

DRAFT OUTLINE MINUTES
Fort Worden Public Development Authority

Date: November 18, 2011 **Time:** 8:30 a.m. **Location:** Fort Worden--Building 204 **Scribe:** Robison

Attendees: Cindy Finnie, Scott Wilson, Ted Springstead, Anne Murphy, Lela Hilton, Bill Brown, Gee Heckscher

Absent: Tim Caldwell, Norm Tonina

Chair: Cindy Finnie

Staff: Dave Robison, Rick Sepler, Kate Burke

Public: David Wright, Gary Cummins, Ron Kubec

Topic	Recommendation/Action	Follow-up (if needed)
Approval of Agenda:	Approved by consensus	
Approval of Minutes:	None	
<ul style="list-style-type: none"> • Review of Lifelong Learning Center Planning Process 	<p>Kate Burke gave a PowerPoint presentation highlighting the planning process that led to the adoption of the Lifelong Learning Center vision by the State Parks Commission in 2008. The presentation included a summary of the major recommendations contained in the Long-range Plan and the basic assumptions that formed the Business and Operations Plan for the Lifelong Learning Center concept. The presentation also included background information on the existing businesses at Fort Worden and the core programs areas (e.g., arts and culture, health and wellness, natural history and historic preservation).</p>	<p>Board members were directed to plan documents for further review.</p>
<ul style="list-style-type: none"> • Review of Board Committee Structure and Resolution 2011-2 to establish standing board committees 	<p>Dave Robison reviewed standing board committees' roles and responsibilities; recommendations for committee appointments and committee work priorities.</p>	<p>After Board discussion, Resolution 2011-2 was tabled. Staff was directed to review quorum and voting issues.</p>

<ul style="list-style-type: none"> • Review City/FWPDA Funding Agreement • Review of Scope of services for interim executive director • Review of the name and email address for the Fort Worden Lifelong Learning Center Public Development Authority • Friends of Fort Worden • Tour of Building 202 	<p>The Board reviewed a City/FWPDA Agreement to provide \$73,433.01 to the FWPDA to facilitate the Building 202 and Lifelong Learning Center project. It was acknowledged that the city monies are restricted to capital costs only. Scott Wilson made a motion to authorize the Chair to sign the City/PDA funding agreement. The motion was seconded by Lela Hilton. The motion passed unanimously.</p> <p>Cindy Finnie reviewed the draft scope of services. A motion was made by Scott Wilson and seconded by Ted Springstead to authorize the scope of services for Dave Robison, Inc. The motion passed unanimously.</p> <p>Board members expressed concerns over the length of the name and its potential ‘branding.’ The abbreviated name of the Fort Worden Learning Center (FWLC) was not endorsed by the Board.</p> <p>Rick Sepler informed the Board about the Friends efforts to amend its by-laws and change its name to the Fort Worden Conservancy and to serve as a philanthropic organization for Fort Worden and to work closely with the PDA, including the pass through of \$20K to the PDA in support of the Building 202 capital project.</p> <p>Board members and staff walked through the basement and upper floors of Building 202 and discussed the possibilities of the building serving as a higher education facility.</p>	<p>The Board directed staff to review and consider other names and email addresses.</p> <p>Kate Burke was requested to send out a link to the Building 202 predesign study.</p>
General Public Comment		
Next meeting:	<p>Wednesday, December 7, 2011 at 8:30 a.m. Building 204 Fort Worden State Park</p>	
Adjourn	<p>Meeting was adjourned at the conclusion of the walking tour—approximately 12:10 p.m.</p>	