

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, April 11, 2016 7:00 PM

220 Nellen Ave

Marin Municipal Water District

Board Room

Corte Madera, CA 94925

MINUTES

Meeting was called to order at 6:58 pm by President Fran Rondeau

Board Attendees: Gordy MacDermott, Pete Martin, Bob Newcomer, Fran Rondeau, Olene Sparks

Board Members Absent: Jan Gauthier, Ward Flad, Brenda Roberts, Fred Runner

Others: Bonnie Jones – Secretary, Tim Aaronson (member), Jennifer Barclay – Work Party chair

APPROVAL OF MINUTES

Minutes of March 14, 2016 - Olene made a motion to approve which was seconded, unanimously approved.

PRESIDENT'S REPORT

Receipt of original bylaws from Sacramento: Fran received the West Point Inn Club articles of incorporation from Sacramento. The Inn was incorporated July 3, 1943. A certificate of amendment of the articles was filed on November 6 1979 and another certificate of amendment was filed on Oct 24, 1980. The Corporation number is 192829. Document should be scanned for archive. Corporation Number issued in 2013 & 2015.

Members' Meeting: April 17, 2016. Return of votes - low to date. Need to know quorum number required for vote to be valid. Alison is sending out a reminder to members to vote. We need volunteers for raffle at Spring meeting. Last meeting two overnight stays for two. Olene & Gordie will organize.

Water Tank: MMWD provided NSF/ANSI 61 certification for tank as required by the State of California for potable water tanks. Mike Swezy suggested a meeting with Fran & Bonnie & their engineer regarding testing. Fran & Bonnie will set up a meeting. The breakdown of charges - still outstanding. Mike Swezy indicated that the labor was much higher than expected. MMWD has indicated that we can pay on a monthly basis.

Filming at the Inn: Crew came up on Friday April 8, 2016. Reserve three different periods for filming - Monday, Tuesday, Wednesday (3 days each time). Pat has been calling folks to alert them that they may need to give up their reservation. May 4,5,6/May 9,10,11/May 15,16 have been blocked by Rose to accommodate the film crew. Discussion about adequate compensation. Pete suggested that we ask for a non-refundable deposit for the nine days that they have asked us to hold the Inn open for them.

Storage unit: Storage unit by Rod & Gun Club. (\$60/month). Fran brought back two boxes from 2009. We need shelves in unit. Whole Board should go over & take a box & organize - make list. What is

important to keep? Materials relative to taxes (retain 7 years). Need sturdier boxes. Jennifer has a suggestion for someone to lead this effort. Jennifer will send name to Fran.

Grant Requests: Alpine Club - missed deadline? Pete had an idea -- placing a bronze plaque that details the National Historic Registry designation (discussed with Fred). Board members discussed possible placement. Not sure if this fits within the guidelines of the grant. Olene suggested that we get back to them to thank them for their consideration of our organization.

Heritage Night: Heritage Night was a huge success. No cancellations on Saturday night. Great camaraderie. Next year - "The Unimaginable World of Hiking on Tam in the 1902s and 30s."

Questionnaire – it was suggested that we initiate a system to periodically get feedback (good & bad) from our guests - suggestions/comments. Reason - we have a complaint system. In fairness need avenue for positive feedback. Email inquiry. Key will be to manage this information confidentially. Needs to be thought through in terms of who will management. It was agreed we would limit it to three or four questions. Pete brought up the experience at the Lighthouse - Facebook - 100% positive.

Musicians - we give an overnight stay - they often can't stay that night. Four musicians haven't used their overnight stay. The question was raised – do we have a policy length of time an overnight stay certificate is valid. Discussion ensued about duration – consensus was to have these certificates be valid for one year. Consensus is that we will honor past awards.

Bob made a motion to honor outstanding musicians' overnight awards and from here forward limit the valid period to one year, seconded, passed unanimously.

Make a Wish Special Request: - could not take advantage of Inn due to illness.

COMMITTEE REPORTS

Treasurer's Report: Mark Northcross - all in good standing. Cash position, overnight use fees all time high. Expenses \$30K higher than last year.

Building & Grounds: Brenda Roberts – see attached report

Communications/Website Committee: Jan Gauthier - Tim Aaronson brought up several recommendations for improvements to the website. One main thing is that the website is not as current as the newsletter (he gave specific examples). He recommended better coordination between Alison & Kay. Pictures of Board members recommended for recognition. He recommended that the Innkeeper name is identified in the Inn (i.e., a plaque with a picture). He provided comments about a weather station at the Inn & asked if we could make our weather station can be available online. Fran will email Jan's responses. Discussion ensued about quirks in reservation system (need to make a separate reservation for each room). Fran suggested that an update to the reservation system be added as an agenda item at a future meeting. Pete reported that Davis Instruments makes weather equipment that can be connected to a PC. Nate Lee (new member) has also offered suggestions for the website.

