

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, August 10, 2015 7:00 PM

220 Nellen Ave

Marin Water District

Board Room

Corte Madera, CA 94925

### MINUTES

Meeting was called to order at 7:04 pm by President Fran Rondeau

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

Board Members Absent: Jan Gauthier

Others: Ward Flad – Parliamentarian, Bonnie Jones – Secretary, Mike Swezy (MMWD)

#### APPROVAL OF MINUTES

Minutes of July 13, 2015 - Ward Flad made a motion to approve which was seconded, unanimously approved.

Joel will substitute as secretary for the September 2015 meeting.

#### PRESIDENT'S REPORT

Fran reported to the Board - following last month's discussion regarding the WPI roster: a recent article in the SF Chronicle noted that under California law a nonprofit organization with an elected board is required to turn over its membership list to any member upon request.

If a member wants a roster – the member contacts Gordy & the roster he provides (USPS address & phone number) doesn't include email addresses. Board members have access to email addresses.

#### OLD BUSINESS

##### *Discussion about ADA Cabin:*

Brenda Roberts distributed packets regarding permits, outstanding issues, plans and proposed changes to the plans. Also included are the four bids.

Brenda outlined current situation with County and her contact with Bill Kelley (chief building inspector).

Brenda had a conversation with Lada from Page Turnbull (ADA specialist– architect) and will refer issues to her to address ADA compliance.

Fred & Brenda met with Dewey Livingston. Discussed stone & concrete as designed - Brenda proposed that we should build a wooden ramp instead. Brenda suggested demolishing existing ramps for materials and to widen existing deck.

Mike Swezy (MMWD) offered recycled redwood from redwood tanks for ramps, railings etc.

Board members discussed fine points of design and asked for clarification. The Board members discussed windows, skylights, doors. Board consensus was to eliminate skylight.

The Board members discussed flooring options - concrete slab vs. post & beam construction. Brenda brought up the issue about bringing in large concrete trucks vs. mixing concrete on site. Brenda would like Board approval to research flooring issues. Question about if there are other needs for a concrete pour? Pete commented that widening concrete parking area would be a benefit. The wider parking area appears to be on the plans.

Dewey Livingston expressed concern about vinyl-cladded windows. Brenda has a source that can construct wooden windows with deeper sills.

Brenda would like to research an alternative to specified stove.

The Board members discussed tankless water heater - proposed installing in Innkeepers' quarters & trenching to ADA cabin. Hot water will only be available to ADA guests.

Brenda will discuss issues with chemically sensitive guests regarding glues, etc.

Must start excavating/building by November 20th or permit expires.

Damian has drawn fire sprinkler plans. The ADA cabin will have an independent sprinkler system.

Permit for roof repairs/replacement expires in December 2015. Brenda will have an inspection & close-out permit for work that has been completed & will activated a new permit for the Members' lounge & Innkeepers' quarters.

Discussion ensued regarding bids.

Joel made a motion to accept the committee's recommendation to award the construction contract to Hoffman Construction, Inc., for the ADA cabin seconded, passed unanimously.

*Discussion about new water tank and proposals for MMWD:*

Questions for Mike Swezy -

Pete Martin disagrees with concept - proposed increasing tank size (10,000 gallons) to provide for additional firefighting. Mike Swezy noted that the existing redwood tank is at the end of its useful life and will also need to be replaced.

New tank will be 8500 gallon - interim step - more for fire fighting, more for drinking water. Existing tank is 20,000 gallons – Mike Swezy noted that it will cost \$150K to replace this tank.

The Board members inquired about enhancing spring output. Mike Swezy noted that the current spring is functioning well - to get more production need to drill. There is a serious issue about taking more out of the creek - environmental concerns - fish habitat. If we have to truck water up - water cost trivial, trucking costs are the concerns.

Pete brought up installing a rubber liner to extend the life of the redwood tank.

Mike Swezy brought up to the Board that the costs for the tank replacement are likely to be less than estimated. WPIA share will be less than \$25K. WPIA will not be charged overhead. Estimates were based on normal construction costs - MMWD will do work & this will reduce costs.

