

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, May 9, 2016, 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

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

Board Attendees: Ward Flad, Jan Gauthier, Gordy MacDermott, Pete Martin, Bob Newcomer, Fran Rondeau, Olene Sparks

Board Members Absent: Brenda Roberts, Fred Runner

Others: Ward Flad – Parliamentarian, Bonnie Jones – Secretary, Mark Northcross - Treasurer, Jennifer Barclay – Work Party Chair

APPROVAL OF MINUTES

Minutes of April 11, 2016 - Pete Martin made a motion to approve the Board meeting minutes which was seconded, unanimously approved.

Spring Members' Meeting 2016 Minutes – Bob Newcomer made a motion to approve the Spring Member's meeting minutes which was seconded, unanimously approved.

PRESIDENT'S REPORT

Newsletter: Deadline for the next newsletter is May 16.

Storage Unit: David and Fran will go to our storage unit and measured the size and made plans for future organization of the boxes. David will install some shelves. Jennifer has a volunteer that can help organize the storage unit.

Calendar: 2017 calendar was passed around. Fran proposed setting up calendar five years in advance as much of the events are annual (actually Joel proposed that a few years ago) - Gail has already started to populate next year's calendar. These out years can be posted on website. Fran distributed the 2017 calendar for review.

Grant Proposal: Alpine Club grant proposal- Tim Aaronson and Olene Sparks did research on setting up a weather station and also interviewed Pete Martin, Pat Williams and Carl Nolte. The proposal was submitted last week.

Water Tank: Water tank meeting summary- The Board received Bonnie's report on the meeting of April 25 in which Chris Nanney agreed to do the requested extra testing. Discussion ensued - Options for going forward - revamped carbon filtration system.

Netflix filming: The film crew arrived this morning at East Peak. Filming will take place May 10 through May 12. Sense Eight - Sci Fi movie. The Inn will be closed for those three days. Fred and Pat will be at the Inn all three days, Pat will work as innkeeper and Fred will work in his professional capacity with the crew. All displaced guests were very cooperative and will be rebooked at no charge. Compensation was received.

Birthday party request: 20 kids 25 adults - at the Inn but not inside the Inn -- picnic tables, horseshoes. September 10, 2016. Olene suggested that the group should check with MMWD.

Pancake Breakfast Allowance: Lin asked if we could increase the allowance for the PCB clean up crew to either \$150 or \$200? Currently it is \$100. Night before group gets \$600 allowance (three meals - 25-26 people). Ward made a motion that we budget up to \$200 for the PKB clean up crew for food, seconded, passed unanimously.

Living Room Concerts at WPI: Sunday afternoons, once or twice a month depending on the schedule. The shows would go from 2:00 - 4:00 or 3:00 - 5:00 and hour on either end for set up and clean up, and we'd do it in the Member's Lounge. There would be a charge. Discussion ensued about the implications in terms of impact on personnel. Consensus was to deny this request. They could play for PKB.

Donations: WPIA received a check for \$1000 from a trust in the state of Virginia.

COMMITTEE REPORT

Treasurer's Report: Mark Northcross - Still making a profit. Repairs & maintenance have increase. Propane use has increased. Minimum wage - increased payroll costs. An extra \$10K merchant refunds. Cash balance increased. After paying MMWD - \$260K. Overnight use - 2016 a record. Fire insurance. Inn's replacement costs \$2M. Increased to \$4M. Added \$3800 in insurance costs. Replacing the Inn to code - estimated \$6-8M. Coverage - building code insurance? Jan suggested videotaping the Inn to document. Mark will get back to the Board on a price quote for building code coverage.

Building & Grounds: Brenda Roberts – Bob reported on the May 4 meeting with the water district. 11 items - approved permit & proposed changes.

Eight items were passed – without problem.

Issue - how heat cabin - propane vs. wall heater. Or radiator heater can be part of hot water system.

Adopted - radiator type heater.

Issue - moving window. No problem.

Issue - skylight – additional light is needed in room - assuming that there will be light in the bathroom & a lamp can be provided when needed.

Issue - railings - solved - railing cabling - so can see through it - consistent with period.

Minutes will be circulated.

Separate from building permit issues:

Three more issues brought up - remote control for front door. (WPI Board agreed to install remote control for front door some years ago). Some confusion - Brenda will look into this. Bob noted that we need to execute this.

Reservation system so can handle schedule ADA cabin so that it is the last room rented.

Hoyer lift - sling to hoist out of bed.

Next steps - file amended permit

Communications/Website Committee: Jan Gauthier - Jan has been working with a member Nate Lee to refine and improve our website. Nate is reviewing reservation pages & will help match reservation policy. PKB flyer - will be in newsletter.

Development Committee: Ward Flad - (minute of meeting appended below). Fundraiser this year. We have the mailing list from two years ago. We have about 425 addresses to mail to - 10% more than 2014. Short flyer with membership reminder - have you considered WPI in your Estate Planning. Donor appreciation event. Jan made a motion up to approve \$1500 for the Fundraising packet, seconded, passed unanimously. Packet will go out in September.

Fire & Safety: Pete Martin/Joel Blackwell – Pete Martin spoke of the recent chimney fire and the quick thinking of the innkeeper. In the future the chimneys will be cleaned and inspected (flue) twice a year- January and April. Pat is getting comparison bids.

