

WEST POINT INN ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, February 9, 2015 7:00 PM
220 Nellen Ave
Marin Municipal Water District
Board Room
Corte Madera, CA 94925

MINUTES

Meeting was called to order at 7:02 pm by President Fran Rondeau

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

Board Members Absent: None

Others: Ward Flad – Parliamentarian, Bonnie Jones – Secretary, Mark Northcross - Treasurer, Linda Hulley, Lin Johanson, Wayne Koide, Chris Marcuse, Gordy MacDermott, Rose Sullivan, Scott Liebman, Carol Sarter,

APPROVAL OF MINUTES

Minutes of January 12, 2015

By unanimous consent the minutes were approved.

PRESIDENT'S REPORT

Acknowledgments:

- Olene – for writing all thank you notes for donations and to Ward who will be tracking donations
- Olene - for being our liaison with the mountain organizations such as TLC
- Ward - getting our guest registry book to track e-mails
- Joel - for being in charge of brush clearance around the Inn - MMWD is especially grateful
- Brenda - who drove up with her employees to help Alan move all of the furniture back to the member's lounge and to David Durr who polished the floors.

Emig Trust: Colin Claxon (Emig trust lawyer) now added to the newsletter.

Community Meetings: Invitation to WPIA from the Marvelous Marin Breakfast club to speak for a half hour at their breakfast meeting on April 23 - Fred will provide more information in his report.

MMWD Annual Meeting: Annual meeting with MMWD took place on January 28 and went well - we met Mike Swezy's new boss, Crystal Yezman. New water tank construction (10,000 gallon capacity - polyurethane) will begin this summer - existing tank will remain until it disintegrates. WPIA responsible for paying half - our share is \$25,000. The installation of the new water tank will double the water storage. Water fountain - no progress (expense for testing) however the MMWD will look into this further; road grading (no promises).

Marin Community Foundation: On Feb 5 Bob, Quintin, Ward, and Fran met with Dine at the Marin Community Foundation- Ward will report on the outcome of that meeting during his committee report.

Donation Requests (if any): in January of 2013 we voted to limit certificates for silent auction requests to 10; note that last month we voted to authorize 12 one night midweek for non-profit organizations association with the mountain. In 2015 the Board has approved one request.

Bob Newcomer contacted Rich Hill, member who is professionally an expert on labor issues - three issues

1. Cal Supreme Ct – are sleep periods by innkeepers considered hours worked? This ruling applies to Wage Order 4 positions & our Innkeepers are Wage Order 5, so we appear to be exempt. We are compensating the innkeepers for 13 hours a day.
2. Holiday pay - CA no express rules for pay for holidays. We have the discretion to do this if we choose. Caution if we give extra hours we need to do a weighed formula (i.e., 1.5x or 2x time) for the various segments in the 13 hours a day included in calculating innkeeper salaries. Portions of that calculation already includes overtime.
3. Sick days. Current CA regulations require that employees working 30 or more days per year are entitled to one hour SL for every 30 hours worked. Works out to be three hours SL accrued for each innkeeper week shift. Q carryover - policy decision that Board will have to make policy regarding whether we allow the carryover of SL from one year to the next. Q - when would someone take SL since innkeeper only work one week out of five. Another policy question is how a worker would be use the sick leave.

OLD BUSINESS

TREASURER'S REPORT - Mark Northcross - \$225K in bank. Membership fees came in early this year. Overnight use fees - looking very strong. Trailing 12 month all time record (January 2015 was second biggest January). Year-end fund raising - added about \$1500. How these cash balances compare to our projected or potential expenditures is covered in the Building and Grounds committee report.