Big tank (existing tank) will be for fire flow. We will have access to the total volume in the new tank (8500 gallons). Better access. 5000 gallons more that we have now. MMWD has already bought the tank (polyethylene), it is being delivered. MMWD will allow installment payments.

Joel made a motion to accept MMWD proposal for tank installation, seconded - 6 yes, 2 abstain.

#### NEW BUSINESS

Joe Ludi will be 92 on Wednesday.

#### COMMITTEE REPORTS

*Treasurer's Report:* Mark Northcross - report by email

*Building & Grounds:* Brenda Roberts – bathroom window at work party - fire escape door – will be replaced. Brenda will contact window guy - innkeeper's window - needs to be replaced.

*Communications/Website Committee:* Jan Gautier - by email website up & running a few issues about emails.

*Development Committee:* Ward Flad - The first free raffle for a free mid-week Inn overnight room was conducted during the PKB Aug. 9th. A total of 178 entries were received (out of a total of 491 paid attendees), yielding 178 unique and legible email contact addresses. Only one was confirmed a member, and three were volunteers at that PKB (of which one won the raffle!). This yields a gross capture rate of 36%, but since most paid PKB meals were in the context of a couple or family, the actual rate is likely over 70%. In comparison, the Guest Ledger replacement book that started Jan 8<sup>th</sup>, 2015, contains roughly 575 guest names, and 93 contact entries with email addresses, a 16% capture rate.

Going forward, once the remaining two PKBs are events for two additional raffles, the database of PKB attendees can be combined with the membership database, and whatever other databases

are available, to make a master contact email database of persons and households that have physically been at the Inn.

The master database can be used to do our regular December outreach for Support-the-Inn donations. Then in the first quarter of 2016, it can be used to invite anyone interested in supporting the Inn via estate planning, to a reception with presentations by (tbd.) on the history of the Inn combined with a presentation by Dine Demarlie from the Marin Community Foundation about estate planning.

Pete Martin suggested that life members put their dues in anyway. Ward would like to have people consider including WPIA in their estate planning.

*Fire & Safety:* Pete Martin/Joel Blackwell – no report.

*Garden Committee:* Kathleen Kopp – no report

*Heritage/History Committee:* Fred Runner/Linda Hulley + Carl Nolte Marilyn Skaff Nancy Skinner Olene Sparks - Brenda will be working on bathroom which was first addition to –inn.

*Historian:* Fred Runner – no report.

*Housekeeping:* Fran Rondeau/Bonnie Jones – report submitted about research regarding replacement options for Stickley dining room chair seats.

*Membership:* Gordie & Lynn Mac Dermott –

Pierre Terrier of San Rafael sponsored by:  
Rose Sullivan and Olene Sparks

Margot Jasie of Larkspur sponsored by:  
Rose Sullivan and Olene Sparks

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

*Mountain Organization Liaison:* Olene Sparks -

*Newsletter:* Alison Bricker -

*Old Timer's Liaison:* Marilyn Skaff - Brenda will host, Olene will handle reservations, discussed musicians. September 26.

*Pancake Breakfasts:* Chris Marcuse/Lin Johanson – successful.

*Personnel:* Lin Johanson - personnel meeting cancelled - installing solar batteries. (cost only \$5K).  
Refrigerators - over-heating - affects freon. Need to recharge freon.

*Policy & Procedures:* Wayne Koide – no report

*Reservations:* Rose Sullivan - no report

*Work Parties:* Jennifer Barclay - workparty this Saturday August 15, 2015.

Fred Runner moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned 9:00 pm.

Respectfully submitted,

Bonnie M. Jones

<b>Motions passed</b>	
<i>Topic</i>	<i>Details</i>
The Board resolved the committee's recommendation award the construction contract to Hoffman Construction, Inc., for the ADA cabin.	
The Board resolved to accept the MMWD proposal for tank installation.	

<b>Tally of Donations of mid-week overnight accommodation - 2015</b>	
Month voted	Organization
January	Kiddo (schools in MV)