

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, June 8, 2020, 7:00 PM

Via Video/Teleconferencing

FINAL MINUTES

Meeting called to order at 7:02 pm by President Chris Marcuse

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

Board Members Absent: Clare Wellnitz

Others present:

- Mark Northcross - Treasurer
- Ross Asselstine - B/G Committee
- David Durr - Head Innkeeper
- Wing Pepper - Secretary

APPROVAL OF MINUTES

- May 11, 2020 Board Meeting
- Motion to pass: Chris
- Motion to approve: Johanna
- Second: Jim
- All in favor

PRESIDENT'S REPORT - Chris Marcuse

COVID-19:

- Version #3 of Covid-19 policy presented and emailed
- Issues to consider
 - Don't put innkeepers in position to decide who goes up and who doesn't
 - Covid supervisors (ACRONYM) need to be given advanced notice
 - Supervisors need to be clear that working is talent-based
 - Innkeepers will keep a daily log of who is working at the inn
 - Important to start off with strict adherence to the Covid Policy to set a good example.

Innkeepers Report:

- Innkeepers met 6/5 to review the proposed reopening policy. They were:
 - In agreement and look forward to opening
 - Understand the opening policy will be fine-tuned as we go along
 - Understand there is potential for the in not to reopen this summer after the test period
- Questions/Issues
 - Need to see if we can get special dispensation from MMWD to allow members only as “test cases” when we open.
 - The MMWD has previously stated that they will require the public has access as well upon any re-opening
 - Proposal to meet with MMWD to explain our financial situation and the steps we see necessary to remain solvent.
 - Ross questioned whether MMWD is the correct authority to be dictating our open policy. HHS is the proper oversight department.
 - We should capitalize on the fact that water engineers know nothing about the hospitality industry - we can educate them by working first with HHS.
 - Make the case that we must go through a “test drive” to re-open for a limited, defined period of time to learn how we will operate - and we need to do this with members only to start
 - Recommended process is to create a reopening plan and
 1. Take it to HHS. Get HHS to issue and order that we can take guests.
 2. Then go to the MMWD an ask for their approval based on the HHS review
 - Also make the case that by NOT allowing us to re-open, MMWD risks the inn will not remain solvent.
 - As a benchmark we can point to other hospitality entities such as state parks, bars, restaurants, etc.
 1. BTW the bathrooms are open on East Peak as of now.
 - Concern is that once we “open” MMWD decides how we proceed and operate

TREASURER’S REPORT - Mark Northcross

- Presented go-forward P&L
- Current overall funds: \$144k
- Refunds to date since shutdown: \$51k
- Go forward monthly burn rate: \$13,500k - based on amended spreadsheet
 - Cash until - July 2021
 - With death bequest - Sept. 2021

- Factor in past donation - Oct 2021 - (Pat's time)
- Insurance cost is the biggest variable
 - Fire insurance due in August - runs in low 20k's per year
 - Get this amended by MMWD - it's for their benefit
- Largest single monthly expense is payroll
- Spreadsheet does not include membership fees
- Forward Plan
 - Less than a year to get our P&L in shape or face shutdown
 - We are still indemnifying the MMWD so shutting down the inn does not absolve us of responsibilities. We would be responsible for vandalism, etc
- Per President's Report, there is an important reset meeting required with MMWD

OLD BUSINESS

Fire Safety/Sanders Horseshoe Report

- Passed over for review

Whole Inn Booking Review

- Postpone until september 2021 members meeting after a full year of data
- Seconded
- All in favor

Reopening Committee Report

1. Updated the reservation scheme from initial proposal
 - The primary issue is whether we can even implement this year
 - Marin is very slow to open - we will be last on the list in terms of hospitality
2. Reservation system
 - Need to cost out the reservation system change project
 - New copy and descriptions need to be written
 - Wait to implement the system update until the county's position is known - they may limit the number
3. SDO (Social Distancing Officer)
 - Compliance - more work than the Innkeeper can do on their own
 - Need to address this role as separate from IK's.
 - Costs added to the P&L - or is this a volunteer?
 - Training required
 - Must be present for any activity at the inn
4. Portable Bathrooms
 - WPI should start paying for a porta potty now as a service to guests

Plates/Kitchen

- Propose using Hefty Highrise Bins - dimensions: 16" / 12" / 7.7"
- For plates, silverware, glasses, pots pans, S&P shakers, etc

NEW BUSINESS

Cancel July (& beyond) Events?

