

# **WEST POINT INN ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

Monday, October 12, 2020, 7:00 PM

Via Video/Teleconferencing

### **DRAFT MINUTES**

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

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

#### **Board Members Absent:**

- Pete Martin
- Clare Wellnitz

#### **Others present:**

- Wing Pepper – Secretary
- Mark Northcross - Treasurer
- Ross Asselstine - B&G
- David Durr - Head Innkeeper
- Michael Jeffries - New Board Nominee
- Wayne Koide - Policy and Procedures
- Alison Bricker - Newsletter

#### **APPROVAL OF MINUTES**

- September 14, 2020 Board Meeting •
- September 28, 2020 Special Board Meeting
  - Motion to pass: Chris
  - Motion to approve: Nancy
  - Second: Jim
  - Approved: All

#### **CONFIRM BOARD REPLACEMENT – Michael Jefferies**

- Motion to pass: Chris
- Motion to approve: Johanna
- Second: Jim
- Approved: All

## **PRESIDENT'S REPORT**

- MMWD E-Bike Meeting
  - WPIA – “Neutral” position
  - “Slow Zone” at Inn - we asked to be considered
  - Offer for use of Inn for “Slow & Say Hello”
- Fire King Inspection
  - All the extinguishers passed
  - Firehood did not pass. Fire King getting a bid
  - We can use the kitchen until it's fixed. We have three extinguishers as cover

## **TREASURER'S REPORT, Mark Northcross**

- \$113k in total funds as of October
- Bleed rate was reduced due to random incoming checks
- \$14-15k per month is still the planned burn rate
- WPIA goes into “danger mode” in July 2021 - which includes income from the partial reopening and \$35k donations annual donations next year.
  - From re-opening we have to average \$9500 per month during reopening/winter months to track to above estimates
  - Also planning for \$20k in “surprise maintenance”
- Late 2021 until we go out of business
- Fundraising
  - Campaign Concepts / What are the names - do they have to correspond with the “friends of the Inn” page on the site?
    - Refer to Johanna's note - letter with ballots - consider using those
  - Discussion: One system at a time for fundraising
    - Take down current “friends of the Inn” on the site
    - Add new levels with date caveats and new \$ amounts - between X date and X date only
    - Add platinum level
- Motion to approve: Johanna
- Second: Jim
- Approved: All

## **OLD BUSINESS**

- Fall Meeting Prep
  - Rules of Conduct

- Wing/Jim to Host Members meeting
  - **Reopening Update**
    - Test Results - Alyssa & Team
      - Overall went really well
      - Learnings
        - Required to have 2 separate fridges due to Covid in two different rooms and heating element only being in one room.
        - We need to make the pantry a kitchen with a heating element (butane/propane catering type of unit). Not just for Covid reasons (though helpful) but really for flow and efficiency.
        - Have to find a proper place to locate butane/propane if inside the Inn - potential challenges there
        - Stove/cooking issues
          - Kitchen - One group as a full stove
          - Pantry - The other has a small two-burner stove
      - Access issues
        - Can't cut through the kitchen to get to the pantry
        - Current setup meant Alyssa and team couldn't access their food for 6 hours during the day (cooking plus air out time)
        - There was inequity in who could access the food spaces at certain times
      - Cleaning
        - For members, it's a change to get the bins with supplies and not have full access to the kitchen.
        - Cleaning check out list needed
        - Need a system to get dishes sanitized before they are returned
        - We currently have 2 sets of tubs - we need one more
      - Stay Duration Issues
        - 3 days is almost a vacation-type length of stay
        - Not sure how that time length will work for everyone
    - Test Results - Fran
      - Will need a way to help people charge phones - due to stay duration requirements
      - Must alert guests to bring backup batteries
      - There is but one outlet in the kitchen
      - We will put a outlet in the pantry
    - Feedback in general
      - Guests in the test are super familiar with the Inn and how it works - need to keep this in mind when we open to less familiar guests.

- We need to reinforce boundaries for the Innkeeper
- Dates
  - New dates for public opening need to be determined
  - Reopening committee will report back to the board
- Booking
  - Have redone all the booking options on the site
- Swing Gates/Ropes
  - People are clearly abusing the signs and ropes
  - Recommend putting in a perimeter of ropes + swing gates - that will meet with fire codes
    - These are all Covid-only installations - and can be removed
- Waiver
  - Should all visitors sign a waiver?
  - Need a remote process to do this during the reservation process at least 48 hours prior to arrival
    - (Now the innkeeper fills in all the data)
  - Strive to have no documents in the arrival and sign in process.
  - Need some research to find the right kind of form and waiver level.
- Info for Letter w/Membership Renewal
  - Reiterate in the upcoming meeting Sunday
- Recommend we send a survey to members to understand member POV on variety of subjects
  - Fundraising
  - Reopening plans

## **NEW BUSINESS**

- Mill Valley Chamber of Commerce Invoice
  - \$250 annual membership
  - Recommend letting this lapse asap

## **COMMITTEE REPORTS**

- ADA Coordinator: Bob Newcomer
- Buildings & Grounds: Ross Asselstine & Urban Carmel
  - Members lounge roof - Alyssa and Husband (Rye) will report back on requirements
  - Roof is sagging about 5 inches out
  - Need to determine the severity and next steps for the Inn

- Lease seems pretty clear - it's WPIA's responsibility.
  - (this is good material for the lease renewal in 2021 as well as property Insurance)
- Communications/Website Committee: Jan Gauthier
- Development Committee: Suzie Adams Koide
- Election Committee: Chris Marcuse & Lin Johanson
  - Ballots being returned now in box on Panoramic
- Event Committee: Gail Shahan/Fran Rondeau
- Fire & Safety: Pete Martin & Scott Halsted
- Aluminum Covering Idea
- Garden Committee: Kathleen Kopp
  - Lost one zucchini to "invaders" of the animal type
- Heritage/History Committee/ Historian: Fred Runner
- Housekeeping: Fran Rondeau/Bonnie Jones
- Water Tank/System: Bonnie Jones
- Membership: Gordy & Lynn MacDermott
- Mountain Organization Liaison: Olene Sparks
- Newsletter: Alison Bricker
  - Next month set date for December newsletter
- Old Timer's Liaison: Marilyn Skaff
- Pancake Breakfasts: Lin Johanson/Gordy MacDermott
- Personnel: Lin Johnson/Fran Rondeau
  - Jennifer Barclay resignation from housekeeper position
- Policy & Procedures: Wayne Koide
- Reservations: Jennifer Greene
- Technology: Nate Lee
- Work Parties: Don Keeley

## **EXECUTIVE SESSION (Not needed)**

### **ADJOURN**

- Motion to adjourn: Chris
- Motion approve: Jim
- Second: Nancy
- All Approved