellnitz

Others present: Jean Jefferies – Secretary
Ross Asselstine- Buildings & Grounds

FIRST ORDER OF BUSINESS

- Installation of new Board members
- Election of President- Nominate Chris Marcuse. No other nominations. Move: Wayne; Second: Jim; All in favor. Chris Marcuse elected.
- Turnover of meeting to new president
- Election of Vice President and Parliamentarian
Vice President- Nominate Don Keeley. No other nominations. Move: Chris; Second: Bonnie; All in favor. Don Keeley elected.
Parliamentarian: Nominate Johanna Sistik. No other nominations. Move: Chris; Second: Jim; All in Favor. Johanna Sistik elected.

APPROVAL OF MINUTES

- November 11, 2019 Board Meeting: Motion to approve: Jim; second: Bonnie; All in Favor.

PRESIDENT'S REPORT

- Electrical/Solar System

-Aloha Electrical will have remote access once the hookup needs are met

-Rick (with Aloha Electrical) was able to work out battery replacement with Outback (battery manufacturer) as the batteries are still under warranty

-trees in the area will be topped off to increase solar capacity (Bob's Tree Service)

-Ross used a load meter to assess appliance energy use at the inn; as suspected, the freezer uses 30-40% of the load; the microwave is a significant demand but very infrequently and the alarm system, boiler/heat for Emig and the refrigerator collectively will not tax the system like the freezer.

Recommendation: during the months of January, February, and March when solar collection is down turn off freezer; this should alleviate the demand on the generator which oftentimes kicks on around 5am. Unless it rains for 2-3 days the inn should be operating without the generator.

- Pancake Cost Change - \$12/\$6
Move to increase pancake fees- adults \$12 Kids \$6: Jim; Second: Johanna; All in favor
- Water: Bonnie will be doing work on adjusting the range for the chlorine residual (increase a little); it is now past the first rain so there is the need to adequately chlorinate the tank.

TREASURER'S REPORT, Mark Northcross

-Cash position about \$18,000 less at the end of 2019 versus the beginning of the year; this is about equal to the extra dollars spent on capital projects in 2019 compared with 2018. This was planned so no surprise.

-Overnight use fees for 2019 is \$203,000 (after refunds) compared to \$206,000 for 2018. Despite near record rains at the beginning of the year and red flag events in the fall it was a very successful year.

-Mark will work up a budget to present at the February board meeting. The projected capital budget for 2020 will be around \$45,000 which should not draw down the reserves further.

-Discussion: raising member dues; it was decided to consider this at a later date since the WIB increased rate just went into effect January 1, 2020 (let that settle in first).

OLD BUSINESS

- Fire Hardening Paper

-see attached six-page report from the Fire Safety Committee and Buildings & Grounds Committee (Pete, Scott, Urban, Chris, Mark and Ross).

-should the inn burn to the ground Ross is compiling documentation of the inn; Ross has taken measurements of all the buildings, all the openings and step risers. Elevations have been done by an architect. Next, photo documents of all walls, ceilings, interiors and exteriors; all of this documentation can be used for drawings to replace the inn. Pete pointed out the importance of the inn as a historic treasure which would likely factor in garnering support for rebuilding the inn while enhancing fundraising efforts.

-Evacuation plan is being updated; egress protocol is being worked on; Old Stage Road down to Pantoll is the shortest option down.

-consider building a fire refuge on-site.

- Freezer Update
 - small claims court paperwork has been submitted
 - Jim, Fran, Bonnie, Don will meet a week in advance of the court hearing; this situation should be wrapped up by the end of February.
 - \$35 to take damaged freezer to the dump
 - Jim has gone inactive as an attorney with the State of California Bar; all of his statements are now matters of personal opinion rather than legal advice.
 - Executive Session- motion to resume discussion in executive session: Chris; Second: Johanna; All in Favor.
- New Booking Policy “cleanup”
 - Bonnie tried the new online reservation system and found some inconsistencies; she will work with Nate (technology chair) to fine-tune the reservations system.

NEW BUSINESS

- East Deck Replacement
 - See attached concept plans for deck rebuild options/proposal for discussion
 - Four plans appended: existing deck, permitted deck, big deck and stepped deck.
 - agreed to remove ADA ramps and screen it off at this time; will repurpose the redwood for future projects.
- Music on the Porch
 - Will discuss at a future board meeting.
- Epinephrine (Epi) Pens
 - current Epi pens at the inn are due to expire/needs new prescription if want to replenish and have on-site. Decided not replace as those individuals needing an Epi pen should bring one when they visit.
- CA BOE Payments for Fundraisers
 - will discuss with Mark

COMMITTEE REPORTS

Buildings & Grounds: Ross Asselstine & Urban Carmel

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

Election Committee: Chris Marcuse & Lin Johanson

Chris reminded the 3 board members finishing their term at the end of this year should begin finding a candidate to run to replace them.

Event Committee: Gail Shahan/Fran Rondeau

Crab Feed February 9, 2020

Chili Cook-Off March 15, 2020

Heritage Nights April 24&25, 2020

Fire & Safety: Pete Martin
Vegetation management within the horseshoe is complete. Christy Neal recommends 200-foot defensible space around the Inn and buildings; this would require hiring professionals and necessitates further discussion with MMWD to negotiate their monetary contribution.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau/Bonnie Jones
Mattress Replacement for 3 double beds in the inn has been done; no current needs for other mattresses. Working on laminated signs stating better/sanitary cleaning steps in the kitchen (dishes, utensils, drying techniques).

Water Tank/System: Bonnie Jones

Membership: Gordy & Lynn MacDermott
Dues in by February 2, 2020

Nicolle Austin of SF, Sponsored by: Lin Johanson, Chris Marcuse & Eileen Sullivan

Hilary Platt of Berkeley, Sponsored by: Caroline McDowell, Kathy Harris & Don Keeley

James Hill of San Francisco, Sponsored by: Don Keeley, Carol Saetori & Nancy Fox

Cassandra Benjamin of Oakland, Sponsored by: Nancy Urban, Alyssa Jorgensen & Susanna Czuchra

Chris Scheetz & Dianne Driscoll of Richmond, Sponsored by: Kathy Harris, Deborah Fleischer & Tim Sarter

Laura Winter of Fairfax Sponsored by: Molly Casey, Talia Friedman & Rye Jorgensen

Motion to approve applicants to the wait list: Wayne; Second: Jim; All in Favor.

Mountain Organization Liaison: Olene Sparks

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

Personnel: Lin Johnson/Fran Rondeau

Innkeepers all appreciated the end of year bonus'

Policy & Procedures: Wayne Koide

Reservations: Jennifer Greene

Technology: Nate Lee

Work Parties: Don Keeley

EXECUTIVE SESSION

Open meeting was adjourned at 9:09pm; Move: Johanna; Second: Jim; All in Favor

Respectfully submitted,

Jean Jefferies
Secretary