COMMITTEE REPORTS

Personnel: Lin Johanson - Rose, Lin, and Fran attended the innkeeper's meeting today - two members have expressed interest in becoming innkeepers - Kurt Jorgenson and David Durr. Neither wants to come into the rotation full-time. The plan is to bring them on & train them in three – four day periods. Keep them coming up quarterly & shadow experienced innkeeper. Rose would like the Board to consider a cost of living increase - does the Board want a recommendation from the personnel committee? Brenda asked the Board to consider quarterly bonuses instead of hourly increase so that bonuses can be tied to the profitability and cash reserves. Mark brought up that our income is very uneven. Mark prefers an annual bonus so that all factors can be considered. No vote was taken on these options.

Membership: Gordie & Lynn Mac Dermott - reported on membership renewals - 90 people hadn't paid by mid-January. Gordy sent 52 notices of late payments. Last year 19 people didn't renew. 36 people are on wait list.

17 "non-members" on roster - Innkeepers, MMWD, MV library, 138 couples on roster. 16 out of state members.

Q - distribution of member rosters. Gordy asked on renewal letter if folks wanted a roster - names & phone numbers - sent 150 rosters. Fran noted that once-a-year Board members should get revamped rosters. Gordy will send in March.

A member is paying out-of-state membership. She would like to add a family member, and change membership to joint members. Gordy - noted there is no application yet from the family member. Discussion ensued to clarify the board's understanding of membership policy and whether this request

was an allowable exception to the membership policy. Gordy noted that the definition of joint membership was limited two people at the same address. Under this definition the request was denied. The family member will have to follow our standard practices (i.e., participate in work parties and apply and get on the waiting list) before gaining WPIA membership. Gordy and Fran will work on response to out-of-state member who made this request.

Building & Grounds: Brenda Roberts – Brenda presented her proposals and budget for 2015. She reviewed current projects. ABC permits are current through March 2016. (wine only \$25/event; beer & wine \$50/event). Fran brought up that this should be accounted for in the budget. Brenda proposed tankless hot water heaters (low voltage ignition) for Inn & Innkeepers - would reduce propane use and ensure hot water supply. Brenda reviewed projects that should be completed prior to roof work. Brenda reviewed options for roof repair and considerations regarding seismic resiliency

Reservations: Rose Sullivan - Rose reviewed the status of the “clean-up” of current website/reservations. Transitioning to SuperINN2, which will soon be up – people will be able to book multiple rooms, days, cabins on one reservation. Fran, Lin & all Innkeepers will be trained to use the reservation system.

Historian: Fred Runner - Fred contacted Dewey Livingston this week and he is going to provide us with a black and white copy of the binder which contains much of the WPI history and is the official document which earned us a spot on the National Register of Historic Buildings - (This application will also be on the WPI website - pdf). One copy will be available at the Inn and other copies will be available for \$4.00. 32 pp.

Heritage night - already some reservations soon Fred will make announcement.

Marvelous Marin Breakfast Club - all the things we do to keep the building going.

Fred had an email from Sandy Stadtfeld who proposed an event at the Inn - Ina Coolbrith - first poet laureate (19th century). Fred suggested that we could have this event after semi-annual meeting.

Application for the National Register of Historic Places for the WPI. Fred will put together a sample for the Board for review & consideration.

Development Committee: Suzie Koide/Ward Flad/Olene Sparks - Website - Support the Inn page on website. Bob, Fran, Quintin & Ward met with MCF. Currently have \$34,684 invested (MCF) - help non-profit with fund raising.

MCF charges - 0.5% fee. All money currently is in a Money Market Fund. Ward - proposes transferring funds into investment fund (corporate bonds & stocks) to be determined by the finance committee.

Discussion ensued about pros & cons of this move. We can withdraw funds within five days.

Ward made the following motion to officially partner with MCF & St. Vincent DePaul (vehicle donation program), seconded. Passed unanimously.

I propose that we officially partner with MCF for the purpose of fundraising activities, specifically for their expertise in processing large donations of securities and real property into the liquidity of cash.

