

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, October 8, 2018, 7:00 PM  
220 Nellen Ave  
Marin Municipal Water District  
Board Room  
Corte Madera, CA 94925

**MINUTES**

Meeting was called to order at **7:00** pm by President Wayne Koide

Board Attendees: Bonnie Jones, Wayne Koide, Chris Marcuse, Fran Rondeau, Patti Schmidt, Mark Northcross, Johanna Sistek, Olene Sparks

Board Members Absent: Bob Newcomer,

Others: Jim Parton – Secretary; Jean Jefferies

**APPROVAL OF MINUTES**

- Minutes of September 10 Board Meeting  
Move: Bonnie; Second: Olene; Vote: Unanimous.

**PRESIDENT’S REPORT**

- Fall Meeting Agenda – No comments.
  - Raffle – May need sub for Olene; Discussion of possible prizes. Fran & Bonnie volunteer.
- Preparing year-end report and fiscal planning for 2019 – for next Board President and for annual (January) meeting with MMWD; contributions welcome

**TREASURER’S REPORT, Mark Northcross**

- Financial Position. Still in good financial shape but not as strong previously. Cash position went down due to payment to Pavel for his work and overnight use fees dropped substantially in September. September was half what we have been running. Septembers typically drop. Still on track to record year. Normal expenses are constant with last year. Cost control is good.
- Electrical Project. Remaining costs: Pavel underestimated County permit cost by \$800. McPhails is coming in at less than projected: \$3,500 (excluding refrigerators). Total costs to date approx. \$45,000 (excluding refrigerators).
- Other. Discussion regarding involvement with Marin Community Foundation in channeling donations. MCF charges for its services. Question is whether we are getting a benefit from those services. There are benefits of membership, actual and potential. For example, helping with large donors. Mark for future discussion. Are we taking advantage of this relationship?

**OLD BUSINESS**

- Proposed Reservations Manual changes for year-end (C. Marcuse)  
Deletion of “Anyone driving to/from the Inn must drive carefully and slowly, as hikers and bikers frequently use the same road” was due to formatting & space issues. Discussion. It will be reinserted.  
First paragraph will state “90 days” and “120 days” vs. “3 months” and “4 months.” Discussion regarding adding calendar showing earliest available. Discussion re notice for special events. Discussion re wording re conditions for Sunday night stays and reservations. “(Members and/or guests)” changed to “people.”

Motion to accept Reservations Manual with modifications discussed: Chris; Second: Fran; Vote: Unanimous.

- Proposed Policy Manual changes for year-end (C. Marcuse)  
Move to approve Policy Manual: Chris; Second: Fran; Vote: Unanimous.
- Status of electrical revamp of Inn (M. Northcross)  
Our part of project is done, with sign-offs by county. Pavel's work looks excellent. Propane trenching was not done properly by McPhail's (insufficient depth and fill with sand). McPhail's has agreed to do it. They know they have to carefully photo-document the work to submit to County, which will then sign off on the work.  
Pavel spent 2-1/2 hours training 4 Innkeepers, Mark & Bonnie regarding the system. Mark has 2 hours of videos from this. We need to make this available to Innkeepers. Plan to ask at Members Meeting for someone with video editing expertise. Discussion re how to get other Innkeepers trained. Controller has wi-fi capability which would allow Pavel to log in from Humboldt and troubleshoot a problem.
- Status of Emig Cabin window project (W. Koide)  
Charles Windows still planning to do work 10/15-19.

