

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, October 14, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

FINAL MINUTES

Meeting called to order at **7:00** pm by President Chris Marcuse

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

Board Members Absent:

Others present: Jean Jefferies – Secretary

Pete Martin- Fire & Safety Ross Asselstine- B/G

Jennifer Greene- Reservations Suzie Koide- Development

APPROVAL OF MINUTES

- Minutes of September 9th Board Meeting
Motion to approve minutes: Bob; Second: Wayne; All in Favor

PRESIDENT'S REPORT

- Reservations Switch-over
 - migrating/merging all information from Super Inn software to the new *innRoad* software; the reservation system will be down for 5 days while this takes place.
 - Jennifer is pleased with the new software- it's easier to make reservations and run reports and it is easier for the innkeepers to use.
 - Alison will send a blast to all members.
 - there is a possibility that members will be able to add a member/promo code at the time of reservation and be charged membership rates.
- Electrical System
 - Aloha Electrical*, Petaluma will visit the Inn October 25th to take a look at the electrical system to determine how to set up remote monitoring; he will look at load capacities and give an estimate of what he could provide for us.
 - will confirm the need to remove innkeeper's microwave and potentially replace with a toaster oven
- Prepare for Fall Meeting
 - 2 parts to reservation discussion: new reservation software, WIB policy/reservation changes
 - discussion: fire insurance crisis to come over the next year; how do we deal with long term future with climate change; we may have some difficult decisions to make over the next year.
- Front Notice Board
 - Alpine Club financial donation; due to volunteer efforts to rebuild (Michael Jefferies/son and Ross) not all the donated money was used. Discussed the size of plaque acknowledging the Alpine Club's participation in funding the rebuild.

TREASURER'S REPORT, Mark Northcross

- Cash position \$205K; will likely decrease to \$160K due to deck repair expenses
- Recology (trash) has been double billing and that has been cleared up.
- On target to make \$50K this year
- Overnight use fees only slightly off from last year; refunds half of last year
- Insurance with Zurich, decided not to go with FAIR

OLD BUSINESS

- Water System/Meeting w/MMWD/Meeting w/MPC
 - see attached action items updated 10/3/19
 - November 7th meeting with Marin Project Coordination Group (help assess/determine permit needs)
 - construction season ends Oct 15th but MMWD will raise collar around intake pipe (reduces debris from entering water pipe).
- Deck Repairs
 - last rebuilt in 1982; water proofing detailed poorly which lead to leaking; this rebuild took out all of subflooring; mixed bag of problems needing to be addressed; would rather complete the job fully rather than 'put on band aids' such as was the case in years past.
 - Structural Integrity (Evo Gregorian, contractor and member), 4 full-time workers, as well as, Ross worked through 2 red flag warning days; the carpenters rode their bicycles up to the Inn
 - hardening project- fire department would like fireproof decking (non-wood product); decided to keep the surface as a historical reinstatement and do waterproofing and sub-floor project
 - got rid of disabled ramp and removed blue sign off the front of the building
 - good all the way from structure up to sleepers
 - the work took a week longer than projected but is expected to last for the next 30-50 years.
 - front stair work still to be done (damage and rot were discovered during the deck work) and will require additional approved funds; Ross will get the \$ amount needed to fund the project and the board will vote by email.
- WIB Metrics
 - evaluation period May1- September 30th this year will be compared to next year (same period)
 - goals: better use of the Emig cabin by the ADA community and increased member use of Inn on Saturday night
 - concern that members book for non-members during the member's reservation window and therefore create somewhat of a WIB; at a future date may need to implement a policy that limits the # of non-members/rooms a member can book within the member reservation time period (90 days in advance) on Saturday nights.
 - present survey monkey for members after implementation of new WIB policy has been in effect for feedback

NEW BUSINESS

- Mill Valley Chamber of Commerce
 - received annual membership fee (~\$300) renewal
 - WPIA listed in their literature
 - community relation benefit
- Phoenix Lake Lodge Visit
 - Johanna and Don toured
 - offered ideas for future use and groups that might be able to help them
- Heritage Nights, 04/24-25/20
 - what is the goal- fundraiser or member service to celebrate history of the Inn?
 - Discussion/consensus- should be member service oriented event.
 - Fran and Claire will take lead on this
- Chili cook-off fundraiser
 - members Will Sink and Sean McCormick have offered to run this; will choose from

- Sunday March 8, 15 or 29th and get back to Bonnie so the Inn can be reserved
- Brainstorm- ways to make up for October cancelled pancake breakfast

COMMITTEE REPORTS

Buildings & Grounds: Ross Asselstine & Urban Carmel

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

- time to send out year-end donation letters
- discussion: what to fundraise for?
- Chris will have \$ estimate for the tree removal priorities and will get the estimate to Suzie as a starting base for the year-end fire-based fundraiser

Election Committee: Chris Marcuse & Lin Johanson
Ballots were mailed and responses are coming in

CANDIDATES: Nancy Fox, Pete Martin & Clare Wellnitz

Event Committee: Gail Shahan/Fran Rondeau

Fire & Safety: Pete Martin
- per Carl Sanders (MMWD watershed manager), WPIA is responsible for all vegetation management within the horseshoe
- suggested requirement of 200 feet of defensible space around the Inn
- October 29th, Chris, Pete, Ross, Urban and Scott Halsted will meet with a tree company representative to identify which trees need to be removed based on the State of California's list of pyro trees. Need to take removal in steps: remove dead/diseased trees first while being cognizant of the changes in store State and County wide before taking on extreme removal considering the expense of tree/vegetation removal.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

- Heritage Nights: April 24 & 25

Housekeeping: Fran Rondeau/Bonnie Jones

Water Tank/System: Bonnie Jones

Membership: Gordy & Lynn MacDermott

- Laura Viggiano of Mill Valley, Sponsored by: Nancy Fox, Lin Johanson & Chris Marcuse
- Wing Pepper of Mill Valley, Sponsored by: Bill Hoppin, Urban Carmel & Don Keeley

Motion to approve applicants to the wait list: Johanna; second: Jim; All in Favor

Mountain Organization Liaison: Olene Sparks

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

Personnel: Lin Johnson/Fran Rondeau

Policy & Procedures: Wayne Koide

Reservations: Jennifer Greene

Technology: Nate Lee

Work Parties: Don Keeley

EXECUTIVE SESSION- 8:48pm

Open Meeting was adjourned at 9:05pm; Move: Bob; Second: Wayne; All in Favor

Respectfully Submitted,

Jean Jefferies
Secretary