

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, August 12, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

## MINUTES

Meeting called to order at **7:04** pm by President Chris Marcuse

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

Board Members Absent: Patti Schmidt

Others present: Jean Jefferies - Secretary

### APPROVAL OF MINUTES

- Minutes of July 8 Board Meeting  
Motion to approve minutes: Bonnie; Second: Jim; All in Favor

### PRESIDENT'S REPORT

- Fire Hardening Committee  
Chris met with B/G and the fire safety committees; received the county inspector report (not the original, but rather a written report from memory).  
Ideas discussed:
  - purchase and store fire blankets
  - rewire gas lamps and replace with LED lights but keep the fixtures; changes the Inn ambiance for safety considerations
  - seal SW corner barn door, major egress for embers; possibly wall off
  - remove pine needles from roof with leaf blower monthly during work parties (qualified persons only)
  - possibly remove eaves (that trap pine needles) off member's lounge (only place eaves exist on main building)
  - question of which trees need to be removed
- Insurance Issue
  - FAIR Insurance requires two inspections before approving a policy: fire safety of the building and brush clearance
  - WPI fire safety inspection passed; the second inspection for brush clearance did not take place since the inspector could not locate the inn at 1000 Panoramic Hwy (as noted on the policy) therefore the policy was cancelled (100 Old Railroad Grade address is now correctly listed on the insurance policy).
  - for now, WPI has a replacement policy with Zurich Insurance; WPIA will pay quarterly (\$15K annual) until the FAIR policy is reinstated
  - FAIR will reinstate the policy after the brush clearance inspection is completed/passed in approximately 2 months
  - overall, this unfortunate situation will cost the WPIA an extra \$4K

- Generator Issue
  - the power demand of the 2 refrigerators and 1 freezer was underestimated; 50% more power is being used therefore the solar field is underpowered for the actual demand/need.
  - Pavel is scheduled to come up at the end of the month. The innkeepers are trying to put together a manual and need questions answered in order to do so. Pavel can then assess the solar panel increased needs before a projected cost estimate can be established.
  - Mark is looking for a more local contractor that can perform twice/year maintenance servicing (changing spark plugs & filters); Mark will contact Leete Generators in Santa Rosa.
- Alternative Payment Trial
  - Increasing number of people are wanting to use digital technology to pay at PCBs
  - Mark is in contact with Bank of Marin; Bank of Marin contracts through Orbis- they handle all the digital monetary system technology transactions for Bank of Marin; the representative from Orbis is going to the Inn Wednesday to install a Orbis card reader on the innkeeper iPad (EVP card reader, highly secure, unlikely to be hacked); all computers that will be used for the PCBs will need to be Orbis security compliant.
  - small transaction fee for digital transactions; discussion to charge extra for those using credit cards vs cash.
  - will need to access Bank of Marin account to determine the # of PCB \$ transactions/breakfasts sold using digital payment.
  - this digital technology can also be used for sheets/bedding rental payments.
- Toby/Deck Repairs
  - both will be repaired the first week of October
  - member Evo Gregorian, a contractor, has offered to use his crew for the repairs; the WPIA will only need to pay him \$10/hour over what he pays his crew to cover his overhead; a 'time and materials' bid makes sense as there is a lot of uncertainty as to what work will need to be done as the project is underway; 2-3 rooms will be set aside so the crew can stay at the inn for the week.
  - projected cost of project: \$10-15K

#### TREASURER'S REPORT, Mark Northcross

- Cash position up 50K from the beginning of the year (FAIR entered but not Zurich Insurance)
- overnight use fees are catching up with 2018 (only \$6K difference)

#### OLD BUSINESS

- Policy Manual Language for WIB Changes
  - membership will be informed in the September/December newsletters as well as the member's meeting in October; upcoming changes have already been included in the June newsletter.
  - how are we going to evaluate these new reservation policies? Bonnie will evaluate the data May through September 2020 (how many members booked the Inn on Saturday when there is no longer WIBs) and will send a survey to all members for input; she will have evaluation criteria outlined prior to October member's meeting.
  - Motion to accept amendments to the reservation policies:** Bob; second: Mark; All in Favor
- Freezer Issue
  - No response from Dvorson's; Johanna will send a follow-up letter and if there is still no response she will file a complaint in Small Claims Court.

