

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, May 13, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

## MINUTES

Meeting called to order at 7:06pm pm by President Chris Marcuse

Board Attendees: Bonnie Jones, Don Keeley, Wayne Koide, Bob Newcomer, Mark Northcross, Jim Parton, Patti Schmidt, Johanna Sistek

Board Members Absent:

Others present: Jean Jefferies – Secretary  
Pete Martin, Fire & Safety

### APPROVAL OF MINUTES

- Minutes of April 8 Board Meeting
- Minutes of April 22 Spring Members' Meeting

Motion to approve both sets of minutes: Jim; Second: Wayne; All in favor. Motion passed.

### PRESIDENT'S REPORT

- Fire Safety Walk-Around
  - April 22<sup>nd</sup>, Chris, Pete, Ross, Scott, MMWD met with representative from FireSafe Marin and several representatives from Marin County Fire/Throckmorton; did a total walk-around the WPI premises to discuss ways to make the area more fire safe.
  - Implemented simple safety measures:
    - airhorn for the innkeepers (will be incorporated into the fire safety talk each evening with overnight guests)- 3 blasts signifies report to the assembly area.
    - the alarm company needs to install an airhorn outside the innkeeper's cabin on the second story facing east so those staying in the cabins will hear the emergency blast.
    - updated phone list is needed.
    - the barn door where pancake supplies are stored might be sealed off.
    - unhealthy trees and chaparral were identified for removal.
    - Pete will schedule a flow test inspection with the fire sprinklers and pipes in the coming months.
    - Vulcan venting and replacing the shingle siding was discussed.
- Innkeeper Meeting Monday May 13th
  - innkeepers are requesting a tablet for note taking vs the current paper/pencil/transcribe onto computer method to save time (estimate \$400-\$500).
  - Pavel; the system can be monitored online so we need to get that set up; Mark will speak to Pavel.
  - Karl Jurgenson, innkeeper/SF paramedic and first-aid trainer, will schedule a training in August or later this year to re-certify all innkeepers in CPR/first aid.
  - innkeepers would like to stop selling plastic water bottles (environmental reasons). Board discussed offering water in large lemonade containers with recyclable cups and donation jar.

-innkeepers will be testing compostable trash bags; they asked for smaller dumpsters with more frequent pickup service.

#### TREASURER'S REPORT, Mark Northcross

- Cash balance holding at \$180K
- significant increase in membership dues
- overnight use fees are down but recovering
- insurance up because payments were made early; FAIR insurance coverage this year \$7200 vs last year \$9600!

#### OLD BUSINESS

- Freezer Issue
  - new freezer delivered with professional delivery and has been installed; damaged freezer is being stored behind the Emig cabin.
  - next step: write letter to Dvorson's and Arctic Air stating what the WPIA has done, what has happened, the expenses incurred; letter will ask that they be responsible to remove the damaged Arctic Air freezer and share the cost.
  - balance of discussion in closed session.
- Insurance Issue
  - Confirm Email Vote
  - Motion: Switch insurance coverage to FAIR insurance***
  - Move: Johanna; Second: Patti; All in favor.
- Member's Question on Financial Report
  - during the spring member's meeting, a member questioned the increased expense spent on the Christmas dinner; per Mark, once the exact \$ amount is isolated from other Christmas events it came to approximately \$2k (with attendees paying \$45 each); it was decided this should be regarded as a volunteer recognition event (which included MMWD folks).
- Review of Housekeeper Position
  - discussion/review: keep housekeeper job at 4 days/month, 6 hours/day (24 hours max/month).
  - Motion: Keep housekeeper position at 4 days/month, 6 hours/day.***
  - Move: Johanna; Second: Wayne; All in favor
- Service Contract w/Pavel?
  - Per Mark a service contract is not necessary; however, Mark will contact him to set up remote access to inn system for which he will get paid.
- Emig Cabin/Saturday Whole Inn Booking - Committee Report
  - No WIB Saturday night (which frees up availability for those working full-time); Emig cabin would be part of WIB the other nights (Tues-Fri). This reservation policy will commence starting January 1, 2020 through December 31, 2020 and will be reviewed after a one-year trial.
  - Jennifer provided statistics for one-year WIBs, April 2018-April 2019:  
Friday nights 16-member WIBs, 1 non-member WIB  
Saturday nights 22-member WIBs
  - Motion: No Whole Inn Booking Saturday Night, Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).***
  - Move: Johanna; Second: Jim; All in favor.

