

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

January 11, 2016, Monday, 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 Fran Rondeau

Board Attendees: Ward Flad, Jan Gauthier, Pete Martin, Bob Newcomer, Brenda Roberts, Fran Rondeau, Fred Runner, Olene Sparks

Board Members Absent: Gordy MacDermott, Jan Gauthier (left 8:30 pm)

Others: Ward Flad – Parliamentarian, Bonnie Jones – Secretary, Mark Northcross - Treasurer

#### APPROVAL OF MINUTES

Minutes of November 9, 2015 - Pete Martin made a motion to approve which was seconded, unanimously approved.

#### BOARD OFFICERS

*Election of Officers:* Fran Rondeau opened discussion about the election of the 2016 Board President. Concern was expressed about the onerous time commitment. Brenda Roberts brought up that the realignment of Board terms was set up to develop a team of people to take on this huge role. Vice-President could take on a larger role to relieve burden on the Board President. Brenda noted discussion for next year's President's chair should commence in October or November.

Ward Flad nominated Fran Rondeau for President. Fran was elected by acclamation. Fred Runner nominated Bob Newcomer as Vice-President and was elected unanimously.

Welcome to new Board members: Ward Flad, Jan Gauthier, Pete Martin.

#### PRESIDENT'S REPORT

*Wampum:* Fran ordered a new batch of wampum and a stamp in order to include an expiration date on the back.

*Work Parties:* Jennifer is in the process of training new work party leaders - she has a nice group that is eager to learn.

*MMWD:* Mike Swezy is working on final cost accounting for the new water tank – he should have it completed next week. Mike Swezy raised subject of endowment with senior staff & heard no objections. Fran asked him to confirm that water district had no objection. Also Fran set up our annual MMWD meeting on January 27, 2016.

*Water Tank Safety Concerns:* Addressed concerns - produced \manufacturer specifications. Discussed ongoing water quality testing, MMWD will provide face masks for routine water sampling. Doug Wirth - chemist & member of Inn - has offered to test water quality.

*Board Christmas Dinner:* Bob Newcomer - congenial crowd Marcia Nay handled logistics. 33 people attended. No one from MMWD was in attendance. Bob recommended start planning earlier in the Fall to open up more options for dinner.

*Christmas dinner @ Inn:* Brenda Roberts reported that there were 48 attendees, \$1534 in profit.

*New Year's Eve Event:* Olene reported that the event was very successful – several new members were in attendance. \$760 in profit. Some guests who were not members, but were friends, joined in the festivities. ABC concerns about non-members in attendance were expressed. If an event is an all member group, then don't need license. Discussion ensued about details of ABC licensure.

*Rose's Reservation Instructions:* Rose wrote up/description was sent out to all. Gordon took over reservations for a short period of time in December. Overnight use has increased 50% last five years. Website is very clumsy and does not allow reservations to be made on I phone. Jan will look into possible changes.

*Budget Plan 2016:* Budget Worksheet distributed. Committee chairs should come back with hard numbers for refinement of budget. Mark reviewed assumptions that he used for first refinement of estimates. This will give us a better sense of tracking and planning. Brenda suggested that assumptions should be listed on the spreadsheet.

*Board Succession:* Fran discussed ways of developing interest from members for Board membership. An ideal Board member has experience across different events at Inn (i.e., work Parties, PKB, events). Discussion expanded to cover committee chairs. Jan suggested developing a document that outlines the steps for becoming Board members, committee chairs. This document could be included in the newsletters, hand out at Work Parties. Jan & Bob will start a leadership development committee. Send ideas via email to Jan by next week.

*Board Terms:* Pete suggested that we seek consultation from the Center for Volunteer and Nonprofit Leadership regarding Board structure. Create model. Estimate about \$5000. Brenda suggested that we only need an hour of consultation to review examples. Review by-laws and compare with other organizations. Fran will contact Gina Guillemete. Pete would happy to attend with Fran. Brenda would like to see how other organizations are organized. It was suggested that the Board convene special meeting dedicated to a focused review of Board terms & succession. Discussion ensued about different strategies for encouraging the development of new Board members.

## COMMITTEE REPORTS

*Treasurer's Report:* Mark Northcross - Year-end 2015 financial report (first draft). Profit \$35K. All time record overnight use fees \$190K. Expenses held the line. We did better on credit card refunds this year.

*Building & Grounds:* Brenda Roberts – see attached.

*Communications/Website Committee:* Jan Gauthier - concerns with website platform - work with Kay. The platform is not WordPress which is creating a few problems bringing up reservations screens.

