

**California Alpine Club Board Meeting
Alpine Lodge Saturday, June 20, 2:00 pm**

Jim Nixon presided and called the meeting to order at 2:15 pm

Board Members attending: Jim Nixon, Bill Mayers, Mark Sapiro, Helena Troy, Jay Gustafson, Torie Beedle, Ann Meneguzzi, Margy Eller. A quorum was established

Members Present: Tom Coleman

Approval and Acceptance of Agenda: The agenda was accepted, with no additions.

Approval of Minutes of May 16 2015. Minutes were approved as submitted.

New Members were approved as follows:

Vila Reizai---Sponsors Mary Cahill and Bill Jones
Stephen Humphrey –Sponsors Kate Twain and Betty Stanfield

Reports/Discussion

Standard email addresses—Jay Gustafson and Mark Sapiro are researching the feasibility of adding standard email addresses for various leadership positions at the Club. Discussion ensued. **Action Item: Jay further details or abandon plan?**

July 18 New Members event- Jay Gustafson –Plans are proceeding for a full weekend including 2 hikes that day, dinner for new members, and at least one movie that night (The Invisible Peak). In addition a scheduled work party will simultaneously be held with a corresponding lunch. Bev Levi has sent an email to new members inviting them to this event. As discussed by email, board members agreed to have CAC pay for lunch/dinner and ½ overnight expense for new members. If some are staying overnight there will also be breakfast. New member events estimated to be semi-annual. **Action Item: Jay will update event form online**

Echo Lodge Report – (submitted by Cindy Toran) Successful host training held May 15-17. Spring work party did a lot of electrical upgrades. Summer calendar is quite full.

Alpine Lodge Report – Jay Gustafson and Tom Coleman. Septic system issues have been addressed resulting in \$1700 for repairs. Some electrical work still to be done. County will sign off shortly.

Tom Coleman has a new form for who to contact for supplies at the lodge. Tom will be handling installation of smoke detectors and carbon monoxide detectors.

Tree trimming/removal issue brought to CAC attention by Grant Rudolph and Nathan Foran CAC neighbors at 1020 Edgewood. While standing on the deck the Board and Tom Coleman could see the tree, at the bottom of our property, leaning over Edgewood. **Action Item: Tom will check with PG& E whether they will take responsibility for removing or trimming back. Grant will get estimates for trimming or removing.**

New trustee Garrett Hill approved by board. Other trustees are Edie Nelson, Barbara Hills, and Tom Coleman. If two trustees with good attention to detail can be found, Edie Nelson would retire as trustee. Work party today had good turnout of 14 people. Saturday work parties to continue alternating with Thursdays.

Insurance and Liability Issue(s) -Bill Mayers. Recommendation from insurance agent of best practices to put in place circulated to board members before meeting. Primary discussion was on Release of Liability Form to be signed by non-members before lodge activities such as hiking. Board recommended form be signed by all participants including members and be used at both lodges. Bill will contact trustees for input. **Action Item: Bill will develop policy and form with input from trustees**

Website Address on Lodges -Jim Nixon recommended that a card showing our website address contact information be displayed in the windows by the front doors of Alpine and Echo for potential new members stopping by when the lodges are closed. **Action item: Jim Nixon will follow up by sending a request to Cindy Toran and Tom Coleman to place something visible from outside the lodge(s). This might result in further discussion from Cindy and Tom.**

Website improvements – Margy Eller reported that some primary pages were updated and photos added. Mary Wiz has not submitted any invoices yet. Margy, Bill and Carroll to follow up. **Action Item: Margy to report on progress of getting invoices from Mary**

Welcome Protocol for New Members - Jay Gustafson reviewed a sequence of actions and who was to perform them with new members. One suggestion was to develop an outreach team for implementation. Discussion ensued about how to get more volunteerism. Suggestions: mention names in Trails of volunteers for the last month; have stronger process in place to welcome and orient new members. **Action item: Discuss increasing volunteerism and new member orientation at next member meeting.**

Survey on Volunteers -Jay Gustafson will be designing a new web survey asking members about their interests and skills. **Action item: Jay**

Next Meeting July 18, 2015 at Alpine

Jim Nixon adjourned the meeting at 3:50

I certify that this is a true copy of the Minutes of the June 20, 2015 meeting of the Board of Directors of the California Alpine Club.

