

**WEST POINT INN ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
Monday, April 13, 2020, 7:00 PM  
Via Video/Teleconferencing

**FINAL MINUTES**

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

Board Attendees: Nancy Fox, Bonnie Jones, Don Keeley, Wayne Koide, Pete Martin, Jim Parton, Johanna Sistik

Board Members Absent: Clare Wellnitz

Others present: Jean Jefferies – Secretary  
David Durr- Innkeeper  
Gail Shahan- Event Committee  
Ross Asselstine- B/G Committee  
Alyssa Jorgensen- Member

**APPROVAL OF MINUTES**

- March 9, 2020 Board Meeting  
Motion to Approve: Nancy; Second: Bonnie; All in Favor

**PRESIDENT'S REPORT**

- COVID Procedures

-Innkeeper procedures at this time: each innkeeper sanitizes the innkeeper quarters from top down; the inn itself is locked down and there is no need for the innkeepers to go into the inn. The Marin County Sheriff's Department is glad the innkeepers are manning the inn but cautioned they need to shelter-in-place.

-The deck and the bathrooms are barricaded. There have been two incidences in the last week where individuals were attempting to use the bathrooms.

-There are plenty of supplies available (paper towels, toilet paper, sanitizer wipes) so there will be no need to order supplies at this time.

-Under normal circumstances, dose water tank twice a week; it is now a week and a half between dosing. Bonnie feels the diluted solution of chlorine in the water should be okay as there is so little water being used currently.

- ADA Deck Permit

-It is an option to extend the current permit for around \$197. The scope of this permit would include eliminating all ADA ramps with a slight expansion. Ross distributed four deck concepts in January 2020: Existing Deck, Permitted Deck, Big Deck and Stepped Deck. There are construction documents and a permit from Marin County to tear down the redundant ADA ramps and raise one section to the same level as the current deck level. This increases the usable area by about a factor of two.

-No need to pay for the permit extension until one of the deck expansion options is selected. Ross will hold off on pursuing free architectural and engineering help until the board picks one of the proposed plans. Ross feels the permit extension could still be pursued over the next couple of years as long as codes don't change significantly.

-Chris feels the board will make a decision on the deck option once there is income coming back in when the shelter-in-place order is over.

#### TREASURER'S REPORT, Mark Northcross

-Fund balance \$160K

-Cash funds have gone down since last month by \$40K primarily due to refunds of overnight use fees (\$30K refunds, \$10K expenses). March cancellations \$4577, April cancellations \$15437.

-People are still making reservations 90 days in advance, hoping the shelter-in-place order is lifted.

- Current overnight use fee comparison puts the Inn at the worst year since 2014.

-The big question- what happens for the rest of the year?

-Mark proposes cutting the annual 2020 expenses in the following categories:

- B/G to \$10K (last year actual \$64K)
- Furniture & fixture use to \$0
- Laundry \$0
- Housekeeping \$0
- Operational supplies cut by 75% to \$5500
- Rubbish pick-up cut by 75% to \$2061
- Propane use cut by 50% to \$6089

-Largest expenses:

- Payroll \$115K (Gross Wages, Payroll Service Fee, Payroll Taxes, Workers Comp)
- Insurance \$28K

-SBA Loan update

Mark has applied for the SBA loan of \$23045. If no one is laid off it becomes a grant. If someone is laid off it is a 10-year loan at 1% interest. Bank of Marin has already called Mark to ask when the WPI application will be submitted to them.

-Estimated End-of Year Cash Balance with proposed cuts of \$16K/month:

- Surplus cash end-of-year: \$39671.
- Amount SBA loan: \$23045.
- Potential cash balance end-of-year with SBA loan: \$62736.

-Take-away:

-No need to make any decisions at this meeting, just need to surface issues and discuss.

-If the shelter-in-place goes on for the rest of the year decisions will need to be made: is the WPIA willing to drain the cash balance down to the levels outlined (Mark does not recommend this) and how do we balance the budget?

-A contingency plan might include a fundraiser and a plan to balance the budget.

-And, given that the most secure credits in the United States are water utilities it would be prudent to discuss with MMWD that they forgive the WPIA rent obligation and cover the yearly insurance expense of \$28,456.

## OLD BUSINESS

- Freezer Update

-Received check in the mail from Dvorson's for \$675 (\$600 judgement, \$75 reimbursed fees). Innkeeper John will deposit the check at Bank of Marin.

## NEW BUSINESS

- May PB – hold or cancel

-May pancake breakfast is cancelled

-In lieu of the Mother's Day PCB Nancy suggests: when notifying all members of the cancelled PCB suggest that their families celebrate Mother's Day with a WPI shelter-in-place breakfast and consider sending in a 'cost of the pancake meal' donation- \$10 adults/\$5 kids recommended. Included in this email could be a WPI Mother's Day card as a download and/or a coloring page (outline drawing of the WPI to color) as a thank you and as a way to let them know they are missed and we will all miss the PCB at the Inn.

