

**WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING**

Monday, May 14, 2018, 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:02 pm by President Wayne Koide

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

Board Members Absent: Bob Newcomer, Gordy Mac Dermott

Others: Jim Parton - Secretary

APPROVAL OF MINUTES

- Minutes of April 9, 2018 Board Meeting
Motion: Fran; Second: Olene; Vote: Unanimous
- Minutes of April 22 Spring Members Meeting
Motion: Fran; Second: Johanna; Vote: Unanimous

PRESIDENT'S REPORT

- New Reservationist – Jennifer Greene effective June 1
- Meeting with Kevin Jensen (WPI member) at Inn re: ADA handrails
Referral from Richard Skaff. Kevin worked with CCSF designing ADA accessible bathrooms. Plan to meet with Kevin at the Inn on the afternoon of Heritage Night. *See also*, Old Business (below)
- Replacement for Gordy Mac Dermott on WPI Board
Gordy has decided to step down because his schedule keeps him from attending most Board meetings. Gordy remains very active with the Inn. *See also*, New Business (below)
- Mother's Day Pancake Breakfast – 843 breakfasts served despite the poor weather.
- Buildings and Grounds projects/ timelines –
Don DeLave (Petaluma contractor) has agreed to join in on the B&G Committee. Discussion regarding the need for contractor involvement on committee. Discussion regarding whether Inn would benefit from a “go to” contractor (for compensation) arrangement.
- Innkeeper Peter Grazier have decided to move to Oregon

TREASURER'S REPORT, Mark Northcross

Cash balance is high. Overnight use fees have been very high. Three of last 4 months have been all time highs. Caution: With climate change, we may have many red flag days which would cut revenue. Therefore, Mark recommends maintaining current budget.

OLD BUSINESS

- Emig Cabin Door Leak – progress report
Wayne hopes to have something to discuss at next meeting.
- Generator Upgrade Report (Mark Northcross) – progress report

Mark has made contact with off-grid expert in Humboldt, "Pavel," who expressed some interest. Mark knows his work which is good quality. Pavel is also considered the "go to guy" in the Trinity area. Mark will follow up. Discussion regarding current generator issues.

- ADA Handrail in context with historical buildings (Johanna Sistek)
ADA Requirements for Historical Buildings. Ref. <https://www.ada.gov/pubs/t2qa.txt>
State Historical Building Code; 2016 California Historical Building Code, 24 CCR Part 8, Ch. 8-5, Means of Egress, §8-504.
Only one accessible route required which need not be one used by the general public. Therefore, it may be that the handrails are not actually required. Two issues: configuration and copper is hot in the sun. Discussion that current handrail may be a risk to public and members both due to configuration sticking out blocking part of the egress, and burn risk (especially young children at PCBs) from hot sun on the metal. Discussion regarding consulting a certified access specialist with experience/expertise regarding historical buildings.
Lengthy discussion.
Motion (by Mark Northcross): Authorize board president to remove and store the handrailing at the front of the Inn because of perceived hazard; leave existing railing by IK quarters for now.
Second: Johanna; Vote: Unanimous.
- Amazon Prime account for IK requisition of supplies – complete – how is it working?
Five signatories. No report yet regarding usage of the account.

NEW BUSINESS

- Clarification of defensible space budget for CY 2018 – Fire and Safety Committee
October 2017 meeting; PM raised issue about increased cost and need for more than 5 days work. Discussion regarding how to account for funds raised. Use Emig Cabin bank account (renamed as Fire Prevention account) for this? Discussion regarding money raised in excess of the goal. General agreement that money should be dedicated to the use for which the money was raised even if excess of the goal. Discussion regarding fiscal management issues and need for clarity in communicating authorized expenditures to committees.
Approx. \$8,600 has been spent this year to date. MMWD has not paid for their 2 days of clearing work. Need to be sure MMWD gets billed separately. Original fire prevention budget (pre-fund raiser) was approx. \$4,200. \$9,500 was raised, making total budget \$13,700. After expenditures to date (\$8,600), there is \$5,100 remaining of the budget.
President will contact PM to discuss fiscal issues and advise go forward budget is \$5,100. Wayne Koide will discuss with Mike Swezy to be sure that 2 days are billed directly to MMWD.
- Replacement of board member Gordy Mac Dermott – term ending Dec 2018
Discussion. No decision or action taken.
- Report by Patti Schmidt on analysis of current reservations system
No developments since Spring Meeting.
- Trash/Recycling at the Inn (Olene Sparks)
Receptacles DN clearly indicate what goes where; not easy to read. Might be a good thing for work parties. Better labels; bigger size or more. Olene will be in contact with Don Keeley about this.
- Voting in new members:
Sean McCormick of Petaluma, Sponsored by: Donald DeLave, Wade Hufford & Ellen McGlynn
Will Sink of San Francisco, Sponsored by: Jan Gauthier, Jennifer Barclay & Alyssa Jorgensen
Motion to approve both: Olene; Second: Fran; Vote: Unanimous

COMMITTEE REPORTS

Building & Grounds: Urban Carmel & Mark Cavagnero
No report.

Communications/Website Committee: Jan Gauthier
No report.

Development Committee: Suzie Adams Koide
No report.

Election Committee: Chris Marcuse & Lin Johanson
No report.

Event Committee: Gail Shahan/Fran Rondeau
Heritage Night plans reviewed. Silent Auction plan explained.
Three Club hike date will be August 25.

Fire & Safety: Pete Martin.
Please see New Business

Garden Committee: Kathleen Kopp
No report.

Heritage/History Committee/ Historian: Fred Runner
No report.

Housekeeping: Fran Rondeau/Bonnie Jones
No report.

Water Tank/System: Bonnie Jones
Flow metering device is being designed by Balance Hydrologics and MMWD will install it –
Bonnie will take readings throughout the summer.
Following this feasibility study, Barry Hecht will forward revised scope of work and a contract
for signature, respectful of \$2,000 previously approved limit.
It appears that no permit will be required.

Membership: Gordy & Lynn Mac Dermott.
See New Business

Mountain Organization Liaison: Olene Sparks.
Olene will be attending upcoming Tamalpais Conservation Club meeting.

Newsletter: Alison Bricker
Newsletter articles for June edition due by May 18

Old Timer's Liaison: Marilyn Skaff
No report.

Pancake Breakfasts: Lin Johanson/Gordy MacDermott
Mother's Day was a success \$7,900 gross; 834 breakfasts served.

Personnel: Lin Johnson/Fran Rondeau.
No report.

Policy & Procedures: Chris Marcuse
No report.

Reservations: Rose Sullivan/ Jennifer Green.
See New Business

Work Parties: Don Keeley
No report.

Open Meeting was adjourned 9:02 pm. Move: Olene; Second: Fran; Unanimous.

Respectfully submitted,

James Parton

Policy Motions passed this meeting	
<i>Topic</i>	<i>Details</i>
ADA Handrail	Authorize board president to remove and store the handrailing at the front of the Inn because of perceived hazard; leave existing railing by Innkeeper quarters for now.

Tally of Donations of mid-week overnight accommodation – calendar year 2018	
<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]