Respectfully submitted:

Margy Eller

Margy Eller, Secretary

ECHO SUMMIT LODGE REPORT
CAC BOARD OF DIRECTORS' MEETING – June 20, 2015

- Host Training was held May 15-17, 2015, for 23 experienced and potential hosts. See article in July/August Trails.
- Spring Work Party was May 28-31st. New lights were installed in the great room, the shed portico was completed, electrical upgrades were made in the big shed, and many more projects in addition to the semi-annual maintenance tasks.
- The summer calendar is finally quite full, and we hope CAC members and guests will enjoy some quality time with summer activities at ESL. All Fall weekends are scheduled with activities except Oct 30-Nov 1.
- The next Echo Trustee Meeting will be Tuesday, June 23, 2015, 5:30 pm, by teleconference.

CALIFORNIA ALPINE CLUB

BOARD OF DIRECTORS MEETING

QUARTERLY MEETING

ANNUAL MEETING

DATE: June 20, 2015

LIST OF ATTENDEES

(Please, please print!)

NAME: BOARD MEMBERS

NAME: MEMBERS

1	Margy Eller	1	Tom Coleman
2	Mark Shapiro	2	Grant Rudolph (neighbor)
3	Ann Menealuzzi	3	
4	Helena TROY	4	
5	JIM NIXON	5	
6	SIL MATELS	6	
7	Toni Kuehle	7	
8	JAY GUSTATSON	8	
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Travelers Risk Control
205 Lennon Lane
Walnut Creek, CA 94598

May 18, 2015

Mr. Bill Mayers
Treasurer
California Alpine Club
P.O. Box 2180
Mill Valley, CA 949422180

Dear Mr. Mayers:

I would like to thank you and the other trustees for taking the time to meet with me on May 5, 2015. This letter summarizes my visit and our discussions.

SERVICE OBJECTIVE AND SCOPE

The purpose of our meeting was to:

- Review your company's operations
- Discuss your safety and risk management programs
- Identify and analyze potential exposures to loss
- Review recommendations

Based on the information provided and my observations, this report provides a discussion on findings and recommendations to help you in your safety and risk management programs.

OBSERVATIONS AND DISCUSSION

During my visit, I was able to receive an overview of operations for the California Alpine Club. We discussed: history of the Alpine Club; club activities and events; maintenance of the property and grounds; membership enrollment; new members; the open house hikes; work party volunteer duties; safety programs; and training for "Hosts. We finished our meeting with a tour of the premises.

Based on my visit and the information I gathered, I have made the recommendations listed below. The recommendations were made to limit potential losses. I made an important recommendation to develop a waiver of liability for guest activities due to the frequency and duration of the open house hikes for non-members. The waiver will help to limit your liability.

The other two recommendations are best practices to help reduce the likelihood of a potential loss. The recommendations for testing the sprinkler system was made due to not having sprinkler test results that are within 12 months. I am aware that the system is currently being serviced. Once you have informed me that the service is complete, I will update the recommendation to show completed for testing of the sprinkler system.

RECOMMENDATIONS

The following recommendations are offered to help you in your efforts to improve your current safety program and help reduce your potential losses.

NEW RECOMMENDATIONS

15-01 IMPORTANT Develop A Liability Waiver For Guest Activities

Develop an activity-specific participant liability waiver and have it reviewed by your legal counsel. It may assist in your defense if an accident does occur during a potentially hazardous activity conducted on your property and/or by your property's staff. Your legal counsel should review the liability waiver.