Improved campground BootJack is of great concern. Approaching State Parks headquarters & requesting not permitting fires during fire season. First step to have a verbal approach chief ranger to discuss. Contact County Fire Marshall -- Pete is happy to be a part of this. Consensus is that this is a critical issue. Letter of concern will be drafted that includes details about the ongoing effort regarding vegetation management. Pete will draft a letter for review. Olene will contact TCC & Alpine Club.

Carl Sanders (watershed maintenance manager) visited the inn and set up some rules regarding dangerous equipment and professional brush clearing. Discussion ensued about an unauthorized tree removal. A 16” tree was cut on or after April 16 work party.

Draft Policy for consideration:

Any tree or shrub trimming, pruning or removal falls under the auspices of the WPI Vegetation Management Plan coordinated by the Fire & Safety Committee. Other than supervised work conducting defensible space vegetation/fuel reduction within our various management zones, permission to cut, trim or prune any tree or shrub around any building (with the exception of the Approve Fire & Safety Vegetation Crew Leader), must be sought and approve by the Fire & Safety Committee prior to commencement of any work.

There should be no brush cutting/tree work until further notice.

Jennifer suggested putting notice in newsletter. Gordy said that a new applicant may have requisite skills to help with this committee.

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner, Linda Hulley, Carl Nolte, Marilyn Skaff, Nancy Skinner, Olene Sparks - no report

Historian: Fred Runner - no report

Housekeeping: Fran Rondeau/Bonnie Jones –no report.

Membership: Gordy & Lynn Mac Dermott -

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

Shawna Stoney and Jay deWolf sponsored by:
Jennifer Barclay and Debbie Franklin

Lynn Aylward sponsored by:
Jennifer Barclay and Debbie Franklin

New lockers will be installed in the reorganized storage shed. We will use 8 gallon lockable storage bins located on metal racks to be installed by David Durr. Discussion ensued about this proposal.

Mountain Organization Liaison: Olene Sparks - no report

Newsletter: Alison Bricker - entries due May 16th

Old Timer's Liaison: Marilyn Skaff - September 24 - Olene will be handling the lodging.

Pancake Breakfasts: Lin Johanson & Gordy MacDermott–The Mothers' Day pancake breakfast took place and was a huge success. Olene suggested adding large PKB poster to outside display case at the bottom of the stairs.

Personnel: Lin Johanson – no report

Policy & Procedures: Wayne Koide – no report

Reservations: Rose Sullivan – no report

Work Parties: Jennifer Barclay – no report

OLD BUSINESS

Brochure: New brochure about to be printed - Ben Pease redid map for brochure. Fred noted one correction regarding designation of Inn.

Water Tank: Payment for water tank - \$30,000 - we can pay in installments but there would be interest. Ward made a motion that we pay off the water tank in one payment, seconded, passed unanimously.

Survey: Bob Newcomer - satisfaction survey. He found one hotel that had a simple question - "Did you like your stay." It would be emailed to guests after their stay. Allows for positive feedback. Bob would like everyone to think about it. We need to decide how to handle responses & how to tabulate. Could go to Personnel Chair/could it built into reservation software? Pete Martin shared the experience from the East Brother lighthouse & it has been very positive & encouraged us to give it a try.

NEW BUSINESS

MALT: Bob Newcomer passed out a letter from MALT. Three groups filed suit to remove dairy farms. Bob brought up concern about vulnerability of WPI in terms of groups that may want to return the mountain to original condition without consideration for the historical significance of the Inn. Discussion ensued about the applicability to the WPI.

Meeting was adjourned 9:45 pm.

Respectfully submitted,

Bonnie M. Jones

CLOSED SESSION

Motions passed	
<i>Topic</i>	<i>Details</i>
Ward made a motion that we budget up to \$200 for the PKB clean up crew for food	Unanimous

Jan made a motion up to approve \$1500 for the Fundraising packet	Unanimous
Ward made a motion that we pay off the water tank (\$30,000) in one payment	Unanimous

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

Minutes: Development Committee Meeting 5/3/2016

Present: Olene, Patricia, Ward

1. Round robin discussion of purpose of the committee and individual roles:
 - a) Provide supplemental financial resources to the Inn.
 - b) Give members an additional way to feel more part of the Inn.
 - c) Help to keep membership affordable by not raising dues.
 - d) Record and give recognition to those who have supported the Inn.
 - e) Highlight the fragile nature of the Inn.
 - f) Do outreach to the general public.
 - g) Cultivate ways to link nonmembers to our fundraising.
 - h) Create a pathway to an endowment.
2. Fundraising: the DC will carry out a fundraising initiative, via email to non-members and snail-mail letter to members, to go out early September. Suzie Koide will take lead, and Olene will secure the artwork.
3. Include insert in the year-end dues letter asking members to consider a bequest to the Inn in their estate planning.
4. Will continue raffles at PKBs to obtain contact info on non-members, for purposes of outreach and fundraising.
5. Create donor appreciation event early 2017. Patricia will take lead.

For Board Comment at meeting 5/9/2016:

1. Olene will present cost estimates for fundraiser mailings, and to reprint thankyou card, for approval.
2. Need suggestions for a project objective for fundraising event. Suggestions so far:
 - a) Fire abatement
 - b) Create new sitting space under present ramp, once removed
 - c) Other?? From Brenda's to-do list
3. Eliminate Lifetime Membership as a commodity for purchase, and instead as an honor to bestow for donations of \$2500 and above.