

WEST POINT INN ASSOCIATION

BOARD OF DIRECTORS MEETING

Monday, March 11, 2019, 7:00 PM

Marin Municipal Water District

Board Room

220 Nellen Ave

Corte Madera, CA 94925

MINUTES (FINAL)

Meeting called to order at **7:01** pm by Vice President Bonnie Jones

Board Attendees: Don Keeley, Wayne Koide, Bob Newcomer, Mark Northcross, Jim Parton, Patti Schmidt, Johanna Sistik

Board Members Absent: Chris Marcuse

Others present: Jean Jefferies – Secretary
Fran Rondeau

APPROVAL OF MINUTES

- Minutes of February 11 Board Meeting
Move: Jim Parton; Second: Wayne Koide; Vote: Unanimous

PRESIDENT'S REPORT

- Freezer Issue – Jim Parton
 - new freezer is not sealing properly- condensation forms so door does not close properly
 - manufacturer's rep came out to inspect and reported there has been damage to the frame which is why it is not sealing properly; the freezer has to be replaced.
 - Jennifer reported, "when the units arrived they were in heavy cardboard boxes, intact and free of any trauma." There was some damage to the inn when it was being moved in, therefore this may not be a warranty issue but a failed delivery/installation issue.
 - freezer cost, \$1680 (with tax); 2 deliveries were made free of charge for refrigerators/freezer.
 - resolution: Jim will draft a letter on WPI letterhead to the kitchen appliance contact person. A compromise will be proposed so a financial resolution is fair to both parties, asking for a replacement freezer at cost and WPIA will pay for professional delivery this time. Fran will review letter and follow up with appliance contact person within a week.
 - Bonnie will look into the possibility that a delivery truck could access inn from Old Stage Road.
 - replacement freezer is needed before May 12 pancake breakfast.
- Separate Member Web Portal – Patti Schmidt to continue study w/Jan Gauthier & Scott Liebman
 - Scott has been very busy but is now ready to embark on this project; it is still in the "study" phase.
- Repairs
 - Toby Windows – replaced 03/10/18
 - a custom window with a new frame and reused glass has been installed in the Toby cabin next to the front door.
 - Toby Floor – awaiting spec sheet from B&G
 - Front Deck – awaiting spec sheet from B&G
 - 1st priority is getting spec sheets done due to leakage into basement

*3 contractors recommended by IKs, unknown if all will participate in bidding

- Insurance Issue – Mark Northcross

- WPI received a letter from the insurance carrier stating the insurance policy will not be renewed because of extreme wildfire risk; the entire policy is non-renewable as of May 2019.
- The California Fair Access to Insurance Requirements (“FAIR”) Plan is an insurance pool established to assure availability of basic property insurance to people who own insurable property in the State of California and who, beyond their control, have been unable to obtain insurance in the voluntary insurance market. The FAIR Plan is not a state agency. Mark has asked the WPI broker to turn in a formal application to “FAIR” ASAP.
- Mark will bring a quote from FAIR back to the board and maybe an out-of-state surplus lines carrier (non-regulated). He expects the insurance premium will double if WPIA is able to secure a policy.
- liability insurance will need to be secured through a separate carrier.
- discussion: fire-hardening and the advantages of an external sprinkler system (although this would require another water tank), as well as, cutting down all trees within 30 feet of the inn.

TREASURER’S REPORT, Mark Northcross

Income:

- Cash position good at \$184k
- membership dues same as last year
- “Let it Flow” campaign has raised close to \$6k
- Jan/Feb 2019 overnight use fees are not at record level of last year; budget for year is \$200k and if not met will need to come out of the B/G budget.

Expenses:

- B/G light expenditures, only \$3k spent vs \$15k last year at this time.
- payroll expense increase due to minimum wage increase
- propane expenses way up as generator is running more during the rainy season

Will watch B/G and water/septic budget, overnight use fee trend and what is the insurance program going to look like.

OLD BUSINESS

- Policy Updated – Wayne Koide

Discussion:

- additional paragraph in “Reservations” section of the WPIA Reservation Policies 2019:
“Reservations for the ADA (Emig cabin) will be limited to those guests who have a disability (and their guest or attendant) subject to the 90/120 day advance booking policy (#2 above). If this cabin has not been reserved within seven (7) days of the intended date of stay, then it becomes available to other guests on a first-come first-served basis.
- add to “Overnight Fees section (Tuesday-Saturday):
Entire Inn (Whole Inn) (32 max) (*Does not include Emig (ADA) cabin*)

-It was agreed to table this discussion until the next board meeting and revisit the following points:

- 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.
- policy manual vs. website discrepancy: both should state “minimum of 2 people per cabin”
- 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.

NEW BUSINESS

COMMITTEE REPORTS

Building & Grounds: Urban Carmel & Ross Asselstine
New committee member Ross is making significant contributions

Communications/Website Committee: Jan Gauthier

Development Committee: Suzie Adams Koide
Let it Flow campaign has raised \$6k so far

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

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
Four new applicants need to be voted in:
Andrea Patten of Novato, sponsored by Patti Schmidt, Bob Martinez & Carol Sartori
*Gabriel Goldthwaite of Mill Valley, sponsored by Kathy Harris & Caroline McDowell
Jennifer & Darren Sabo of San Francisco, sponsored by Sam McMillan, Caroline
McDowell & Ken Malvino

*Gabriel Goldthwaite only has two sponsors. We voted on accepting him as a new applicant subject to ensuring that he had a third sponsor.

Move: Wayne; Second: Jim; Vote: Unanimous

When Gordy is back from vacation we will know how many new member slots are open.

Mountain Organization Liaison: Olene Sparks

Newsletter: Alison Bricker

Old Timer's Liaison: Marilyn Skaff

Old Timers' Appreciation Party, Saturday, June 1st

RSVP Required by Wednesday, May 24

Dinner reservations: contact Marilyn Skaff at 415.713.5259 or marilynskaff@gmail.com

Overnight lodging: Contact Olene Sparks-Toby at 510.236.8293 or email olenes@aol.com

All members are welcome, you don't have to be an Old Timer (20 years membership) to attend!

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 8:52 pm: Move: Jim Parton; Second: Mark Northcross; Unanimous