*Development Committee:* Ward Flad – It is encouraging that MMWD is open to the development of an endowment. Need legal framework for endowment. MCF can provide assistance. Continue - free night raffle at PKB to generate email addresses of visitors to the Inn. Put on agenda in the future - how we invest our money with the MCF.

*Fire & Safety:* Pete Martin/Joel Blackwell – report - from email

*Garden Committee:* Kathleen Kopp – no report

*Heritage/History Committee:* Fred Runner/Linda Hulley/Carl Nolte/Marilyn Skaff/Nancy Skinner  
Olene Sparks - Heritage night - flyer. April 8 & 9. Heritage Night will honor the centennial date of the reopening of an abandoned Inn by the railroad. This was the beginning of a new direction for the West Point Inn, one focused on hikers and not stagecoach business. It was also the Inn's first major crisis.  
Heritage rooms – commit to completing two rooms this year. Historic 1911 Model – Gravity car barn at the east peak will display a model steam engine built by employees of Tamalpais's railroad in 1911. It drew crowds to their Market Street ticket office window from 1911 to 1929. It will be displayed at the Civic Center until May, then move up to the barn.

*Historian:* Fred Runner – see above

*Housekeeping:* Fran Rondeau/Bonnie Jones – no report

*Membership:* Gordie & Lynn Mac Dermott - no report

*Mountain Organization Liaison:* Olene Sparks - no report

*Newsletter:* Alison Bricker - no report

*Old Timer's Liaison:* Marilyn Skaff - no report

*Pancake Breakfasts:* Chris Marcuse/Lin Johanson – no report

*Personnel:* Lin Johanson - no report

*Policy & Procedures:* Wayne Koide – no report

*Reservations:* Rose Sullivan - no report

*Work Parties:* Jennifer Barclay - no report

OLD BUSINESS

NEW BUSINESS

Olene Sparks moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned 9:22 pm.

Respectfully submitted,

Bonnie M. Jones

CLOSED SESSION

<b>Motions passed</b>	
<i>Topic</i>	<i>Details</i>

<b>Tally of Donations of mid-week overnight accommodation - 2016</b>	
Month voted	Organization

Building & Grounds Report  
January, 2016

Current Projects:

- ADA Cabin: Bill Kelley responded to my inquiry this past week that the Historic Preservation Committee meets on Tuesday, January 12<sup>th</sup>. He has sent me the updated application and indicated that he will let me know after the next meeting if the application is final. Over the past month, have had two meeting with GC and 2 meetings with Draftsman on the changes to cabin. Revisions to the plans expected in two weeks; plans will then be submitted to structural engineer which should only take a few days. Revisions of the ADA cabin plans will be completed first; then, a second set of plans detailing the ramp behind the Innkeepers quarters which will connect to the back deck, show removal of ramp and expansion of deck on existing piers will be completed for review by MMWD and Board.
- Fire Door: Installed at last work party is missing the “boot” at the bottom. Will have installed at next work party.
- Leaking galvanized pipe behind claw foot tub was replaced with copper—and Fred inspected it.
- Upstairs Bathroom: David Durr has located a tight grain, recycled Doug Fir that can be installed in upstairs bathroom. This product matches that which exists upstairs. When we do this, we will repair the problem with the grade of the cast iron waste pipe located in the events closet. Plans for the changes are not complete yet and the Inn has been scheduled tentatively for the change February 2, 3 & 4th. Fred and I need to still talk about the historical guidelines and come up with a full scope of work that is acceptable to the historians. Dewey’s position is that we can keep it as is or put it back the way it was. The more we can put it back the way it was the better it is. (For instance Gordon has suggested that we move the toilet bowl back and put water reservoir on the inside of the linen closet—using an old timey chain to flush the toilet. This can be done but I don’t know if the toilet was ever installed this way and whether Dewey and Fred would agree to this retrofit. Changing the toilet in this manner would provide more leg room in the toilet “cubby” closet resulting in not a bad end result.)

The plumber I usually use is on a big project in San Jose—he is working 6 days a week and will be for a while. I need to find another plumber to do this work—a reasonable priced one, not easy!

- Roof: three innkeepers have said that the roof is leaking at upstairs bathroom; two innkeepers think the leak is from the cast iron pipe. I have talked with the roofer and he is willing to go and examine to make sure we have no leak. I have also asked him for a price to change out the skylight over the kitchen sink (with us buying the skylight) and cost to re-roof the storage shed behind the Innkeeper’s quarters. It would be done in the same color shingle as the Inn.

Brenda Roberts