

**WEST POINT INN ASSOCIATION  
BOARD OF DIRECTORS MEETING**

Monday, November 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 7:03 pm by President Fran Rondeau

Board Attendees: Jan Gauthier, Gordy MacDermott, Bob Newcomer, Fran Rondeau, Olene Sparks

Board Members Absent: Ward Flad, Pete Martin, Brenda Roberts, Fred Runner

Others: Bonnie Jones – Secretary, Mark Northcross - Treasurer, Lin Johanson, Wayne Koide

**APPROVAL OF MINUTES**

Minutes of October 12, 2015 - Bob Newcomer made a motion to approve the Board meeting minutes which was seconded, unanimously approved, with two typographical errors corrected (BJ Colin Klaxton - should be Colin Claxton, also correction of Jan's last name)

Fall Members' Meeting 2015 Minutes - Bob Newcomer made a motion to approve the Fall Member's meeting minutes which was seconded, unanimously approved.

**PRESIDENT'S REPORT**

*Wampum:* discussion about next printing - do we want to number them (no), Jennifer's signature (no), expiration date (consensus - two years) - a Board member at the work party will sign & date.

Olene made a motion that Wampum be given for a two year period & indicate that when we print the wampum, seconded, passed unanimously.

*Sign-up for work parties:* [workparty@westpointinn.com](mailto:workparty@westpointinn.com) - discussion about folks showing up without notifying Innkeepers or Jennifer. Discussion ensued about monitoring this situation so that too many people won't show up. Board members need to help monitor. Fran will contact Jennifer to review the situation.

*Christmas Party:* - invitation review Fran sent invitation for Mike Swezy. Fran will double check to ensure that Colin Claxton is invited. The event will include a general thank you to all Innkeepers.

Note: Brenda is hosting Christmas party at the Inn the week before - inn full, but room for dinner.

**COMMITTEE REPORTS**

*Treasurer's Report:* Mark Northcross - Distributed Treasurer's report. Financially we are fine. Insurance rates have increased - Workers' Comp, Fire. We received refunds from taxes. For the last 12 months - \$200K for overnight use fees. Cash position - \$245K. Distributed draft budget proposal to be reviewed in January. Board members & committee chairs should email Mark & Bob with ideas. Mark will include the committee chair names next to budget items. Jan suggested that we establish a long-term reserve (i.e., 6 months of operating expenses).

*Building & Grounds:* Brenda Roberts – (see detailed report – appended below) Fran recommending an outside plumber to address immediate problem with sewer line.

*Communications/Website Committee:* Jan Gauthier - if having an event – send her the information 30 days before so that it can be entered into members' section. Clarification – specify if it is a members' only or public event. At what point is an event open to non-members? Gordy noted that 2016 calendar needs to be populated - PKB & Members' meetings.

*Development Committee:* Ward Flad - no report

*Fire & Safety:* Pete Martin/Joel Blackwell – no report

*Garden Committee:* Kathleen Kopp – no report

*Heritage/History Committee:* Fred Runner/Linda Hulley + Carl Nolte Marilyn Skaff Nancy Skinner Olene Sparks - no report

*Historian:* Fred Runner - no report

*Housekeeping:* Fran Rondeau/Bonnie Jones - new cushion cover for chair in Toby cabin.

*Membership:* Gordie & Lynn Mac Dermott -

Olene Sparks made a motion to approve members which was second, and all new members were accepted unanimously.

Andrea and Rob Lewis sponsored by:  
Donald DeLave and Joel Blackwell

Saelon Britton sponsored by:  
Alan Cascio and Eileen Sullivan

Molly Merson and Eric Goodfield sponsored by:  
Joel Blackwell and Lin Johanson

Susanne and Dana Shibley sponsored by:  
Joel Blackwell and Donald DeLave

Susan Fenton-Olson sponsored by:  
Frances Sullivan and Bonnie Jones

Mark Schwartz sponsored by:  
Joel Blackwell and Pat Kavanaugh

*Mountain Organization Liaison:* Olene Sparks - no report

*Newsletter:* Alison Bricker - November 22 entries for newsletter.