## NEW BUSINESS

- What constitutes a "service animal" and "emotional support animal" and is proof of this required? – policy issue?  
There has been a single inquiry/event involving a guest who brought an "emotional support animal." Current manual refers to "service animals" not "emotional support animal." There is a legal distinction between the two terms. ADA covers "service animal," not "emotional support animal." Policy Manual states that a "service animal" is allowed. Consensus: no need for a formal policy; innkeeper training issue.
- Need to vote on 15% bonus pay for Innkeepers who have been here for a year. Discuss Holiday Pay.  
Discussed in closed session.
- Six month trial for "Innkeeper Assistant" position has expired – do we wish to continue this? Discussion. Alternative terms. Issue tabled to next meeting to allow consideration of more appropriate title.
- Member Holiday Party. (F. Rondeau)  
Need 4 volunteers. Discussion – Why not e-mail blast the membership to solicit volunteers for events like the member Christmas Party?  
Consensus is yes.
- Board Christmas Party location. Discussion.
- Discuss strategies to increase attendance at WPIA member meetings  
Discussion.
- Closed Session -  
Motion: to approve a 15% year-end bonus to Innkeepers, Reservationists, and Bookkeeper who were employed as of January 15, 2018 and that Assistant Innkeepers and employees hired after January 15, 2018 will receive a gift card. Move: Johanna; Second: Patti; Unanimous.

## COMMITTEE REPORTS

*Building & Grounds:* Urban Carmel & Mark Cavagnero

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Suzie Adams Koide

Next project for development committee is water system enhancements. Bonnie will write something up.

*Election Committee:* Chris Marcuse & Lin Johanson

*Event Committee:* Gail Shahan/Fran Rondeau

- Venue for upcoming Board and Committee Chair Christmas party (Dec 10)  
Discussion. See above.
- Need someone to spearhead the Inn Christmas Party this year (Dec 8)  
Discussion. See above.

*Fire & Safety:* Pete Martin.

*Garden Committee:* Kathleen Kopp

*Heritage/History Committee/ Historian:* Fred Runner

*Housekeeping:* Fran Rondeau/Bonnie Jones

*Water Tank/System:* Bonnie Jones

*Membership:* Gordy & Lynn Mac Dermott.

- Eleven new applicants need to be voted in (see separate attachment) After these are voted in, there will be 24 on the waiting list.  
Move: Johanna; Second: Chris/Patti; Vote: Unanimous.

*Mountain Organization Liaison:* Olene Sparks.

- Status of Mt Tam Access Event planning (Bob Newcomer)  
Going at slow pace. Many logistical issues.
- E-mail from Marin Cultural Association requesting our participation and input (W. Koide)  
No response will be made.

*Newsletter:* Alison Bricker

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson/Gordy MacDermott

*Personnel:* Lin Johnson/Fran Rondeau.

*Policy & Procedures:* Chris Marcuse

*Reservations:* Jennifer Green.

*Work Parties:* Don Keeley

Open Meeting was adjourned **9:03** pm. Move: Chris; Second: Wayne; Unanimous.

Respectfully submitted,

James Parton  
Secretary

<b>Policy Motions passed this meeting</b>	
<i>Topic</i>	<i>Details</i>
<u>Reservations Manual</u>	<u>Board accepts Reservations Manual with modifications discussed (as noted in minutes)</u>
<u>Policy Manual</u>	<u>Board accepts Policy Manual</u>
<u>Year-End Bonuses</u>	<u>Board approves a 15% year-end bonus to Innkeepers, Reservationists, and Bookkeeper who were employed as of January 15, 2018 and that Assistant Innkeepers and employees hired after January 15, 2018 will receive a gift card.</u>

<b>Tally of Donations of mid-week overnight accommodation – calendar year 2018</b>	
<i>Month voted</i>	<i>Organization</i>
March	Point Bonita YMCA [1 night]
March	Hospice by the Bay [1 night]
April	Novato Parents Nursery School [1 night]
May	All One Ocean, a project of Earth Island Institute [1 night]
August	Mountain Play Association [1 night]
October	St. Anselm School [1 night]

## WEST POINT INN ASSOCIATION RESERVATIONS POLICIES (Amended January 1, 2019)

Wayne Y. Koide 10/2/2018 11:54 AM

Deleted: 2018

### RESERVATIONS

1. Reservations to use the West Point Inn facilities, both day and overnight, must be made through the West Point Inn online reservation system located on the Inn's website.
2. Reservations can be made by the public no earlier than ninety (90) days in advance, or by WPIA members no earlier than one hundred and twenty (120) days in advance. Reservation requests received beyond those time limits will not be accepted and any pre-paid deposits will be refunded. A small handling fee may imposed.
3. A deposit with a valid credit card is required to secure a reservation.

