

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, May 11, 2020, 7:00 PM

Via Video/Teleconferencing

### **FINAL MINUTES**

Meeting called to order at **7:05** pm by President Chris Marcuse

Board Attendees: Nancy Fox, Bonnie Jones, Alyssa Jorgensen, Don Keeley, Jim Parton, Johanna Sistek, Clare Wellnitz

Board Members Absent: Pete Martin

Others present:

- Jean Jefferies – Secretary
- Wing Pepper - Supporting Secretary
- Mark Northcross - Treasurer
- Ross Asselstine - B/G Committee
- Wayne Koide - Policy & Procedures Committee

### **CONFIRM APPOINTMENT**

- Alyssa Jorgensen to Board
- Motion to approve: Chris
- Second: Nancy
- All in favor

### **APPROVAL OF MINUTES**

- April 13, 2020 Board Meeting minutes approved
- Motion to pass: Chris
- Motion to approve: Bonnie
- Second: Jim
- All in favor

### **PRESIDENT'S REPORT**

- Inn will remain closed Through 05/31
- Old Timers' Canceled - was to be first weekend in June

**TREASURER'S REPORT**, Mark Northcross

- Mark shared the WPIA financial spreadsheet highlighting income and expenses from Feb 10th to May 11th, 2020
- Currently, WPI has about \$158k in the bank
- Burn rate shows about \$9k per month but that does not count the \$21k SBA loan or refunds
- Noted that almost all membership dues come in first few months of the year which can mask the actual cash flow/income
- An adjusted burn rate with the above considered is more like \$9,700 per month - we should estimate about 10k per month on a go forward basis
- Which means we have one year's supply of operating cash (including 21k from SBA) if no additional revenue to support.
- Going forward for planning purposes, we should assume a year of COVID-19 -like operating procedures and income as a safe bet (this comes from benchmarks from the hospitality industry)
- Recommend temporarily suspending wampum for a period of time - One year potentially
- Innkeepers
  - One option would be to furlough innkeepers for a designated time or reduce the daily work time to 4 hrs versus the normal 8.
  - Alternative is to keep them there full time to counter break-ins
  - They are considered “most valuable resources” for the Inn.
  - Also travel time alone makes a shorter work time unrealistic
- Mark’s revenue generation recommendation:
  - Aim to generate \$5k per month in the short term post SIP restriction lifting.
  - Once lifted, open Inn to Members only
  - If we get 5k per month ( $\frac{1}{3}$  of normal) then that extends the burn runway to 2 years if no other revenue comes in.
- Finally, we must account for additional expenses from reopening the inn - there will be an expense in just reopening - this wasn't factored into the 5K per month.
- Hospitality Industry Benchmark Reference - see forwarded documents
  - There is an expectation that the hospitality industry will open strongly in places like individual homes (Airbnb) and WPI can be a part of that

## **OLD BUSINESS**

### *COVID/Reopening Policies & Procedures / Memo comments*

- Page 1: Need to clarify term “personnel:” parties (maintenance), members, and /or staff/employees)
  - Move to re-word the draft to clarify this point - Wayne to provide updated language

- Page 4: Discussed PPE/cleaning and disinfection protocols. We should encourage people to bring their own to reduce the group-use of any PPE and supplies. WPIA can also provide back up.
  - We need to create a balance between keeping people safe, and reducing WPIA's need to provide everything.
  - The concern is the volunteer workers - they are quasi employees and not really official - that gives us a little more leeway to ask them to bring their own.
  - WPIA is obligated to provide to employees.
    - We could define between “employees” and “all non-employees”
- Just the first step
  - This is based on “getting to re-open” only - workers, members working and related operations.
  - Will require updating with a new module once we re-open for members or the public.
- First responder thank you
  - Ross: Create a thank you program for first respondents in Marin
- Vote on COVID-19 document V.4 (pending any future amendments which will be further engaged in future meetings)
  - Jim moved to vote for adoption ; Second: Johanna; All in favor.
    - Roles confirmed
      - Most senior person: Chris
      - Innkeepers: Lin
      - Construction: Ross
      - Maintenance: Don
    - Motion passed unanimously

*Pre-Opening Notes/Comments*

- **Reopening Committee**
  - Don: Head
  - Bonnie: Chair
  - Create written policies to activate once the SIP restriction is lifted.
    - Set 1) policies, 2) sequence of opening with members/public and 3) rates.
    - Use Johanna's memo as a starting point for our policy approach
  - Mark; Pent up demand with 72 hour restriction can get us to \$5k to get us through the crisis. We will need a minimum stay requirement.
- Reservations/Rates
  - Reservation system has to be re-thought to account for open rooms, dates, etc
  - Move to suspend all reservations now going forward
    - Move agreed to verbally