***Motion: Whole Inn Bookings Set at a Single Rate of \$1400/night (for both members and non-members), Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).***

Move: Jim; Second: Johanna; All in favor

***Motion: No “Block Booking” of Seven Rooms (Main Building Rate) in the Inn on Saturday Night, Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).***

Move: Johanna; Second: Jim; All in favor.

***Motion: Block Booking of Seven Rooms in the Inn Set at a Single Rate of \$500/night (for both members and non-members), Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).***

Move: Jim; Second: Wayne; All in favor.

-Johanna will submit these policy updates in the upcoming quarterly newsletter with mention that there will be a financial analysis of the impact of these approved policies, as well as, member feedback will be encouraged.

#### NEW BUSINESS

- Email vs Postal Mail Membership Renewal Process
  - Gordy would like to switch to electronic membership renewal; he will do more research and get back to the Board.
- Bylaws and Membership Dues
  - discuss in June with Gordy in attendance
- Overnight Donation Requests
  - Point Bonita YMCA
  - All One Ocean
- Frequency of Newsletters
  - will remain as is, quarterly
- Drone Photography
  - overhead imagery will help with fire management; B/G chair Ross Asselstine’s wife may use this as a project with students at The Academy of Art, architecture department for credit.
- Sexual Harassment Training for Supervisors & Employees
  - will discuss at June board meeting
- Service Animals vs. Emotional Support Animals
  - Johanna passed out references on Service Animals and Emotional Support Animals and this will be discussed further at the June board meeting.
- Have Inn Open on Holiday Mondays?
  - Housekeeper is recommending leaving the hiker’s lounge concession open on holidays that fall on Monday; the innkeepers already do this so there is no need for her to get involved.

## COMMITTEE REPORTS

*Building & Grounds:* Ross Asselstine & Urban Carmel

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Suzie Adams Koide

*Election Committee:* Chris Marcuse & Lin Johanson

*Event Committee:* Gail Shahan/Fran Rondeau

*Fire & Safety:* Pete Martin  
Executive Session

*Garden Committee:* Kathleen Kopp

*Heritage/History Committee/ Historian:* Fred Runner

*Housekeeping:* Fran Rondeau/Bonnie Jones

*Water Tank/System:* Bonnie Jones

*Membership:* Gordy & Lynn MacDermott

Laura Rogers of San Francisco, sponsored by Caroline McDowell, Wayne Koide & Don Keeley

Kathy & Hugh Kuhn of Mill Valley, sponsored by Wayne Koide, Urban Carmel & Karen Parko

Motion to approve new applicants:

Move: Bonnie; Second: Wayne; Vote: Unanimous

*Mountain Organization Liaison:* Olene Sparks

*Newsletter:* Alison Bricker  
Summer Issue Deadline – May 19th

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson/Gordy MacDermott

*Personnel:* Lin Johnson/Fran Rondeau

*Policy & Procedures:* Wayne Koide

*Reservations:* Jennifer Greene

*Work Parties:* Don Keeley

## EXECUTIVE SESSION

-Fire and Safety, Pete Martin

-Member booked WIB and was not in attendance the evening of the booking

Open Meeting was adjourned at 9:09pm; Move: Johanne; Second: Jim; All in Favor

Respectfully Submitted,

Jean Jefferies

Secretary

<b>Policy Motions Passed This Meeting</b>	
<i>Topic</i>	<i>Details</i>
WPI Insurance Carrier	Switch insurance coverage to FAIR insurance
Housekeeper Position Hours	Keep housekeeper position at 4 days/month, 6 hours/day
Whole Inn Booking	No Whole Inn Booking Saturday Night, Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).
Whole Inn Booking Single Rate	Whole Inn Bookings Set at a Single Rate of \$1400/night (for both members and non-members), Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).
Block Booking of Seven Rooms in Main Building	No "Block Booking" of Seven Rooms (Main Building Rate) in the Inn on Saturday Night, Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).
Block Booking Single Rate	Block Booking of Seven Rooms in the Inn Set at a Single Rate of \$500/night (for both members and non-members), Commencing with Reservations Made January 1, 2020 through December 31, 2020 (trial period one year).

**Tally of Donations of mid-week overnight accommodation- calendar year 2019**

<i>Month voted</i>	<i>Organization</i>
May 2019	Point Bonita YMCA
May 2019	All One Ocean