I propose that we maintain an investment balance with MCF, in one of their designated Investment Funds. To commence with the \$34,684 approx that we already have invested in their money market fund, and additional amounts to be determined by the Development and Finance Committees.

I propose that we officially partner with St. Vincent de Paul Society to process vehicle donations through their program.

Next steps for development committee – (1) call in interested parties to help give counsel regarding fundraising, (2) sessions to discuss estate planning with members.

Finance Committee: Quintin McMahon – no report

Policy & Procedures: Wayne Koide – working well. Olene encouraged everyone to review policies & by-laws. Fran will ensure that Wayne gets copies of the minutes so that the policy committee is alerted to motions that have passed so that they can be refined & brought to the board for final approval.

Fire & Safety: Pete Martin/Joel Blackwell/Robert Michaud – Vegetation Management will be working to further reduce fuel load on the southside of Inn. Moving ahead - fire alarm system - getting estimate.

Garden Committee: Kathleen Kopp – no report

Housekeeping: Fran Rondeau/Bonnie Jones - no report

Communication/website Committee: Joel Blackwell - Last year many months spent discussing website revisions - passed resolution to look at website to make more functional. Updating & fixing some issues with the website. Ward made the following motion, seconded.

The purpose of this motion is to proceed with the revisions to the website that will build on and incorporate elements of the current site, provide more information to members and public, and to better comply with the West Point Inn Association's Mission Statement as well as it's obligations as a public 501c3 entity.

Therefore: I move that the revisions to the web site be activated, as soon as is practical, and to include, in addition to the current website content and functions:

- 1) an expanded history section for articles and archives, under the direction of the History Committee,
- 2) a section for fundraising purposes, under the Direction of the Development Committee,
- 3) a system for news updates, board actions, activities and events, under the direction of the Communications Committee.

The Communications Committee membership can be comprised of:

Jan Gautier (Chair), Ward Flad, Scott Liebman, Iain McNeil, and Fred Runner with participation by others as they are interested.

A second set of recommendation were proposed, if adopted, these would authorize the Communications Committee to:

- 1) Obtain applications, and propose an individual to be hired by the Board as webmaster, who shall be a 3rd party contractor to provide design, software and other web management services on an on-going basis.
- 2) Establish a protocol, for review and approval by the Board, to produce and publish information on behalf of the West Point Inn Association.
- 3) Ensure that the website is integrated properly with the WPI Reservation System.
- 4) Set up a proper WPI email system (owned directly by the WPI).

5) Setup and preserve the security of the WPI's information management systems (site hosting, domain, email management, reservation system, and content; back ups shall be made periodically to prevent loss); ensure that all data and inquiries submitted through the website are made in a secure way, and that the database information is confidential.

Discussion ensued. After extended discussion the Board agreed to vote on the first set of recommendations, and to defer a formal vote on the second set recommendations until the March Board. The purpose of the tabled vote is to allow time to clarify the terms used in these recommendations and to perhaps find common ground relative to the scope of the communication's responsibilities and the role of the Board in decision-making. The Board then voted on the amended motion.

Yes – 6; No - 3

Meeting was adjourned 10:17 pm.

Respectfully submitted,

Bonnie M. Jones

Motions passed	
<i>Topic</i>	<i>Details</i>
Relationship with MCF & investments	WPI will officially partner with MCF for the purpose of fundraising activities, specifically for their expertise in processing large donations of securities and real property into the liquidity of cash. WPI will maintain an investment balance with MCF, in one of their designated Investment Funds, to be managed/determined by the Development and Finance Committees. WPI will officially partner with St. Vincent de Paul Society to process vehicle donations through their program.
Changes to Website & roles of committees	Revisions to the web site will be activated, as soon as is practical, and to include, in addition to the current website content and functions: 1) an expanded history section for articles and archives, under the direction of the History Committee, 2) a section for fundraising purposes, under the direction of the Development Committee, 3) a system for news updates, board actions, activities and events, under the direction of the Communications Committee

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