Wayne Y. Koide 10/2/2018 11:56 AM

Deleted: three months

Wayne Y. Koide 10/2/2018 11:57 AM

Deleted: four months

Wayne Y. Koide 10/2/2018 12:07 PM

Deleted: fees

Wayne Y. Koide 10/2/2018 12:10 PM

Deleted: Prepayment in full

Wayne Y. Koide 10/2/2018 12:10 PM

Deleted: deposit

### CANCELLATIONS

Prepaid reservations are non-refundable and non-transferable. In limited circumstances and only on approval by the President, a substitute date may be offered when a cancellation is due to guest illness, injury or other extraordinary circumstances.

### CHILDREN

All children (under 18 years of age) using the Inn must be accompanied by an adult. One (1) adult may accompany up to three (3) children. Children under 16 may not stay overnight in cabins without at least one adult sleeping in that cabin. Adults are responsible for the behavior of children under their supervision and must ensure that they do not disturb other guests or injure themselves or others. Adults are responsible for payment of any damage caused by children under their supervision.

OVERNIGHT FEES (Tuesday-Saturday)	<u>Members</u>	<u>Non-Members</u>
Per Person Rate – Adults (18 yrs. and older)	\$25.00/night	\$50.00/night
Per Person Rate – Children 2 – 17 years old	\$12.50/night	\$25.00/night
Entire Inn (Whole Inn) (32 max)	\$700/night*	\$1400/night
Main Bldg. Rate (7 rooms) (13 max)	\$250/night	\$500/night
Linen Rental	\$20.00/set	\$20.00/set

DAILY FEES (Day Use) of Member's Lounge & Kitchen, 11:00 am to 3:00 pm (Tues. through Thurs.)

Daily Rate (30 max)	\$150 / day	\$300 / day
---------------------	-------------	-------------

\*must be a Member in good standing for a period of at least one year to reserve the entire Inn

### MEMBER OVERNIGHT USE OF THE INN ON SUNDAY NIGHTS

Members may stay overnight at the Inn on Sunday nights subject to the following conditions:

Wayne Y. Koide 10/2/2018 1:24 PM

Deleted: 2018

Wayne Y. Koide 10/2/2018 1:24 PM

Formatted: Left

January 2019

1

1. Sunday night use is limited to a maximum of ten (10) (Members and/or guests) with any variances to this number subject to the approval of the Inn Reservationist and/or on-duty Innkeeper.
2. [Each member may have no more than two \(2\) non-member guests in their party.](#)
3. The usual overnight cleaning requirements apply.

#### MONDAY NIGHT USE

The Inn is closed to both Members and Non-Members.

#### WAMPUM

Members may use WAMPUM to pay overnight fees for themselves only. Members may not use Wampum to reserve the Main Bldg, the Entire Inn or Day rental of the Inn.

#### CHECK-IN TIME

All guests must check in with the on duty Innkeeper between 3:00 p.m. and 6:00 p.m. (Pacific Standard or Daylight Time) unless prior arrangements are made with the Innkeeper. In all cases, guests are responsible for arriving at the Inn prior to sundown. The Inn is not responsible for informing guests of the MMWD or Park rules or for any fines imposed for after-hours hiking. Guests who arrive late without prior arrangement with the Innkeeper will be charged a late fee.

#### CHECKOUT TIME

Monday: 9:00 a.m.  
 Tuesday - Sunday: 11:00 a.m.

Guests must complete their cleanup (including cabin/room cleanup and Inn chores), breakfast cleanup and removal of food from refrigerator, and return the cabin key to the Innkeeper by check-out time. All arrangements to leave belongings or food after checkout time must be made with the Innkeeper. Neither the Inn nor the Innkeeper is responsible for any personal property or food belonging to any guest.

