

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, March 9, 2020, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

MINUTES

Meeting called to order at **7:02** pm by President Chris Marcuse

Board Attendees: Nancy Fox, Bonnie Jones, Don Keeley, Pete Martin, Jim Parton

Board Members Absent: Wayne Koide, Johanna Sistik, Clare Wellnitz

Others present: Jean Jefferies – Secretary

Mark Northcross- Treasurer

Leslie Shelton

APPROVAL OF MINUTES

- February 10, 2020 Board Meeting
Motion to approve: Pete; Second: Nancy; All in Favor.

PRESIDENT'S REPORT

- IK Meeting
-covered in February board meeting/minutes
- Fire Hardening Meeting
-committee met last week (week of March 2nd)

-Considering the three main types of fire risk (listed in the Nov 8, 2019 memo from The Fire Safety and B/G Committees, "Fire Prevention and Fire Hardening Report") what fire insurance policy requirements should be outlined in the upcoming Master Lease expiring in 2022? Should there be a cap on required insurance premiums due to the inn being located in the WUI (in combination with a portion being self-insurance)? And, what would actually be covered by our insurance company should a major wildland firestorm ensue? Currently the WPI is covered for more than what is required. Once the insurance policy is reviewed/revised there could be a substantial savings in the premium which could be diverted to fire hardening expenses.

-Chris will send the current lease and renewal letters to all board members for review.

-Committee discussed the idea to organize a fire appreciation day or evening for the Marin County firefighters; perhaps offer a night stay at the inn including dinner and breakfast. This could span two separate events to accommodate the shifts/coverage at the stations. This will allow the firefighters a chance to see the setup of the inn, including the water tank. The board will need to look into the county donation guidelines to be sure a free night stay at the WPI is acceptable.

-Mark suggests organizing a climate hardening fundraising campaign.

- Corona Virus Prep

- Cloth dish towels have been stored away, paper towels to be used instead
 - Wiping down surfaces more often using a bleach formula recommended by the CDC

- There is a request for a WIB (Whole Inn Booking) cancellation for this Thursday night citing the current health crisis. They understand the WPIA does not offer refunds (at this 72 hour in advance cancellation) but they would like to offer a partial donation and use the balance towards a future booking. After discussion, Chris will offer this party a \$300 credit to be used within 6 months and the \$900 balance can be a donation to the WPIA.

- Possible Board Vacancy

- Wayne Koide may have to step down, this being his fourth year of a three-year term serving on the board. He has not formally resigned but he may need to. Please let Chris know of anyone who could fill his position for the balance of this year. Don has list of 10 people who consistently help at work parties that he recommends; he will forward these names to Wayne.

TREASURER'S REPORT, Mark Northcross

- WPIA is in very good financial shape; so far this year the inn has had the second best overnight stay bookings during the first two months.

- \$25k just deposited; not reflected in this report are some membership dues & donations- a record!

- \$62k net income so far this year, primarily due to overnight use fees coming in so high (twice as much as the historical average).

- Fund balance has gone up by \$65k since the beginning of the year.

- Pancake Breakfasts- digital payment option: Bank of Marin is the most digitally robust cyber secure banking organization. They use Orbitz credit card reader which requires reliable WiFi (not always an option at the WPI). To combat this, PayPal has a card reader in its own stand that will store data from all credit card swipes (with or without WiFi) until you plug into a computer within 24 hours, at which time these credit card charges will be downloaded to Bank of Marin for processing. The PayPal chip & tap bundle turns your compatible smartphone or tablet into a point-of-sale system. Together, you can securely accept credit & debit cards. The innkeepers have a tablet so after the PCB the cashier will need to give the PayPal card reader to the innkeeper to download the information. PayPal then processes the credit card information which shows up in the WPIA PayPal account. On Monday Mark will transfer the \$ from PayPal account to the WPIA Bank of Marin account.

- Mark will contact PayPal to further his research on this so a digital payment option will be available at the 2020 pancake breakfasts.

- A sign will be posted at the PCB payment tables stating how the charges will show up on their credit card statement.

