

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, September 10, 2018, 7:00 PM

220 Nellen Ave

Marin Municipal Water District

Board Room

Corte Madera, CA 94925

AGENDA

Meeting was called to order at **7:04** pm by President Wayne Koide

Board Attendees: Bonnie Jones, Wayne Koide, Chris Marcuse, Bob Newcomer, Mark Northcross, Patti Schmidt, , Olene Sparks

Board Members Absent: Fran Rondeau, Johanna Sistek

Others: Jim Parton – Secretary; Jennifer Greene; David Durr

APPROVAL OF MINUTES

- Minutes of August 13 Board Meeting
Move: Bob Newcomer; Second: Chris Marcuse; Vote: Unanimous.

NEW BUSINESS

- Presentation by Jennifer Greene re reservation issues, including relating to Emig Cabin. WK explanation relating to other Emig Cabin reservation issues. Discussion re whole Inn bookings & Emig Cabin. Presentation by Jennifer re other reservation issues. Information on the website is not being read by people, possibly in part due to the volume of information. Jennifer suggests standard response to be given to all callers that reservation cannot be made on the phone. The number of rules adds to the volume and complexity of information on the website. Discussion regarding whether to list time frame in which reservation can be made in “months” or “days.” Discussion re website issues: addition of date limit for reservation visible to users; whether it would be effective; member vs. non-member reservation systems. Another issue is whether the website in fact “works” – i.e. actually records the reservation when made. Another issue is one person booking and two showing up.
- Proposal by Innkeeper David Durr regarding floor replacement in Innkeeper cabin
David Durr presentation re Innkeeper floor is worn out and needs repair/replacement. Safety issue. David has some extra wood (European white oak) and proposes using to overlay the current floor. He would provide labor as free. Requests a donation acknowledgement from WPI. Also would need different flooring for the kitchen floor, which must be impermeable to water. \$1,850 cost for the kitchen floor. Toby Cabin will need floor work in bathroom in near future.

Motion to approve upgrade of Innkeeper cabin flooring by David Durr, who is providing material and labor, for which his company will receive a letter confirming a charitable donation: Move: Olene Sparks; Second: Mark Northcross; Vote: Unanimous.

Motion to accept \$1,850 bid by Rafael Lumber to install floor in Innkeeper cabin kitchen area, including all taxes, labor and materials. Move: Mark Northcross; Second: Bonnie; Vote: Unanimous

PRESIDENT'S REPORT

- Work for Emig Cabin window project is scheduled for Oct 15-19
Charles Windows assures work will be done in that week.
- Policy and Procedure changes for year-end
See New Business, below.
- Need hosts (volunteers) for WPI Holiday party, Dec 8
Discussion.

TREASURER'S REPORT, Mark Northcross

Short report. Cash position remains fine. 195k in bank. Increase of 15k from start of year. Overnight use fees still strong. Report includes roughly $\frac{3}{4}$ of solar/generator project expense as paid.

OLD BUSINESS

- Report on progress of electrical upgrade for Inn (M. Northcross & Bonnie)
Update on progress of solar/generator project work. Note that refrigerator in innkeeper cabin was also replaced. Purchased 3 refrigerators (vs. 2 expected) and 1 freezer. Some scheduling issues to complete wiring and have final inspections. Discussion regarding having a 110W plug in the kitchen, locked, with key in possession of Innkeeper. Consensus that this is a good idea and will not change character of Inn.
- Continuation of discussion on Whole Inn bookings (B. Newcomer)
Data shows availability of rooms 1/3 of all weekends. Whole Inn bookings & WPIA functions take up approximately 2/3 of weekends. Many mid-week openings less than 30 days out. Discussion of adjusting price of Whole Inn bookings. Bob's report attached. No decisions.

NEW BUSINESS

- What constitutes a "service animal" and "emotional support animal" and is proof of this required?
– policy issue?
Deferred.
- Proposed Policy/Reservations Manual changes for year-end (C. Marcuse)
Discussion.

COMMITTEE REPORTS

Building & Grounds: Urban Carmel & Mark Cavagnero

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

Election Committee: Chris Marcuse & Lin Johanson

Event Committee: Gail Shahan/Fran Rondeau

- Venue for upcoming Board and Committee Chair Christmas party (Dec 10)
- Need someone to spearhead the Inn Christmas Party this year (Dec 8)

Fire & Safety: Pete Martin.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau/Bonnie Jones

Water Tank/System: Bonnie Jones

Membership: Gordy & Lynn Mac Dermott.

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: Chris Marcuse

Reservations: Jennifer Green.

Work Parties: Don Keeley

Open Meeting was adjourned **9:16** pm. Move: Olene; Second: Chris; Unanimous.