#### CLOSURE OF INN DURING A RED FLAG FIRE ALERT

The Inn is closed during "Red Flag" fire alerts announced by the MMWD and/or Fire District personnel. The Innkeeper and three additional people (i.e. enough people to fit in one vehicle) may remain at the Inn during Red Flag days unless instructed by the authorities to leave the premises. In the event of closure of the Inn due to Red Flag fire alerts, the Innkeeper and Reservationist will attempt to contact overnight guests to inform them of the Inn closure. All overnight fees for reservations canceled because of Red Flag fire alerts will be refunded.

#### DRIVING TO THE INN

Driving in to the Inn is discouraged and permitted only in very limited situations. Guests who have state-issued ADA parking placards may drive into the Inn and park in the designated handicap parking space upon making advance arrangements with the on-duty Innkeeper. Other members may drive to the Inn only with prior Innkeeper approval and subject to MMWD limits on vehicles. Typically, guests reserving the entire Inn or who are injured or unable to hike to the Inn will be permitted to drive in, subject to MMWD limits on vehicles. [Once parked at the Inn, vehicles may be driven off the premises prior to checkout only in an emergency or with the on-duty Innkeeper's approval.](#)

Wayne Y. Koide 10/2/2018 12:19 PM  
**Deleted:** Saturday: . . . 10:30 a.m. . .  
 . Other days

Wayne Y. Koide 10/2/2018 12:17 PM  
**Deleted:** Other days

Wayne Y. Koide 10/2/2018 12:18 PM  
**Deleted:** .

Wayne Y. Koide 10/2/2018 12:58 PM  
**Formatted:** Justified, Indent: Left: 0",  
 Hanging: 0.5", Don't keep with next, Don't  
 keep lines together

Wayne Y. Koide 10/2/2018 12:58 PM  
**Deleted:** - ... [1]

Wayne Y. Koide 10/2/2018 1:42 PM  
**Formatted:** Indent: First line: 0.5"

Wayne Y. Koide 10/2/2018 1:42 PM  
**Deleted:** Anyone driving to/from the Inn  
 must drive carefully and slowly, as hikers and  
 bikers frequently use the same road

Wayne Y. Koide 10/2/2018 1:42 PM  
**Deleted:**

Wayne Y. Koide 10/2/2018 1:24 PM  
**Deleted:** 2018

Wayne Y. Koide 10/2/2018 1:24 PM  
**Formatted:** Left

WPIA SPECIAL EVENTS:

WPIA Special Events are defined as events sponsored and hosted by the WPIA for a special purpose; e.g., seminars, meetings, workshops, and any similar gatherings. Special events hosted by the WPIA provide free food and lodging to the workers and hosts of certain events, and include the following:

<u>EVENT</u>	<u>FREE FOOD</u>	<u>FREE LODGING</u>
ANNUAL MEETINGS	4 people	4 people
PANCAKE BREAKFASTS	Crew members	Crew Members
OLD TIMERS PARTY	see note*	see note*
CHRISTMAS PARTY/NEW YEARS	4 people	4 people
OTHER (e.g. HISTORY NIGHT and SPECIAL EVENTS)	N/A	4 people

\*Subject to the discretion of the Old Timers Party organizer(s) with WPIA Board approval.

1. Dates for WPIA-sponsored Special Events will be determined by the Board of Directors. WPIA-sponsored Special Events are typically scheduled at least three months in advance, subject to Inn availability. The President, Secretary or Activities Chair are responsible for notifying the Reservationist of all WPIA-sponsored Special Event who shall block out those dates on the Inn's website so they cannot be booked by anyone else.
2. WPIA members have priority for booking rooms the night before WPIA-sponsored events.
3. The member hosting WPIA Special Events is responsible for all reservations for overnights and meals, and collecting payment for meals.

USE OF THE INN BY ORGANIZED GROUPS OTHER THAN WPIA:

1. Non-WPIA SPECIAL EVENTS are defined as the use of the Inn by organized or affinity groups for a special purpose; e.g. seminars, meetings, workshops, and similar gatherings. Political events are not permitted.
2. AUTHORIZATION. All non-WPIA special events must have prior permission of the WPIA Board of Directors.
3. WEEKEND EVENTS: Non-WPIA sponsored special events are not permitted on weekends.
4. ADVERTISING of non-WPIA sponsored special events is prohibited.
5. WEDDINGS: No weddings are permitted at the Inn.
6. KEY PERSONNEL: Key personnel at the MMWD, Throckmorton Fire Department, Park Rangers and their immediate families are allowed to stay at the Inn at member rates. Each group shall provide a list of the names of those personnel entitled to this benefit subject to review and approval by the WPIA Board of Directors.