- Don: could create two whole inn bookings (at half the rooms) per week to manage in slots
- Alyssa: Recommended moving to a “room rate” vs. individual rate for the duration of the Covid-19 event.
- Assumption: Assume we raise rates as part of the go-forward model
- Housekeeping
  - Bonnie: Recommend taking all the quilts off the beds as well.
  - Ross: The pre-forwarded notes have the seeds of the correct procedures for cleaning. Use the 72 hour approach to avoid the WPIA taking on the mantle of cleaning and taking the ownership of laundry, cleaning, linens, bathroom usage.
  - Johanna: Could use 24 hours as the time frame and add some cleaning.
  - Jim: we are subject to county as well as state regulations - and the counties guidelines will be more stringent
  - Nancy: Challenge is the liability that comes from cleaning
  - Alyssa: volunteered to create a process - to scenario plan whether the extra cleaning is worth the cost to drive more usage/revenue
  - **Housekeeping Committee:** Tasked with defining what will it will take and cost to open the inn - define if we need to fundraise
    - Don
    - Nancy
    - Alyssa
- County Regulation Creation Due May 15 (Friday) - Supervisor Dennis Rodoni, District 4
  - Dennis Rodoni - should reach out to make him aware of our POV.
  - Two key issues to push
    - Ask for them to not direct that rooms have to be cleaned (need 72hour rule)
    - Don't rule in terms of common kitchen use (we submit a proposal proactively)
  - Ross: recommends getting all the like-organizations (slide ranch, PRS Hostel, etc) to come together and go as a team - at least provide input as a team.
  - Ross: recommends going to Rodoni with specific requests and recommendations. Send recommendations to Supervisors Rodoni, Sears (sp?), as well as, HHS and call them at same time
  - Jim will forward the guidelines and input forms for WPIA board to provide input as it's being developed by May 15
  - **Committee to get info to submit by 5/15 in front to Supervisor Redoni**
    - Chris: Chair
    - Jim
    - Bonnie

- MMWD
  - Important to partner with them as we go through the re-open process.
  - MMWD will have to approve the “members only” approach. This will require a comment on the existing contract. We will be better off with their agreement.
  - Move to form a committee to begin process on new Lease Agreement
    - Update for next meeting
- Insurance
  - Address whether we ask guests and members to sign when we open...down the road.
- Hospitality Benchmarks
  - Johanna looked at a few other clubs for benchmarks - e.g Sierra Club keeping a log of every person coming in and out for “contact tracing”
  - Ross/Bonnie suggested looking at the Youth Hostel approach in terms of bedding, sheets, etc.
- Outside fundraising
  - Jim: we need to fundraise regardless - we should engage this now while we are doing all this work

#### *New Members*

- Since work parties limited to members only and no PK breakfasts there will be no new members in Jan 2021

#### **NEW BUSINESS**

- Cancel June Events
  - June - PK breakfast will be cancelled.
  - Will try an updated Fathers Day virtual event/suggested mail-in fundraiser
- Future Board Candidates
  - 9 new members expressed interest for 2021 board

#### **COMMITTEE REPORTS**

*ADA Coordinator: Bob Newcomer*

#### *Buildings & Grounds: Ross Asselstine & Urban Carmel*

- B&G/Ross: Should we apply for a Emig grant; Ross will draft a grant proposal
- Proposal to convert the ADA bathroom shower space to a water-less toilet with outdoor accessibility bathroom
- Kitchen modification will be substantial projects
- Our permit does not allow us to provide water (like via a water fountain) and the fees for WPI to do this would be exorbitant due to purity/testing requirements

- Bonnie: suggested we raise with MMWD
- Work could also include where future water supply could go if we can negotiate this with MMWD

*Communications/Website Committee: Jan Gauthier*

*Development Committee: Suzie Adams Koide*

- Check with Suzie to see about future fundraising
- Don: Remind people to activate WPIA as a charity designation on Amazon - needs to be set up and will be included in newsletter

*Election Committee: Chris Marcuse & Lin Johanson*

*Event Committee: Gail Shahan/Fran Rondeau*

*Fire & Safety: Pete Martin*

*Garden Committee: Kathleen Kopp*

*Heritage/History Committee/ Historian: Fred Runner*

- Ross will reach out to Fred for 1918 pandemic information on how the WPI survived/dealt with this; perhaps include a short entry in the upcoming newsletter.

*Housekeeping: Fran Rondeau/Bonnie Jones*

*Water Tank/System: Bonnie Jones*

*Membership: Gordy & Lynn MacDermott*

*Mountain Organization Liaison: Olene Sparks*

*Newsletter: Alison Bricker*

- Summer Deadline May 18th
- Remind people to activate WPIA as a charity designation on Amazon - needs to be set up online and will be sent in newsletter
- Don: recommends adding a soft-opening alert / explanation to members in the newsletter so they have a sense of what's ahead
- Bonnie: Can we add a "how the WPI survived the 1918 pandemic" - how did people behave, act; Ross will reach out to Fred Runner.

*Old Timer's Liaison: Marilyn Skaff*

- *Cancelling June 6th Party*

*Pancake Breakfasts: Lin Johanson/Gordy MacDermott*

- *Virtual Mother's Day Website*
  - *Some people sent in photos of past events*

*Personnel: Lin Johnson/Fran Rondeau*

*Policy & Procedures: Wayne Koide*

*Reservations: Jennifer Greene*

- *Refunds Through May 31st*
- *Jennier suspended bookings through 31st*

*Technology: Nate Lee*

*Work Parties: Don Keeley*

- *Limit to members only to reduce numbers*
- *Further, Ross and Don would like to manage work parties and select the work party members*
- *No kitchen and volunteers bring your own lunch*
- *We should make volunteer workers sign waivers in case of illness*
  - *Not seen as mandatory - but nice to have and legally questionable in terms of enforcement*
  - *If we get non-members they MUST sign a release*

*EXECUTIVE SESSION*

*Adjourned: Open meeting was adjourned at 8:59pm;*

*Move: Johanna;*

*Second: Nancy;*

*All in Favor*

Respectfully submitted,

Jean Jefferies & Wing Pepper

Secretary/Supporting Secretary