Respectfully submitted,

James Parton
Secretary

Policy Motions passed this meeting	
<i>Topic</i>	<i>Details</i>
Repair/replacement of Innkeeper cabin floor	Board approves upgrade of Innkeeper cabin flooring by David Durr, who is providing material and labor, for which his company will receive a letter confirming a charitable donation. Vote: Unanimous.
Install floor in Innkeeper cabin kitchen area floor	Board accepts \$1,850 bid by Rafael Lumber to install floor in Innkeeper cabin kitchen area, including all taxes, labor and materials. Vote: Unanimous

Tally of Donations of mid-week overnight accommodation – calendar year 2018	
<i>Month voted</i>	<i>Organization</i>
March	Point Bonita YMCA [1 night]
March	Hospice by the Bay [1 night]

April	Novato Parents Nursery School [1 night]
May	All One Ocean, a project of Earth Island Institute [1 night]
August	Mountain Play Association [1 night]

ATTACHMENT A

Days of Week by Month Count Adjusted by Actual Days per month

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Row total	Available*
Jan	5	5	5	4	4	4	4	31	26
Feb	4	4	4	4	4	4	4	28	24
Mar	4	4	4	5	5	5	4	31	27
Apr	5	4	4	4	4	4	5	30	25
May	4	5	5	5	4	4	4	31	27
Jun	4	4	4	4	5	5	4	30	26
Jul	5	5	4	4	4	4	5	31	26
Aug	4	4	5	5	5	4	4	31	27
Sep	4	4	4	4	4	5	5	30	26
Oct	5	5	5	4	4	4	4	31	26
Nov	4	4	4	5	4	4	4	29	25
Dec	5	4	4	4	4	5	5	31	26
Gross Total	53	52	52	52	51	52	52	364	311

*Excludes Mondays

WPIA Events Listed Here but included in Available Day Count

Feb	Crab feed	Sat prep, Sun event & cleanup
Apr	Spring Mtg	Sat prep, Sun event & cleanup
May	Tango Nite	Sat event
	PCB	Sat prep, Sun event & cleanup
	Heritage Nite	Fri/Sat event
Jun	PCB	Sat prep, Sun event & cleanup
	Old Timers	Sat event
Jul	PCB	Sat prep, Sun event & cleanup
Aug	PCB	Sat prep, Sun event & cleanup
Sep	PCB	Sat prep, Sun event & cleanup
Oct	PCB	Sat prep, Sun event & cleanup
	Fall Mtg	Sat prep, Sun event & cleanup
Dec	Holiday party	Sat event
	New Year's	Mon event

ATTACHMENT 1

[\(top_notifications.php?nfc=room\)](#)
[\(top_notifications.php?nfc=utility\)](#)
[\(top_notifications.php?nfc=transaction\)](#)

OCCUPANCY BY DAY OF THE WEEK

[\(top_notifications.php?nfc=reminder\)](#)

From:1/1/2018 To:8/31/2018


ROOM	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
R1	16/25 64.00%	0/0 0.00%	24/27 88.89%	23/27 85.19%	20/25 80.00%	21/21 100.00%	6/7 85.71%	110/132 83.33%
R2	4/24 16.67%	0/0 0.00%	12/27 44.44%	9/26 34.62%	12/25 48.00%	21/21 100.00%	6/7 85.71%	64/130 49.23%
R3	4/22 18.18%	0/0 0.00%	11/26 42.31%	15/26 57.69%	14/24 58.33%	19/20 95.00%	6/7 85.71%	69/125 55.20%
R4	2/22 9.09%	0/0 0.00%	10/27 37.04%	9/27 33.33%	12/25 48.00%	18/21 85.71%	6/7 85.71%	57/129 44.19%
R5	2/23 8.70%	0/0 0.00%	12/27 44.44%	13/27 48.15%	14/25 56.00%	16/18 88.89%	6/7 85.71%	63/127 49.61%
R6	1/22 4.55%	0/0 0.00%	13/27 48.15%	9/27 33.33%	13/25 52.00%	20/21 95.24%	6/7 85.71%	62/129 48.06%
R7	1/23 4.35%	0/0 0.00%	11/27 40.74%	12/27 44.44%	15/25 60.00%	19/20 95.00%	6/7 85.71%	64/129 49.61%
R8	7/24 29.17%	0/0 0.00%	18/30 60.00%	22/31 70.97%	20/28 71.43%	24/25 96.00%	11/12 91.67%	102/150 68.00%
R9	14/26 53.85%	0/0 0.00%	22/30 73.33%	22/31 70.97%	22/28 78.57%	25/25 100.00%	11/12 91.67%	116/152 76.32%
R10	15/26 57.69%	0/0 0.00%	21/30 70.00%	23/31 74.19%	22/28 78.57%	24/25 96.00%	11/12 91.67%	116/152 76.32%
R11	12/26 46.15%	0/0 0.00%	24/30 80.00%	24/31 77.42%	24/28 85.71%	24/24 100.00%	11/12 91.67%	119/151 78.81%
R12	15/27 55.56%	0/0 0.00%	28/31 90.32%	29/31 93.55%	27/29 93.10%	25/25 100.00%	11/12 91.67%	135/155 87.10%
14	12/25 48.00%	0/0 0.00%	15/30 50.00%	14/31 45.16%	13/27 48.15%	24/24 100.00%	10/11 90.91%	88/148 59.46%
Day	0/23 0.00%	0/0 0.00%	1/30 3.33%	0/31 0.00%	0/27 0.00%	0/26 0.00%	0/14 0.00%	1/151 0.66%
WHOLE	0/23 0.00%	0/0 0.00%	5/35 14.29%	4/35 11.43%	7/34 20.59%	9/34 26.47%	13/26 50.00%	38/187 20.32%
ROOMS	0/23 0.00%	0/0 0.00%	3/30 10.00%	4/31 12.90%	3/28 10.71%	4/25 16.00%	5/14 35.71%	19/151 12.58%
Total	105/384 27.34%	0/0 0.00%	230/464 49.57%	232/470 49.36%	238/431 55.22%	293/375 78.13%	125/174 71.84%	1223/2298 53.22%

