

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS SPECIAL MEETING**  
Monday, September 28, 2020, 7:00 PM  
Via Video/Teleconferencing

**FINAL MINUTES**

**Meeting called to order at 7:04 pm by President Chris Marcuse**

**Board Attendees:** Nancy Fox, Bonnie Jones,, Don Keeley, Pete Martin, Jim Parton, Johanna Sistek

**Board Members Absent:**

- Alyssa Jorgensen
- Clare Wellnitz

**Others present:**

- Wing Pepper – Secretary
- Mark Northcross - Treasurer
- Ross Asselstine - B&G Committee
- Fran Rondeau - Events/Housekeeping Committees

**OLD BUSINESS**

- Financial Picture/Fundraising Ideas - Discussion on fundraising process
  - Media contacts/awareness - per Pete's memo on public awareness
  - Timing: when to send notes to members?
    - Plan a "roll out" in mid-November as one integrated campaign - to identify all the levels and all the needed benefits (swag, etc)
  - Do we declare numeric value of board donations?
    - Many board members feel it's unfair to declare the amount given by each board member
    - Or do we say the "board" raised X amount of money - in aggregate
    - The key is to not get hung up on amounts and get as many people - in general - as possible to donate
  - Messaging
    - We must be crystal clear about what we need financially from donors
  - MMWD

- Be sure to alert MMWD on the fundraising process
  - Donation incentives - per Johanna's recommendations
    - Recommend raising during the members meeting
    - Is there a level above \$10k?
  - Non-members
    - Have to decide who to target and when to reach out
      - Does the board need to address this at a later date?
    - Idea: Pull from our booking software who are repeat visitors but not members
      - Check with Jennifer Greene to see if this can be done
  - SWAG
    - Johanna to see if old logos are available to make apparel, mugs, etc
  - Members meeting
    - Zoom monitor meeting - Wing/Mark to help facilitate
    - Chat input from members and attendees
    - Add facebook integration - see the capabilities
  - Decisions
    - Chris to discuss at members meeting
    - Johanna and Nancy in reserve to support
    - Announce 100% board participation - but board will actually give later
- Reopening Committee Update & Plans (site specific protection plan)
  - Sent out to all board members
  - Checked with local, county and state guidelines and were told we are in compliance
  - Plan: 4, 3-night bookings per week, 2 groups at any one time.
    - A group is a family pod - they must reside in the same household
    - Kitchen cleaning between uses
      - Process is outlined in reopening plan
      - Recommend putting a door between hikers lounge and kitchen - temporary
    - Cleaning
      - The Innkeeper should not have to do much. We are asking our members to clear and we are going to clean.
      - Question: Do we assess clearing fees to overnight guests who don't comply? If so, how much?
    - Need to confirm:
      - Why can't we rent cabins - will be the big question
      - Can two different households cook simultaneously? - if the county is good with this? - we have to check to make sure

- See if we can get the \$ thresholds we are expecting - given that a “family size” may be smaller than the room requirements
- Test opening
  - Planning a short-term trial run as a prep to open. Thinking this coming weekend (10/2-4 - or weekend after depending on smoke)
- Real opening Target
  - Tuesday October 20 - December 1 - for phase 1 bookings
- Staffing
  - Jennifer Greene will not be brought back - at this time
  - Alyssa, Patty, and Nancy will help and fill these roles
- Also recommend researching storage locations - if in tubs they can be in a cabin to keep bats from getting into bedding and food.
  - Also check off-site storage sites
  - Create a specific “bin” allocation for each group to determine how they manage the bins, put them back together
  - Set up a cleaning committee
- Motion approve: Johanna
- Second: Jim
- All Approved

## **NEW BUSINESS**

- Fall Meeting Preparation (from above)
  - Mass Zoom Call
  - Participant Rules of Conduct
- Membership Renewal Letters
  - Discuss in board meeting in two weeks

## **COMMITTEE REPORTS - all discussions moved to next board meeting**

- ADA Coordinator: Bob Newcomer
- Buildings & Grounds: Ross Asselstine & Urban Carmel
- Communications/Website Committee: Jan Gauthier
- Development Committee: Suzie Adams Koide
- Election Committee: Chris Marcuse & Lin Johanson
- Event Committee: Gail Shahan/Fran Rondeau
- Fire & Safety: Pete Martin & Scott Halsted
- Aluminum Covering Idea
- Garden Committee: Kathleen Kopp
- Heritage/History Committee/ Historian: Fred Runner
- Housekeeping: Fran Rondeau/Bonnie Jones

- Water Tank/System: Bonnie Jones
- Membership: Gordy & Lynn MacDermott
- 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
- Policy & Procedures: Wayne Koide
- Reservations: Jennifer Greene
- Technology: Nate Lee
- Work Parties: Don Keeley

#### **ADJOURN**

- Motion approve: Chris
- Second: Jim
- All Approved

#### **EXECUTIVE SESSION ( approved)**

#### **NEXT STEPS**

- Add here