OLD BUSINESS

- Freezer Update

-Have not gotten a decision from small claims court; Chris thinks the settlement will likely be \$800 in favor of the WPIA.

- B&G/Fire Hardening Priority List

-Chris asked each board member to rate/prioritize the projects listed in the 5-page B/G proposal and email the choices to him. Chris would like to give B/G direction so they can get started on projects within the \$35-40K budget.

-Mark feels strongly a major fundraiser for climate hardening is needed and this should be presented at the April members meeting. The issue of shelter in place, for the innkeeper and a small group and/or a larger group needs further discussion. It's important to get the questions on the table with membership concerning the seriousness of climate change and the impact on the WPI.

NEW BUSINESS

- Volunteer Hours

-Bonnie has created a spreadsheet charting volunteer hours in all categories. The government places a value on volunteer hours at \$25/hour. By tracking volunteer hours, the WPIA can show MMWD just how many people and hours of dedication it takes to run the inn and keep it running. Bonnie will circulate the spreadsheet to Chris and then to the board for further additions/edits.

- E-Bikes

-MMWD's Board of Directors authorized the formation of a Community Advisory Committee (CAC) in September 2019.

-The CAC has been meeting monthly to review the issue of whether or not to allow e-bikes on the fire roads. Motorized e-bikes are not allowed under current policy.

-Eight meetings over an 8-month period; final meeting is in April 2020.

-The WPIA needs to consider the usage impact this might have at the inn- increase in day use at the inn? Increase in water consumption at the inn? Increase in toilet usage? Accidents innkeepers will need to address?

-Suggestion to email or call our MMWD liaison and let him (Shaun Horne) know the WPIA has an interest in this and needs to be involved (however late it is in the process).

-Chris will contact Shaun.

COMMITTEE REPORTS

Buildings & Grounds: Ross Asselstine & Urban Carmel

-Board members to rate/prioritize the projects outlined in the B/G proposal; will decide which projects to address at the April board meeting.

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

-Mark will break out the member donations submitted with membership dues.

Election Committee: Chris Marcuse & Lin Johanson

Event Committee: **Gail Shahan/Fran Rondeau**

Chili Round-Up March 15, 2020
Heritage Nights April 24 & 25, 2020

Fire & Safety: Pete Martin

-Pete would like to come up with a suggested evacuation route that can be posted in a frame at the inn for guests to see. Making note the route will depend on the direction from which the fire is approaching, it will be analyzed when an event occurs.

-*Executive session for the balance of Fire & Safety discussion.

Motion to move to executive session: Jim; Second: Don; All in Favor.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau/Bonnie Jones

-The upgraded dishwashing protocol is going very well; all surfaces, utensils and dishware are noticeably cleaner.

Water Tank/System: Bonnie Jones

-Everything is going fine; Bonnie raised the residual level.

Membership: Gordy & Lynn MacDermott

-Two dozen member non-renewals; will know next month when Gordy returns from traveling if all those on the wait list are now members.

Mountain Organization Liaison: Olene Sparks

-Bob Newcomer will likely replace Olene as committee chair. Bob has contacted One Tam to find out if any advertising outreach is planned to the ADA community so there might be more awareness and interest in the use of the Emig cabin.

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

-Mark will report back on the digital payment option for all future pancake breakfasts.

Personnel: Lin Johnson/Fran Rondeau

-Executive Session

Policy & Procedures: Wayne Koide

-May need to update the policy manual to accommodate reservation refunds in the event of a pandemic as we are starting to see.

Reservations: Jennifer Greene

Technology: Nate Lee

- By allowing credit card payments what do we do to protect data and adhere to the new privacy laws? Mark will discuss this issue with PayPal as he continues work on the setup with them.

Work Parties: Don Keeley

-Don will not be at the March work party but his wife Joanne will take his place.

EXECUTIVE SESSION (Fire Safety & Personnel)

Open meeting was adjourned at 9:03pm; Move: Jim; Second: Nancy; All in Favor

Respectfully submitted,

Jean Jefferies

Secretary