*Old Timer's Liaison:* Marilyn Skaff - no report

*Pancake Breakfasts:* Chris Marcuse/Lin Johanson – need idea for new poster. It was noted that the next poster should include the year. Olene has an idea for art work for poster. Go to print in March. Chili event - host needed for competition. Jan Gauthier & Gordy offered to host - March 18th. Tango night – 36-37 people. About 30 people spent the night. Profit \$200.

*Personnel:* Lin Johanson -

*Policy & Procedures:* Wayne Koide – all well -- there is no official timeline - 30 days should be ok for posting potential changes to bylaws.

*Reservations:* Rose Sullivan -

*Work Parties:* Jennifer Barclay - work party November 21 suggestions around the inn.

## OLD BUSINESS

*Water tank:* haven't gotten a bill yet.

*Emig Trust:* Colin Claxton was supposed to write letter to WPIA - letter of intent (we haven't received yet).

## NEW BUSINESS

*Board succession:* Pete Martin submitted report from investigation Center for Volunteer & Nonprofit Leadership. Discussion about proposal. Bob brought up the issue about the nominating committee is comprised of the President & the out-going Board members. Changes to the bylaws needs to be made at the Spring meeting (membership vote). Wayne - needs to review why the terms were changed so that pros & cons can be discussed. Current bylaws as they are written are very confusing. Fran will write up options. Wayne will contact Billy about why the change was made. Wayne will review bylaws to determine length of time for notice.

*Cost of lifetime membership:* -currently \$1000 (single) \$1500 (family). Mark brought up the spike in lifetime membership after we capped the membership. 72 lifetime members. 3-5 new lifetime members last year. Makes sense to change lifetime membership rate is we change member rates. Gordy can review when members became lifetime members in their membership history.

*Reservations:* Need to have back-up reservationist in case Rose is unavailable. Fran will ask Rose to write-up instructions.

Olene Sparks moved to adjourn which was seconded and unanimous approved.

Meeting was adjourned 8:55 pm.

Respectfully submitted,

Bonnie M. Jones

<b>Motions passed</b>	
<i>Topic</i>	<i>Details</i>
The Board resolved that Wampum will be given for a two year period & indicate that when we print the wampum.	

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

## Building & Grounds Report

November, 2015

### Current Projects.

- ADA Cabin: Extension of planning permit has been received from the county with a 4 year extension. Request for application to go before the Architectural Preservation Committee has been requested of Bill Kelley, not received yet. Draft contract received from Contractor.
- Fire Door: Installed at last work party.
- Minor leak in Galvanized pipe at upstairs bathroom; settling floor has resulted in sewer line at incorrect slope for effective drainage.

Details on Upstairs Bathroom: Gordon Edwards, Innkeeper has notified me that he has located a split in galvanized pipe servicing the upstairs bathroom—the leak is small and has been happening for some time. I am taking a plumber in this Wednesday to review the situation and come up with a plan and list of parts to repair the leak. We will also review the slope of the sewer line and see if an interim repair works effectively.

There are other issues that need to be addressed in the upstairs bathroom and Gordon has suggested we consider updating the plumbing and installing the new floor. It appears that the past leaks have caused some settling of the floor over the parlor at the fireplace resulting in the upstairs sewer waste line no longer being at the required slope. An inspection needs to be done of the 2nd floor joists located at the upper edge of the fireplace. Jacking them up would be relatively simple, but we need to install floor joists hangers that are more substantial than the ones currently in place.

Before any of these changes take place (except the leaking pipe), I need to have a discussion with Fred to make sure we are within the historical guidelines and come up with a full scope of work that is acceptable to the historians. For instance Gordon has suggested that we move the toilet bowl back and put water reservoir on the inside of the linen closet—using an old timey chain to flush the toilet. This can be done but I don't know if the toilet was ever installed this way and whether Dewey and Fred would agree to this retrofit. Changing the toilet in this manner would provide more leg room in the toilet “cubby” closet resulting in not a bad end result.

I will touch base with Fran and let her know the course of action to take care of the more immediate water issue.

Brenda Roberts