January [2019](#)

3

Wayne Y. Koide 10/2/2018 12:39 PM

Formatted: Left, Indent: Left: 0.5"

Wayne Y. Koide 10/2/2018 1:24 PM

Deleted: 2018

Wayne Y. Koide 10/2/2018 1:24 PM

Formatted: Left

|



Wayne Y. Koide 10/2/2018 12:39 PM  
**Deleted: GENERAL REGULATIONS FOR OVERNIGHT USE:** ... [2]

|

January [2019](#)

4



Wayne Y. Koide 10/2/2018 1:24 PM  
**Deleted: 2018**

Wayne Y. Koide 10/2/2018 1:24 PM  
**Formatted: Left**



**WEST POINT INN ASSOCIATION POLICY MANUAL**  
(Amended [January 1, 2019](#))

Wayne Y. Koide 10/3/2018 10:50 AM

Deleted: April 10, 2017

**PREAMBLE:**

The purpose of this manual is to inform the members and guests of the West Point Inn (the "Inn") about the general Standing Rules and Policies that the West Point Inn Association (WPIA) has adopted regarding its operation. These rules and policies augment, rather than supersede or subvert, the By-Laws of the West Point Inn Association.

**GENDER:**

Whenever a gender specific adjective or pronoun is used in this Manual (e.g. Committee Chairman), the reference applies equally to both the masculine and feminine genders.

**PURPOSE:**

The purpose of the WPIA is to maintain and operate the Inn in a manner that is in keeping with its historic use. Events that do not fit the spirit and character of the Inn are not permitted. Under no circumstances will any event that encourages violation of any regulation of the Marin Municipal Water District (MMWD) be allowed.

**SECURITY:**

Security of the Inn, its premises and property, are the responsibility of each member. All members are charged with being security-conscious while in proximity of the Inn.

**HOURS OF OPERATION:**

Winter Hours (Standard Daylight time in effect): 11:00 a.m. to 5:00 p.m. Tuesday through Sunday.  
Summer Hours (Daylight Savings time in effect): 11:00 a.m. to 6:00 p.m. Tuesday through Sunday.

The WPIA reserves the right to alter or extend these hours so as to be consistent with environmental or other factors.

**GENERAL REGULATIONS FOR OVERNIGHT USE:**

**ANIMALS:** No animals or pets other than legally authorized service animals are permitted inside the Inn, rooms, cabins, or on the outside decks at anytime. Any animals brought to the Inn must be on a leash outside the general premises.

**SMOKING:** No smoking or open flame of any kind, including candles are allowed in or around the Inn, cabins, restrooms, decks and contiguous grounds.

**KITCHEN:** The kitchen is for the use of overnight guests, day-use guests, and the Innkeeper exclusively. Overnight guests must finish their use of the kitchen by 10:00 a.m. (9:00 a.m. on Mondays) the following day.

**LOCKERS:** Lockers may be rented by members on an annual basis. Availability is by a waiting list, managed by the WPIA Membership Chairman. The locker fees are due and payable at the time of the annual dues payment. WAMPUM may not be used to pay the locker fee.

**KEGS:** The use/possession of kegs containing beer or any other alcoholic beverage in or around the vicinity of the Inn is [strictly](#) prohibited.

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: April

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: 7

CELLPHONES: The use of cellphones in the Inn and on the porch is [strictly](#) prohibited.

WEDDINGS: No weddings are permitted at the Inn.

USE OF INN BY ORGANIZED GROUPS OTHER THAN WPIA: refer to the WPI Reservations Policy Manual.

## MEMBERSHIP:

### GENERAL

Prospective members must be 18 years or older.