- How to handle Spring Members Meeting

-Chris will put out an email blast (extra newsletter) to members in place of a spring meeting. All committee chairs will provide Chris with any news including the treasurer's report with current financial impacts from this pandemic. The idea of a fundraiser can be mentioned since many members might be anxious to help with donations since we are all limited in our abilities to physically work together at this time (work parties and pancake breakfast).

- Reopening procedures

-First check to see what the government is recommending and requiring before reopening. Then, a group of ten or so members could meet at the WPI to brainstorm and create a 'playbook' for a safe reopening.

-Don will reach out to 10-12 members to spot check/perform cleaning duties the week prior to reopening.

-Waiver Liability: the WPIA should require a signed written waiver from all guests when they check in (vs. not just a checked box on the website when they book a reservation). Jim will look into finding an appropriate form.

-David reports the members lounge floor has recently been recoated as well as the Stickley table. Pat has begun to apply TSP (used to clean a surface before you paint it) in the kitchen. An overall upgrade of the kitchen, TSP/painting would be a good plan before reopening.

- Lease Negotiation

-Jim asked about prior lease negotiation processes. Jim suggests the formation of a board committee to start working on proposals for what the new lease should look like. Given the current situation and new budget forecasts it might be beneficial to discuss the lease now and explore what relief the WPIA can negotiate.

-Ross suggests re-negotiating the lease with the water district sooner than later given the WPIA current financial position and projections during this pandemic. After mapping out all expenses- fire insurance, fire refuge, vegetation management, then meet with the MMWD board to ask for relief with fire insurance and rent costs. Once the lease is sorted out then plan a fundraiser. It was agreed this discussion should be included on the May board meeting agenda.

- Kitchen Sink & Painting Project

-Using the amended B/G budget of \$10k

-Replace kitchen sink with a 3 chamber sink with enlarged drains; this is standard health procedures in kitchen design. The board agreed to finance this project so Ross will go ahead and price out the options.

-Paint the kitchen: will apply TSP to all surfaces being painted. TSP is a cleaning process that allows the new paint to adhere. The entire kitchen will be deep cleaned, some fixtures will be removed and then the entire kitchen will be painted. Don will help Ross contact individuals who would be skilled/helpful with this project.

## COMMITTEE REPORTS

*ADA Coordinator:* Bob Newcomer

-Bob will work with One Tam and reach out to our MMWD contact. Once the WPI is reopened he will work towards increasing access to the Emig cabin for the ADA community.

*Buildings & Grounds:* Ross Asselstine & Urban Carmel

-perhaps apply to the Emig Foundation for B/G funds?

*Communications/Website Committee:* Jan Gauthier

*Development Committee:* Suzie Adams Koide

*Election Committee:* Chris Marcuse & Lin Johanson

*Event Committee:* Gail Shahan/Fran Rondeau

-Bonnie will hold off on applying for any more liquor licenses at this time; current licenses due to expire end of June.

*Fire & Safety:* Pete Martin

*Garden Committee:* Kathleen Kopp

-Per David Durr tomatoes, beets and lettuce coming up; the garden is looking great.

*Heritage/History Committee/ Historian:* Fred Runner

-The April event was cancelled.

*Housekeeping:* Fran Rondeau/Bonnie Jones

-Fran & Bonnie sanitized and washed all dishes/utensils/glasses, etc

*Water Tank/System:* Bonnie Jones

-The diluted solution of chlorine for the water should be okay since so little water is being used at this time.

*Membership:* Gordy & Lynn MacDermott

-Just an update of 2020 membership. We had 16 members not renew for different reasons, the past 4 years it was about 24. 19 new Lifetime members signed up for a total of 152. \$2585.00 in wampum used to pay dues, this is about normal. We will be taking applicants off our wait list, however it will still leave 12 on the list. The 12 were voted in Nov 2019 & Jan/Feb 2020.

*Mountain Organization Liaison:* Olene Sparks

*Newsletter:* Alison Bricker

-Alison, along with Kay, are doing a great job updating the website and sending out emails during this time of change.

*Old Timer's Liaison:* Marilyn Skaff

*Pancake Breakfasts:* Lin Johanson/Gordy MacDermott

*Personnel:* Lin Johnson/Fran Rondeau

*Policy & Procedures:* Wayne Koide

-The new rates have been updated in the policy manual. The evaluation of the new rates to be sure this is what the WPIA wants to continue to do may have to be postponed to a later date.

*Reservations:* Jennifer Greene

*Technology:* Nate Lee

*Work Parties:* Don Keeley

-May work party will likely be cancelled. Chris would like an update from the state and local governments before a decision is made.

**EXECUTIVE SESSION (*MMWD Watershed Management Fee & Dvorson's*)**

Open meeting was adjourned at 8:39pm; Move: Jim; Second: Wayne; All in Favor.

Respectfully submitted,

Jean Jefferies  
Secretary