- Cancel all scheduled events in 2020 - closed to any public events this year
- Update website

Major Gift Program / Fundraising

- Need:
 - Six months of monthly expenses (\$80k) added to our account by the end of 2020
 - We need to
 - Prepare to reopening the Inn so we can say that is in progress
 - Have an answer to the question: "Why can't we re-open the Inn"
 - Focus on programs and projects, not operating costs
- Proposal
 - Maureen Keefe of CCS sent proposal for pro-bono support to raise money
- WPIA Support
 - Board must liaison to work with Maureen
 - Don will lead; Jim will be part-time support
- Communication
 - Need to communicate to members about this - the status of the Inn, our situation, what's at stake, etc - as part of the fundraising program

Room Availability

- Limited inventory will make selection an issue
- Based on the lottery system or on donations?
- Anticipate high demand even with with members only
- Lease only requires one cabin for the public? (Clarify this - this is in dispute)
- Members are the reservation - non-members can come with Members

COMMITTEE REPORTS

ADA Coordinator: Bob Newcomer

- No update

Buildings & Grounds: Ross Asselstine & Urban Carmel

- No update

Kitchen Painting Project

- In progress, looks good - Past the midway project
- Bought a 3 basin sink for outside for \$350

Website/Communications: Jan Gauthier

- Will update based on room availability plan as needed

Development Committee: Suzie Adams Koide

- Connected with Maureen
- Don and Jim taking stewardship of program

Election Committee: Chris Marcuse & Lin Johanson

- Trying to get 3 new board members

Event Committee: Gail Shahan/Fran Rondeau

- No update

Fire & Safety: Pete Martin

- No Update

Garden Committee: Kathleen Kopp

- No Update

Heritage/History Committee/ Historian: Fred Runner

- No Update

Housekeeping: Fran Rondeau/Bonnie Jones

- Recommend spending a little \$ to so each select area has an visual identity
- Creating horizontal dish racks versus vertical (sanitization)
- New hand sanitizer source - locally available (\$50 per gallon from Grippo from Petaluma - Alyssa's sister-in-law works there

Water Tank/System: Bonnie Jones

- Sanitization issue has been addressed
- Proposal to create a WPIA "water policy" for visitors to the inn
- Recommended to shut down front hose option to keep people from jumping the yellow tape

- Water is currently shut off at east peak...no hand washing stations either
- WPIA doesn't have a water treatment permit to give water to the public unless it's from the tap.

Membership: Gordy & Lynn MacDermott

- No Update

Mountain Organization Liaison: Olene Sparks

- No Update

Newsletter: Alison Bricker

- Newsletter was delayed but should have been sent to all members as of this week

Old Timer's Liaison: Marilyn Skaff

- No Update/cancelled

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

- Virtual Fathers Day event and website update in progress

Personnel: Lin Johnson/Fran Rondeau

- Reviewed

Policy & Procedures: Wayne Koide

- Reviewed

Reservations: Jennifer Greene

- See above

Technology: Nate Lee

- Get costs for reservation change on website

Work Parties: Don Keeley

- High grass by leach field
- MMWD sending crew to weed wack on Tuesday 6/9

Garden report

- Squash and tomatoes are doing ok. Rest has been pulled

NEXT STEPS

1. Set MMWD “education” meeting
 - a. Frame the new landscape for MMWD - “This is what life is like right now at the Inn”
 - b. Let them know what we need to survive in the interim to continue.
 - c. Facing severe financial challenges. May need to amend aspects of the lease to go forward
 - d. They need to understand they are ultimately responsible for the Inn. We are just caretakers. They can’t wash their hands of it.
2. Insurance
 - a. Readdress with MMWD in separate outreach from the education meeting
3. Communications
 - a. Need a communication sent to members
 - i. here’s where we are etc. Make them aware of the situation and timing we anticipate.
 - ii. Here’s what they can expect
4. Development/ Fundraising
 - a. Need to move forward on Maureen’s proposal
 - b. Chris to reach out to Maureen and Don/Jim act as go forward liaisons
5. Innkeeper/SDO
 - a. We need to set the plan so they know timing, costs, etc
 - b. We will have to wait for the country to give us the go-ahead
 - c. Get costs for the porta pottie
 - d. Consider using a small part of the deck as a small sanctuary / rest
6. Water Policy Creation
 - a. Need a new water policy
 - b. MMWD needs to engage here - above the lease issue
 - c. In the interim, turn off water to the hose in the front.
7. Reservation system
 - a. Get costs to update the reservation system to show how the rooms will be available.
 - b. Open issue to determine date / when this should be done
8. Covid Leaders/SDO’s
 - a. Reiterate the need for a SDO need be on-site and present for ANY work
9. Website
 - a. Update website - copy etc
10. Hand Sanitizer
 - a. New hand sanitizer source - locally available (\$50 per gallon from Grippo from Petaluma - Alyssa’s sister-in-law works there - she can contact

EXECUTIVE SESSION

- Not needed

ADJOURN

- Motion to Adjourn: Chris
- Second: Bonnie
- All in favor