### APPLICATION PROCESS

The application fee for prospective members is \$20.00. Three work parties (see WORK PARTIES below) must be completed within one year in order to qualify for membership. The membership application and application fee should be submitted to the Membership Chairman only after three work parties have been completed.

### DUES POLICY

1. Dues notices are mailed on or before January 2<sup>nd</sup> of each year.
2. If the Membership Chairman has not received dues payment in full by January 31, a second notice will be sent and a late charge of \$35.00 will be added to the amount due.
3. If dues and late charges are not received by the Membership Chairman by March 2nd, the member will be dropped from the Membership Roster and their membership will be terminated.
4. A person whose membership was terminated per paragraph (3) above will be required to reapply for membership in accordance with the Application Process set forth above.
5. Members who are unable to pay their dues in full before January 31 must contact the Membership Chairman prior to January 31 to set up a payment schedule; otherwise the above policies will apply.

## HIGHLIGHTS OF INN RULES

1. No Smoking. No Candles. No flames of any kind.
2. Observe locations of fire extinguishers, fire exits and hoses.
3. Only the Innkeeper may light the stove, lights or oven or fires in fireplaces.
4. Be considerate of others between the hours of 11:00 p.m. and 8:30 a.m. Keep the noise down. Adults must insure that children under their supervision do not run or play on the ramp designed for wheelchair access to the cabins.
5. Put things back where they belong. Wash, dry, and put away dishes, pots, and pans, food, etc.
6. Report any damage or broken items to the Innkeeper.
7. Make sure recyclable items are placed in their respective recycle bins under the sink.
8. Do not remove blankets, mattresses, etc. from the sleeping areas.
9. No dogs other than legally authorized service animals are allowed in the Inn, cabins or on the deck. All dogs on the grounds must be on a leash. No overnight pets are allowed on the premises of the Inn.
10. Prior to departure, the Inn must be left clean and neat. Sweep floors, mop the kitchen, empty waste baskets, fold blankets and towels, etc.
11. Conserve fuel by remembering to turn off the stove, oven and furnace.
12. No radios or other electronic equipment are allowed at the Inn.
13. Observe public law. You are in the Marin Municipal Water District (MMWD). Do not damage trees, shrubbery, animals, etc. Firearms are prohibited. Driving while under the influence of alcohol or drugs is prohibited. Smoking is prohibited. The Marin County

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: April

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: 7

Park Rangers and/or the Marin County Sheriff's Office can and will provide assistance if necessary.

14. The West Point Inn Association is not liable for loss of personal property, injury or accident occurring in route to/from or on the property.

#### **RESERVATIONS FOR OVERNIGHT LODGING TUESDAY THROUGH SATURDAY:**

Refer to the WPIA Reservations Policy and Procedures Manual.

#### **DONATIONS TO THE INN:**

##### MEMORIALS

All proposals will be evaluated by the West Point Inn Association Board of Directors (the Board) based on the following criteria:

1. Placement of memorials on the West Point Inn's footprint must be compatible with the Inn's existing structure and requirements.
2. The final decision as to location of any memorial(s) will be determined by the Board.
3. Memorials shall not detract from or overpower the scenic or architectural value of the existing environment.
4. All memorials will be constructed of materials that meet the design and maintenance considerations of the Inn.
5. Memorials, which are large in scale, may be considered on a case-by-case basis.

##### NON-DESIGNATED MONETARY MEMORIAL DONATIONS

Non-designated monetary donations will be used to meet the current needs of the West Point Inn Association as recommended by the Board. Requests made to the Inn for free nights, use of the Inn, etc., will be considered by the Board on a case-by-case basis.

##### BARTERING

The West Point Inn Association may not compensate contractors with free nights at the Inn in lieu of payment.

#### **DONATIONS FROM THE INN:**

The Board may grant, at its discretion, a maximum of twelve (12) one-night mid week stays (Tuesday, Wednesday or Thursday) per calendar year subject to existing availability and the following restrictions:

1. Donation limited to one room in the Inn (maximum occupancy 2) or one cabin (maximum occupancy 4).
2. Must be reserved within existing non-member reservation policy of a maximum of three months in advance.
3. Grantee is either a Marin County 501c3 organization with an affiliation to the Mt. Tamalpais watershed or a Marin County school.
4. Donation expires one year from the date of the auction or event in which the donation is awarded.

