

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, April 8, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

MINUTES

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

Board Attendees: Chris Marcuse, Bonnie Jones, Don Keeley, Wayne Koide, Bob Newcomer, Jim Parton, Patti Schmidt, Johanna Sistek

Board Members Absent: Mark Northcross

Others present: Jean Jefferies – Secretary
Pete Martin

APPROVAL OF MINUTES

- Minutes of March 11 Board Meeting
Motion to amend March minutes:
President's Report/Freezer Issue- change wording from "this is not a warranty issue" to "this may not be a warranty issue"
Motion to approve: Bob; second: Johanna. All in favor. Motion passed.

PRESIDENT'S REPORT

- Prep for Spring Members' Meeting, Sunday, April 14th:
 - Emig cabin booking policy update
 - Smoking policy
 - Reminder- no personal unsolicited emails to other members regarding personal projects

TREASURER'S REPORT, Mark Northcross

-Cash position: cash position is stable. We have \$183,000 in cash, about \$30,000 more than we started the year with. And, no coincidence, an amount about equal to our total membership fees.
-Overnight use fees: Still a little off from last year's record, but still strong (due to the rain?).
-Operating costs: The news is that our monthly propane costs appear to have doubled for the first quarter. The generator has been running a lot. The good news is that during a heavy rainy season the power system at the Inn has been very stable, and we can run the new fridges. The bad news is that we spent \$2,500 more on propane this winter than we did last winter.

-Discussion:

-Generator operation- Pavel is available to the innkeepers when they have questions; should we establish a service contract with him for continued service? Will discuss next month when Mark Northcross is back.

-Standardizing all operation manuals for the many different systems. Manuals already in place: water, treatment, filters. Manuals currently working on: septic and electrical.

Goal is to standardize all manuals for all systems.

OLD BUSINESS

- Freezer Issue
Board discussed freezer issue in closed session
- Insurance Issue
Report from Minto & Wilkie:
 - We will get quotes from “surplus lines carriers” this week.
 - The quotes will be lower cost with more coverage than FAIR.
 - None of the quotes will be from an insurance carrier admitted in California (meaning very limited recourse in the event of their failure to pay).
 - Quote from FAIR no later than a month from now.
- Water Spring Box Update
 - Bonnie is waiting to hear back from Aaron as well as a hydrogeologist member who has offered to step in.
- Emig Cabin/Whole Inn Booking
 - Whole Inn Booking (WIB): if the Emig cabin has not been booked 7 days in advance of WIB then it should be offered to the WIB group. Mark will discuss with Jennifer how she can handle this most efficiently.
 - single flat rate for WIB (\$1400); oftentimes a member makes the booking but the majority in the group are non-members.
 - should WIBs be paid on one credit card vs. multiple payments from guests; simplifies payment for reservationist and allows easier tracking of how many WIBs there are each year.
 - should WIBs be eliminated on Saturday nights.
 - *A sub-committee will convene with Jennifer Greene (reservationist) to further discuss and decide on these policy issues. The sub-committee will meet this weekend at the inn since all will be attending the spring member meeting: Patti, Wayne, Bonnie, Johanna, Jennifer.

NEW BUSINESS

- Use of Member Emails for non-WPIA Purposes
 - will announce/remind at member meeting not to use member emails for personal purposes
- Google Matching Donation Program
 - Discussion;
 - Motion: WPIA will accept matching donations from employee matching donation programs.**
Move: Johanna. Second: Jim. All in favor.
- Three-Club Hike, Memorial Day May 27
 - Alpine Club event extending an invitation to WPIA members to join in; Johanna will find out more in terms of getting the word out to members and event logistics.
- Request for Donation by 9 Lives Foundation of Redwood City
 - Non-Marin group, decline request.

COMMITTEE REPORTS

Building & Grounds: Ross Asselstine & Urban Carmel

- Room 7 door (exit door to fire escape)- door shoe fell off/rotted out; 1-1.5” needs to be replaced
- Adjustments were made to the septic system inversion valve and fixed
- Upcoming projects until after the rains stop and spec sheets are completed:
 - redo Toby floor and the secondary door into the bathroom
 - replace railing between the Honeymoon and Toby cabins
 - deck: revising plans and should start work this summer

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide

Election Committee: Chris Marcuse & Lin Johanson
Outgoing board members Patti, Mark, Bob

Event Committee: Gail Shahan/Fran Rondeau

Fire & Safety: Pete Martin

Pete reviewed and discussed:

-WPIA vegetation zone management & maintenance plan (January 2018); the fire and safety committee has reviewed this plan and has determined there is no need to cut down any trees around the inn.

Pete feels the priority zones are:

Zone 6-B Management Zones 200’ – important chimney drainage

Zone 9 - East of Last Cabin

-fire hardening: there will be a meeting at the inn with Todd Landau (FireSafe Marin) who will do a thorough review of all the buildings. He will issue a report with his findings and recommendations.

-committee is working with Todd to work towards designation as a “Firewise Community”; this certification may result in substantial discounts with our insurance carrier. And, this would make the WPI the first FireWise Community that is on the National Registry.

-is there a need to mow grass over leach field? This is not a fire threat to the inn but rather a PR issue (people wondering why it is not mowed); no decision whether to purchase a tractor mower.

Garden Committee: Kathleen Kopp

Heritage/History Committee/ Historian: Fred Runner

Housekeeping: Fran Rondeau/Bonnie Jones

Water Tank/System: Bonnie Jones

Had inspection of back flow device; it is in compliance and passed inspection (this is needed for the garden).

Bonnie is waiting to hear back from Aaron as well as a hydrogeologist member who has offered to step in.

Membership: Gordy & Lynn MacDermott

Waitlist at zero

Applicants:

Amy Hanley of Pacifica, sponsored by Marilyn Skaff, Don Keeley & Marcy Taylor

Lorette Bresh of Fairfax, sponsored by Marilyn Skaff, Don Keeley & Zepporah Glass

Motion to approve applicants: Move: Bonnie; Second: Wayne; Vote: Unanimous

Mountain Organization Liaison: Olene Sparks

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Upcoming event June 1st

Pancake Breakfasts: Lin Johanson/Gordy MacDermott

Printing posters with all pancake breakfast dates and will get them out

Personnel: Lin Johnson/Fran Rondeau

Policy & Procedures: Wayne Koide

Reservations: Jennifer Greene

Work Parties: Don Keeley

-There will be a June work party and it will be added to the 2019 calendar.

-Discussed gathering up stones/rocks in the grassy leach field area at upcoming work parties.

Open Meeting was adjourned at 9:12 pm: Move Wayne; Second: Jim; Vote: Unanimous

Respectfully Submitted,

Jean Jefferies

Secretary

Policy Motions passed this meeting	
<i>Topic</i>	<i>Details</i>
Employee Matching Donation Programs	WPIA will accept matching donations from employee matching donation programs

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