

# WEST POINT INN ASSOCIATION

## BOARD OF DIRECTORS MEETING

Monday, January 14, 2019, 7:00 PM

220 Nellen Ave

Marin Municipal Water District

Board Room

Corte Madera, CA 94925

### MINUTES

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

Board Attendees: Bonnie Jones, Don Keeley, Chris Marcuse, Mark Northcross, Patti Schmidt, Johanna Sistik

Board Members Absent: Bob Newcomer, Jim Parton

Others: Jean Jefferies - Secretary  
Pete Martin – Fire & Safety

#### FIRST ORDER OF BUSINESS

- Installation of new Board members: Don Keeley, Jim Parton & Chris Marcuse
- Election of President Nominate Chris Marcuse. No other nominations. Move: Bonnie Jones second: Mark Northcross. All in favor. Chris Marcuse elected.
- Turnover of meeting to new president
- Election of Vice President, Parliamentarian, Treasurer and Secretary  
Vice President: Nominate Bonnie Jones. No other nominations. Move: Patti Schmidt; second: Wayne Koide. All in favor. Bonnie Jones elected.  
Parliamentarian: Nominate Johanna Sistik. No other nominations. Move: Bonnie Jones; second: Patti Schmidt. All in favor. Johanna Sistik elected.  
Treasurer: Nominate Mark Northcross. No other nominations. Move: Johanna Sistik; second: Wayne Koide. All in favor. Mark Northcross elected.  
Secretary: Nominate Jean Jefferies. No other nominations. Move: Bonnie Jones; second: Mark Northcross. All in favor. Jean Jefferies elected.

#### APPROVAL OF MINUTES

- Minutes of October 21 Member Meeting: Motion to approve Patti Schmidt; second: Bonnie Jones. All in favor. Motion passed.
- Minutes of November 12 Board Meeting: Motion to approve Johanna Sistik; second: Wayne Koide. All in favor. Motion passed.

#### PRESIDENT'S REPORT

- Vision for 2019  
Stay the course; the big things will be:  
-Improve the water system (pipes cracked, innkeepers are having problems with pipes in the leach field; goal is to improve ingoing and outgoing flow. The “let it flow” campaign 2019” seeks to secure funds for the installation of an enhanced spring box to improve the reliability and quality of the water delivered to the Inn. A preliminary cost estimate to make these improvements is \$15,000.  
-Remove the ramp down to the Toby cabin as a way to extend the footprint of the deck for more picnic tables/seating. \$55,000 estimate for removal of ramp and deck expansion; projected timing

would be in the fall after the last pancake breakfast. WPI has been experiencing a quagmire with the county permit department but Wayne has been assured by the County Permit Department the permit will not expire.

Electrical system- working out the kinks; Craig (innkeeper) is agreeable to being the lead on this. The generator needs an oil change and a waste disposal plan. Craig will write a simplified operation manual for the generator and set up a log sheet to ensure oil changes are timely.

#### TREASURER'S REPORT, Mark Northcross

Financial position- Cash position \$30,000 less in the bank than at the beginning of the year, as planned. Current cash position is \$151,000 versus a budget of \$300,000, a good fund balance; a robust and healthy position- if an emergency arises, the Inn has the funds to cover.

Expenses- half of the \$95,000 in buildings & grounds expenses was for electrical upgrades & new refrigerator. The Emig cabin upgrades and many other maintenance projects made for a very busy year. Payroll is another increase in operating costs due to the minimum wage increase, and this will continue in 2019.

Overnight fees- red flag days did not put a dent in the record setting pace in overnight fees which totals \$206,000 after refunds.

Discussion

#### OLD BUSINESS

- Policy/Reservations Policy Manual discussion has been moved to February with Jennifer Greene and Bob Newcomer in attendance.

#### NEW BUSINESS

- Confirmation of Committee Chairs & Officers-  
Wayne Koide effective today- Policy & Procedures chairman  
**Motion:** confirm all committee chairs with Koide change. Move: Bonnie Jones; Second: Patti Schmidt. All in favor.
- Presentation by One Tam (guests: Mia Monroe)  
Will reschedule when Federal Government reopens.
- Consideration to eliminate October Pancake breakfast due Red Flag Alerts and substitute with an April date  
The pancake breakfast calendar will remain as is; members and the public are accustomed to the May through October dates.
- Request for non-member special event on 04/17/19 from Gap, Inc. (see attached email)  
Discussion: Policy allows for Marin County 501© organizations and Marin County schools.  
Decision to decline request for this 250-person corporate event.
- Report on smoke alarm incident  
**Motion** to discuss in closed session. Move: Johanna. Second: Bonnie. All in favor.  
Closed Session-  
Recommendations:  
-Support Wayne's response to the vaping incident  
-Refund cash deposit to member involved  
-Board establish a new policy that not only is smoking not allowed on the inn footprint but also vaping is not allowed.  
**Motion** to approve recommendations. Move: Mark; Second: Johanna; Vote: Unanimous.
- Let It Flow Campaign – discussion to include rehab of leach field valves in this fund raiser (\$2,000)

## COMMITTEE REPORTS

*Building & Grounds:* Urban Carmel & Mark Cavagnero

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Suzie Adams Koide

- “Let it Flow Campaign” letter went out with the membership renewal packet; should know the results of the campaign late February

*Election Committee:* Chris Marcuse & Lin Johanson

- Begin to keep in mind members who could be board candidate nominees for 2020

*Event Committee:* Gail Shahan/Fran Rondeau

- 2019 Events Calendar has been completed
- Tango Night (April 27) has been cancelled
- Leave the pancake breakfast calendar as it has been and what the public is used to-
- May through October
- Discussion of 2019 calendar  
**Motion** to approve calendar as distributed: Move: Wayne Koide; Second: Bonnie Jones;  
Vote: Unanimous