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: April

Wayne Y. Koide 10/3/2018 10:52 AM

Deleted: 7

**WORK PARTIES:**

**MEMBERS**

Work Parties are scheduled on the 3<sup>rd</sup> Saturday of every month from 10:00 a.m. to 2:00 p.m. A free lunch will be served to workers at 2:00 p.m. WAMPUM will be paid to participating members at lunchtime. All WPI members are encouraged to participate in at least one work party each calendar year.

**PROSPECTIVE MEMBERS**

Prospective members must complete three work parties, at least one of which is a Pancake Breakfast or Pancake Breakfast Cleanup, within one year in order to qualify for membership. [Three](#) letters of recommendation from WPI members, a completed application and application fee must be submitted to the Membership Chairman for processing. The President has discretion to determine whether other activities may be counted towards a prospective member’s work party requirement.

Wayne Y. Koide 10/2/2018 1:29 PM  
Deleted: Two

**WEST POINT WAMPUM:**

WAMPUM will be issued for participation in work parties. WAMPUM may be used in lieu of cash, check or credit card to pay for overnight stays and membership dues. WAMPUM may not be used for membership application, late fees, or for locker payment.

**CLOSURE OF INN DURING RED FLAG WARNING**

The Inn will be officially closed during “Red Flag” fire alerts as announced by the MMWD and/or Marin County Fire Department personnel. This does not preclude the Innkeeper plus three additional people (i.e. enough people to fit in one vehicle) from remaining at the Inn during these alerts. In the event of closure due to Red Flag fire alerts, the Innkeeper and Reservations personnel will attempt to contact overnight guests to inform them of the Inn closure. All overnight fees for canceled reservations will be refunded.

**BUSINESS ACTIVITY:**

As a condition of the WPIA’s lease with the MMWD, it is the policy of the Inn that no outside business activity will be conducted by any member(s), Innkeeper or guests in or around the premises apart from the official business of operating the Inn and related Inn business. This includes any activity and the use of printed materials or verbal presentations which even suggest the goal of self-advertisement, products, services or events for personal gain.

This policy restriction extends to the unauthorized use of the WPIA membership roster names, mailing addresses, phone numbers and e-mail addresses of members. No member or non-member may use or share roster information other than what is specifically sanctioned by the Board in writing and reflected in the minutes as Board action.

**CONSEQUENCES FOR NON-COMPLIANCE WITH WEST POINT INN ASSOCIATION POLICIES**

Failure to comply with the West Point Inn Association Policies may result in suspension or termination of one’s membership in the organization and all privileges associated therewith.

Wayne Y. Koide 10/3/2018 10:52 AM  
Deleted: April  
Wayne Y. Koide 10/3/2018 10:52 AM  
Deleted: 7

**New applicants for membership Posted Sept. 2018  
For Board Meeting vote Oct. 8, 2018  
11 applicants. All applicants will go on our wait list.**

**Chris Staskus of San Anselmo Sponsored Blaise Cullen,  
Wayne Koide & Jennifer Barclay**

**Jon Chorley & Amy Talbot of Mill Valley Sponsored by:  
Ed Conti, Ken Malvino & Wade Hufford**

**Fiona Cundy & Baker Lyon of Berkeley Sponsored by:  
Dean Woerner, Donald Keeley & Ken Malvino**

**Michael & Jean Jefferies Sponsored by: Fran Rondeau,  
Don Keeley & James Parton**

**Hannah Hoekstra of San Francisco Sponsored by: Fran  
Rondeau, Angela Byrne & Caroline Mc Dowell**

**Raphael Stargrove & Desiree Cadman-Mendoza of  
San Francisco Sponsored by: Gail Shahan, Don Keeley  
& Caroline Mc Dowell**

**Leslie Barker of Kentfield Sponsored by: Fran Rondeau,  
Clare Wellnitz & Gail Shahan**