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OCCUPANCY REPORT BY ROOM -COMPARATIVE

 [\(top_notifications.php?nfc=reminder\)](#)

Range 1 (From:1/1/2018 To:3/31/2018) - Range 2 (From:4/1/2018 To:6/30/2018)

ROOM	NIGHTS AVAILABLE		NIGHTS SOLD		OCCUPANCY RATE (%)	
	RANGE 1	RANGE 2	RANGE 1	RANGE 2	RANGE 1	RANGE 2
R1	55	46	44	41	80.00%	89.13%
R2	53	46	21	22	39.62%	47.83%
R3	53	46	22	28	41.51%	60.87%
R4	53	45	25	15	47.17%	33.33%
R5	52	45	24	21	46.15%	46.67%
R6	53	45	19	21	35.85%	46.67%
R7	54	45	21	22	38.89%	48.89%
R8	63	50	33	38	52.38%	76.00%
R9	62	52	41	39	66.13%	75.00%
R10	62	52	42	40	67.74%	76.92%
R11	63	51	44	42	69.84%	82.35%
R12	62	53	53	44	85.48%	83.02%
14	63	51	29	31	46.03%	60.78%
Day	63	51	0	1	0.00%	1.96%
WHOLE	74	65	12	15	16.22%	23.08%
ROOMS	63	51	9	4	14.29%	7.84%
Total	948	794	439	424	46.31%	53.40%

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MONTHLY AVAILABILITY

West Point... DAILY RECAP (WELCOME.PHP) AVAILABILITY CHART (ROOM_AVAILABILITY_CHART.PHP) RESERVATIONS ▼ CONTACTS (PROFILES.PHP) Q

5 Month/s

Availability For: August 2018

Acc.	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	
R1	NA		NA	NA		NA	NA	NA	B	L	NA	NA	NA	F	P	NA	B	P	M	NA	K	D	C	Gi	S			NA	NA	NA		K
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R4	NA		NA	NA		NA	NA	NA	V	D	NA	NA	NA	U	F	NA	B	M		NA								NA	NA	NA	F	S
R5	NA		NA	NA		NA	NA	NA	D	C	NA	NA	NA	NA	F		NA	B	J		NA		R		H			NA	NA	NA		K
R6	NA		NA	NA		NA	NA	NA	D	S	NA	NA	NA	S	C	NA	B	S		NA	/			jk	H			NA	NA	NA		S
R7	NA		NA	NA		NA	NA	NA	D	S	NA	NA	NA	K	C	NA	NA	D		NA	P	C		S	N			NA	NA	NA		S
R8	NA	R	NA	NA		NA	NA	NA	Y	C	NA	NA	NA	U	F	NA	B	H		NA	Ki	N	Cl	C	Si			NA		P	F	S
R9	NA	Fi	NA	NA	h	NA	NA	NA	D	C	NA	NA	NA	G	I	NA	B	J		NA	P	Ti	Nc	I	N			NA	S	E	L	e
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R11	NA	R	NA	NA	h	NA	NA	NA	D	C	NA	NA	NA			NA	B	c	E	NA	Ni	Ti	M				NA			d	A	
R12	NA	K	NA	NA	M	NA	S	NA	D	C	NA	NA	NA	R	I	NA	B	c		NA	L			L	S			NA	B	H		
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Availability For: September 2018