Development Committee: Ward Flad - no report

Fire & Safety: Pete Martin – Within the last month - dedicated phone line for the alarm system went down. We alerted Redwood Security. They looked at phone wiring & fixed it. No power to phone line. ATT inadvertently shutdown down the line. Redwood Security had to come up again to reset system.

Down for a few days. Innkeepers were on top of it. Question about who discovered problem -- did Redwood Security discover remotely?

Two separate inquiries about brunch piles. Joel sent pictures - won't breakdown anytime soon. We had dedicated crews thinking we were going to burn or chip. Pete has been in touch with Carl Sanders to discuss what we want to do with 5-man crew (MMWD) this year. We paid for three days last year. We have \$5K budgeted. Crew will do clean-up down below - 200' zone below Inn. Discussion about getting crew leader set & crew organized. (Connie). Film crew proposing topping Bay trees to provide clear view of SF. Pete will discuss this with Mike Swezy.

Garden Committee: Kathleen Kopp – no report

Heritage/History Committee: Fred Runner/Linda Hulley + Carl Nolte, Marilyn Skaff, Nancy Skinner, Olene Sparks

Historian: Fred Runner - no report

Housekeeping: Fran Rondeau/Bonnie Jones - new curtains for the transom windows in rooms 3-6. Four weeks until wicker chairs are repaired.

Membership: Gordie & Lynn Mac Dermott -

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

Kate Hoshour of Berkeley sponsored by:
Jennifer Barclay and Jennifer Koehler

Clare Wellnitz of Berkeley sponsored by:
Jennifer Barclay and Jennifer Koehler

Judy Hyrne of Menlo Park sponsored by:
Fran Rondeau and Eva Leska

Karin McClune of San Francisco sponsored by:
Heidi Howell and Jennifer Barclay

Alan Zimmerman and Angela Wildman of Sausalito sponsored by:
Jennifer Barclay and Ken Malvino

Freddie Kusun of Petaluma sponsored by:
Robert Badger and Jennifer Barclay

Michael Evans of Sausalito sponsored by:
Wendy Eberhardt and Jennifer Barclay

Robin Olesen of Berkeley sponsored by:
Jennifer Koehler and Jennifer Barclay

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 – meeting for PLB & Clean-up crew leaders on Thursday 6:00 pm @ Fran's house.

Personnel: Lin Johanson - no report

Policy & Procedures: Wayne Koide – no report

Reservations: Rose Sullivan – no report

Work Parties: Jennifer Barclay - everything fine.

OLD BUSINESS

NEW BUSINESS

Olene moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned 8:41 pm.

Respectfully submitted,

Bonnie M. Jones

CLOSED SESSION

Motions passed	
<i>Topic</i>	<i>Details</i>
Bob made a motion to honor outstanding musicians' overnight awards and from here forward limit the valid period to one year.	Unanimous

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

Buildings & Grounds Report

Brenda Roberts

Projects at the Inn: Inexpensive toilet was purchased for the upstairs bath room and it has been installed so that everything works now.

Water heater for the Inn: replaced with a tankless hot water heater. The heater vents directly out on to the deck and there have been some complaints so we do plan to run the exhaust all the way to the roof at the end of May. In the meantime, we have a temporary fix to address the issue. According to the Innkeepers there have been a couple of complaints about hearing the water heater from the porch. A possible solution if this becomes an issue is to move the water heater to the basement wall below the bathroom.

The electrical outlet for the future Innkeepers water heater was installed when we installed the outlet for the new tankless water heater. The electrical is only for the ignition switch and not for running the water heater. The water heater installed for the Inn has a 94% efficiency rating and we don't run out of hot water ever. Plans are to hook up the recirculating pump that is interior to the water heater at the end of May when the other work happens. Currently, it takes about 2 gallons of cold water to get the cold water to the kitchen sink.

ADA Cabin: Bill Kelley contacted me late this week to let me know that the Commission has unanimously voted the ADA Cabin to be historically significant which means that we can use the historic code to build the cabin. This designation gives the building official, Bill Kelley, much more latitude in allowing deviation from current codes (not life, safety, energy or ADA).

Mike Sweazy continues to try to set up a meeting with _____. The original meeting was scheduled for this Wednesday but the board room is scheduled and Mike wishes to reschedule. _____ is making it very difficult and only giving us a two hour timeframe.

Bill Kelley has indicated that in review the changes he will need (1) historic review (Fred and Dewey); and (2) ADA. In addition to _____, I have asked and have obtained agreement from Sandy Ross, Pete Martin and Tom Redmayne to serve on an ADA Committee to advise the County and Water District because they all represent different views for ADA. Sudi has written a letter supporting the removal of the north facing windows which was very kind of her.

When I return tomorrow, my plans are to send out a copy of the original set of plans, the new changes to the plans and draft plans of the changes to the deck to all those involved with this process.

If a meeting does not happen soon, I will need to move the date for possible construction of the cabin to the fall. Once the plans are

approved, the contractor and I still need to finalize a detailed budget for submission to the Emig fund to secure the funding and we need to get on all the subcontractors' building schedule. Most of them are very busy right now.