- Spring Box/Lease
  - Shaun Horne, MMWD/WPIA liaison, is of the opinion the spring box issue is a ‘repair’ and therefore the responsibility of the WPIA to pay for the repair.
  - Bonnie referred to the WPIA/MMWD meeting notes from November 17, 2017:
 

“It was agreed that the WPIA will contact Balance Hydrologics to get an estimate for a study and plans for spring intake enhancement. MMWD committed to getting the permits and performing the actual improvements according to plans.” Mike Swezy (MMWD watershed manager) determined it is not a repair but rather new construction, therefore, WPIA would need a permit issued from Fish & Game and the Army Corp of Engineers. If the work is simply a repair, then a permit is not needed.
  - \$15K estimate for this project
  - October deadline to commence this project or will need to wait until next year
  - Bonnie will schedule a meeting with MMWD; Chris, Bonnie, Wayne to attend. Need to negotiate and clarify the requirements of the project to achieve a fair balance of cost sharing.

## NEW BUSINESS

- Data Breach
  - Sark Technology’s reservation and management system SuperINN software was hacked; full data breach; the window of potential exposure for card data has been set as September 23, 2018 through July 16, 2019.
  - Member Nate Lee, chief information security officer for a web company in San Francisco, has offered to follow up on this breach for the WPIA; he has suggested forming a technology committee with Nate as chairperson to demonstrate he is working on behalf of the WPIA.
  - Motion to Establish a Technology Committee:** Mark; second: Johanna; All in Favor  
Chris will appoint Nate Lee the technology committee chairman.
- Super Basement Cleanup
  - By the September work party everyone needs to label any items they want to keep; all other items/clutter will be sent to the dump.
- 2020 Calendar
  - discussion/correct typos
  - Motion to Approve 2020 Calendar:** Johanna; second: Wayne; All in Favor
- Request for Non-Member Rental on 12/29/19 (Sunday) for Rooms 1,2,3 & 7 & Cabin 12
  - Board declines request for this Sunday night non-member request.
- Phoenix Lake Cabin Assistance
  - Johanna and Don will schedule a time to visit the cabin with Shaun

## 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

*Garden Committee:* Kathleen Kopp

*Heritage/History Committee/ Historian:* Fred Runner

*Housekeeping:* Fran Rondeau/Bonnie Jones

*Water Tank/System:* Bonnie Jones

*Membership:* Gordy & Lynn MacDermott

-*Stacy & Nancy Bloom* of Mill Valley

Sponsored by: Fran Rondeau, Donald Keeley & Bonnie Jones

-*Andrew Kallett* of Mill Valley

Sponsored by: Don Keeley, Mark Northcross & Will Sink

-*Sally Kallet* of San Francisco

Sponsored by: Don Keeley, Will Sink & Mark Northcross

-*Dennis Guikema* of Oakland

Sponsored by: Cindy Shaw, Heddy Chapman & Caroline McDowell

**Motion to approve applicants to wait list:** Mark; second: Bonnie; All in Favor

*Mountain Organization Liaison:* Olene Sparks

*Newsletter:* Alison Bricker – Deadline: August 18

*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

Open Meeting was adjourned at 8:52pm; Move: Jim; second: Don; All in Favor

Respectfully Submitted,

Jean Jefferies  
Secretary

<b>Policy Motions passed this meeting</b>	
<i>Topic</i>	<i>Details</i>
<b>Technology Committee</b>	WPIA will establish a technology committee; Chris will appoint the chairperson
<b>Amendments to the Reservation Policies</b>	Refer to May minutes listing all four amendments

<b>Tally of Donations of mid-week overnight accommodation- calendar year 2019</b>	
<i>Month voted</i>	<i>Organization</i>
May 2019	Point Bonita YMCA
May 2019	All One Ocean