Acc.	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	
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Acc.	Sat 9/1	Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Mon 9/17	Tue 9/18	Wed 9/19	Thu 9/20	Fri 9/21	Sat 9/22	Sun 9/23	Mon 9/24	Tue 9/25	Wed 9/26	Thu 9/27	Fri 9/28	Sat 9/29	Sun 9/30	

Availability For: October 2018

Acc.	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31
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R3	NA	NA			P	NA		NA	NA			NA	NA	NA	NA					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R4	NA	NA				NA		NA	NA			NA	NA	NA	NA					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R5	NA	NA			P	NA		NA	NA			NA	NA	NA	NA				K	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R6	NA	NA			h	NA		NA	NA			NA	NA	NA	NA	w				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R7	NA	NA			P	NA		NA	NA			NA	NA	NA	NA				NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R8	NA	NA				K		NA	NA			NA	NA	NA	NA				S	L	NA	NA	NA	NA	NA	NA	NA	NA	NA		
R9	NA	NA		V				NA	NA			NA	NA	NA	NA						NA	NA	NA	NA	NA	NA	NA	NA	NA		
R10	NA	NA	Y	V	m	Ki	L	NA	NA			NA	NA	NA	NA				Ti	I		NA	NA	NA	NA	NA	NA	NA	NA		
R11	NA	NA	E	b				NA	NA			NA	NA	NA	NA						NA	NA	NA	NA	NA	NA	NA	NA	NA		
R12	NA	NA	E	F				NA	NA		W	NA	NA	NA	NA	Bi		E	Ri	Z	NA	NA	NA	NA	NA	NA	NA	NA	NA	G	
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RO...	NA	NA				Si		NA	NA			NA	NA	NA	NA					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Acc.	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31

Availability For: November 2018

Nov 2018

Acc.	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/1
R1		NA	NA		NA	B			NA	NA		NA					F		NA	NA	NA	NA				NA				NA	NA
R2		NA	NA		NA	B			NA	NA		NA					L		NA	NA	NA	NA	A	B		NA				NA	NA
R3		NA	NA		NA	B			NA	NA		NA					F		NA	NA	NA	NA	A	B		NA				NA	NA
R4		NA	NA		NA	B			NA	NA		NA					B		NA	NA	NA	NA	A	B		NA				NA	NA
R5		NA	NA		NA	B			NA	NA		NA							NA	NA	NA	NA	A	B		NA				NA	NA
R6		NA	NA		NA	B			NA	NA		NA							NA	NA	NA	NA	A	B		NA				NA	NA
R7		NA	NA		NA	B			NA	NA		NA				NA	L		NA	NA	NA	NA	A	B		NA				NA	NA
R8		NA	NA		NA				NA	NA		NA					F		NA	NA	NA	NA	A			NA				NA	NA
R9		NA	NA		NA				NA	NA	B	NA					F		NA	NA	NA	NA	A			NA				NA	NA
R10		NA	NA		NA				NA	NA	B	NA					F		NA	NA	NA	NA	A			NA				NA	NA
R11		NA	NA		NA				NA	NA		NA					F		NA	NA	NA	NA	A			NA				NA	NA
R12	E	NA	NA		NA				NA	NA		NA		C			F		NA	NA	NA	NA	A	R		NA				NA	NA
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RO...	C	NA		NA					NA	NA		NA						NA	NA	NA	NA					NA				NA	NA

Availability For: December 2018

Acc.	Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Fri 12/28	Sat 12/29	Sun 12/30	Mon 12/31
R1	NA		NA	NA	NA		S	NA		NA					NA		NA				NA			NA							NA
R2	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
R3	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
R4	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
R5	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
R6	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
R7	NA		NA	NA	NA		S	NA		NA					NA		NA				NA			NA							NA
R8	NA		NA	NA	NA			NA		NA			G		NA		NA				NA			NA							NA
R9	NA		NA	NA	NA			NA		NA			G		NA		NA				NA			NA							NA
R10	NA		NA	NA	NA		S	NA		NA			G		NA		NA				NA			NA							NA
R11	NA		NA	NA	NA		S	NA		NA			G		NA		NA				NA			NA							NA
R12	NA		NA	NA	NA			NA		NA			G		NA		NA				NA			NA							NA
14	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
Day	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA
WH...	L		NA					NA		NA				G		NA					Di			NA							NA
RO...	NA		NA	NA	NA			NA		NA					NA		NA				NA			NA							NA

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