The waiver should, at minimum:

- Acknowledge that he or she is participating in the activity at his or her own risk and will hold your organization harmless for any injuries resulting from this activity.
- Identify the activity that it covers.
- List the reasonably known hazards of the activity.
- List injuries that could reasonably be expected to result from participating in the named activity.
- Indicate that the participant is in good health.
- State that he or she does not have medical conditions that would prevent him or her from participating in such an activity.
- State that if the participant has any medical concerns that he or she should seek advice from his or her medical doctor before participating.
- Be signed by the participant.

15-02 Sleeping Room Smoke Detectors

In order to help provide an early warning to its occupants, each guest room, living area and sleeping room within a guest suite should be provided with an approved single-station smoke detector in accordance with NFPA 101-2012, Section 29.3.4.5, powered from the building electrical service.

As an alternative, wireless smoke detection systems may be used. To be acceptable in lieu of a single station smoke detector powered by the building electrical system, wireless smoke detection systems must be UL listed, but not all UL listed systems are acceptable. Many wireless systems are listed as household fire alarms, which do not necessarily provide supervision of the batteries. Some of the listed household systems may have supervision to meet the requirements of NFPA 101, but this must be determined on a case by case basis. All of the UL listed commercial systems have battery supervision, plus standby battery power for the alarm panel. In the UL Fire Protection Equipment Directory, these two product categories are:

- Control Units and Accessories, Household Type (UTOU), which may or may not meet the NFPA 101 requirements for single station detectors.
- Control Units System, (UOJZ), (for commercial applications) which always meet the NFPA 101 requirements for single station detectors.

In summary, to meet the intent of NFPA 101 as an acceptable alternative to single station smoke detectors powered by the building electrical system, a wireless smoke detection system must:

- Be UL listed and
- Provide supervision of the battery powering each detector

15-03 Testing Of Automatic Sprinkler System

The automatic sprinkler system should be tested annually by a qualified contractor or responsible employee to help ensure that the automatic sprinkler system is functional. Testing should be in accordance with NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, and include verification that the valve is in the open position, a water flow alarm test, and full flow two inch drain test. Results should be recorded for comparison purposes.

The resource(s) below will help you with this recommendation:

- [Fire protection equipment test schedule](#)
- [Purpose and procedures for fire sprinkler system main drain testing](#)

I would appreciate a written response within 45 days on your plans or actions taken to address the recommendations submitted in this report. For your convenience, you may mail, fax or email your response to:

Okem Ngumezi, Risk Control Consultant
c/o Risk Control Resource Center
Travelers
One Tower Square, 13 CR
Hartford, CT 06183-4070
FAX: 1-877-739-9150
E-Mail: Risk.Control.PC@travelers.com

Please note Job #: **000A-99X23G** on your correspondence.

We appreciate your business and the opportunity to help you reduce exposures and minimize loss. If you have questions regarding our discussions, the content of this report, or if I can be of further assistance, please contact me. Thank you for choosing Travelers.

Sincerely,



Okem Ngumezi
Risk Control Consultant

ONGUMEZI@travelers.com

Risk Control Customer Website

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Reduce risk. Prevent loss. Save lives.

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Note: The visit and this letter concern the following lines of coverage: General Liability - Premises / Operations and Property

Location: 730 Panoramic Highway
Mill Valley, CA 94941

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000A-99X23G
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SAI: 6229K0073
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From: Grant Rudolph <grantrudolph@gmail.com>

Date: June 8, 2015 at 4:49:08 PM PDT

To: jimnixon2000@yahoo.com, nathan foran <nathan@requestagent.com>

Subject: Alpine club trees

Hi. I'm the guy who trimmed the redwoods at 1080 Edgewood and opened the view of Tam from the Alpine club deck.

Would you be interested in going in on cutting or trimming the remaining bull pines on your side of Edgewood Ave to open more view for you and more sun for us?

I'm talking about the trees to the right of the view notch in the picture.

Be Well

Grant Rudolph, MFT

EchoRockNeurotherapy.com

45 Camino Alto #204,

Mill Valley CA 94941

[415 302 4848](tel:4153024848)