*Fire & Safety:* Pete Martin

- Budget Discussion- 2019 annual projected \$8500
  - annual fire extinguisher certification (24 extinguishers)- \$625
  - semi-annual range hood certification- \$1200
  - annual fire sprinkler certification- \$700
  - Redwood Security Alarm monitoring/dedicated ATT phone line- \$1200
- Vegetation management/defensible space; 200 ft radius around Inn
  - maintenance crew Forster-Kroeger, 2 days/\$1600/day, \$3200 total  
Includes chipping of piles from monthly volunteer brush cuttings
- MMWD/ WPIA 2018 defensible space expenses:
  - WPIA paid \$12,800 to Forster-Kroeger for defensible space clearance and vegetation management; MMWD paid \$5,000 to Forster-Kroeger (+\$1500 MMWD staff): WPIA spending twice as much as MMWD- Discussion: propose at upcoming meeting with MMWD that cost sharing be split 50/50.
- Firewise Communities- communities/neighborhoods that meet certain criteria in taking individual responsibility for preparing their homes from the risk of wildfire. Marin County has 30 recognized Firewise sites and many more in the process of becoming one- more than any other county in California and making Marin the fastest growing Firewise county in the United States. Pete recommends WPI participation in this program to achieve Firewise recognition; some insurance companies now offer substantial discounts to properties in recognized Firewise communities.

*Garden Committee:* Kathleen Kopp

*Heritage/History Committee/ Historian:* Fred Runner

- No Heritage night this year.

*Housekeeping:* Fran Rondeau/Bonnie Jones

- Refrigerator: Gordy has found adjustable castors to compensate for the unlevel floor in kitchen, he will install during the week of January 28<sup>th</sup>. In addition, he will secure the refrigerator to a bracket on the wall for earthquake protection. Because this is a professional grade unit it is necessary to wait 30 seconds once the door is closed before reopening; a sign will be mounted on the refrigerator “wait 30 seconds after closing door before reopening”
- Plan to replace 3 double mattresses in cabins
- Fran & Bonnie working on pillow covers for the member lounge

*Water Tank/System:* Bonnie Jones

- Water Tank- tank fitting came apart and drained the tank; the water from the first flush loaded with sediment, so the chlorine dose was not adequate. The 8500-gallon tank tested positive for chloroform (correct?) so innkeeper put the inn on boiled water and subsequently changed all 5 filters and dosed; now it's coming back to normal. This speaks to the need for a better catchment system that will trap the turbidity.  
Bonnie will follow up with Aaron Fulton, engineer with MMWD, who is conducting tests. Projected cost for the water project- \$15,000.
- Septic System repairs- there are two fields; the mechanism for raising the valves has broken off and needs to be replaced. Discussion to take care of this repair before the Mother's Day pancake breakfast to avoid sewage backup as has happened in the past. Chris has a 'loose' estimate from the original engineer who designed the system of \$2000- \$3000 for repair.  
Bonnie and Chris will work together to firm up a the cost and schedule the repair work.

*Membership:* Gordy & Lynn MacDermott

- Chris reminds all to submit 2019 renewal paperwork/membership dues by end of January.

*Mountain Organization Liaison:* Olene Sparks

*Newsletter:* Alison Bricker

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson/Gordy MacDermott

- Will keep May- October schedule; Committee chairs will work on scheduling hosts for the breakfasts and cleanups.

*Personnel:* Lin Johnson/Fran Rondeau

- Will schedule an Innkeeper meeting in the near future. No new Innkeepers are being considered at this time.

*Policy & Procedures:* Wayne Koide

- Website is updated; As far as the manual is concerned, the text updates were given to Jan.

*Reservations:* Jennifer Greene

- Jennifer will attend the February board meeting to discuss improvements.

*Work Parties:* Don Keeley

- Averaging 40-45 people at work parties.

Open Meeting was adjourned **9:00** pm. Move: Johanna Sistik; Second: Mark Northcross; Unanimous

Respectfully submitted,

Jean Jefferies

Secretary

Begin forwarded message:

From: Christina Hofmann <Christina\_Hofmann@gap.com>

Subject: Event Inquiry for April 2019

Date: November 19, 2018 at 6:40:33 PM PST

To: "events@westpointinn.com" <events@westpointinn.com>

Greetings –

Wishing you well.

Each year we host a day long event for our employees that celebrates our core values of sustainability, wellness and balance.

We are looking for a location with flexible space and access to the outdoors where we can gather as a group at the beginning and end of the day as well as have the flexibility to host 6 -8 different activities. In the past these activities have included, yoga, rock climbing, meditation, boot camp and group games/ obstacle courses. We thought the West Point Inn would be a wonderful “Headquarters” for our event while hosting different outdoor activities on Mt. Tam.

Our anticipated attendance: 225 – 250 for the day.

From a catering perspective we generally offer coffee and a light snack in the morning while people are registering and a buffet lunch.

Our preferred dates are April 17 or 18, 2019

Would this be something at you would be interested in partnering with us on?

Thank you for your time. Have a lovely day.

christina hofmann | global eventsgap inc.

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<b>Policy Motions passed this meeting</b>	
<i>Topic</i>	<i>Details</i>
<u>2019 Calendar</u>	Board accepts 2019 Calendar as presented

<b>Tally of Donations of mid-week overnight accommodation- calendar year 2019</b>	
<i>Month voted</i>	<i>Organization</i>