

DRAFT OUTLINE MINUTES
Fort Worden Public Development Authority
BUSINESS MEETING

Date: March 7, 2012 Time: 8:30 a.m. Location: Cotton Building Scribe: Robison

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

Absent: None

Chair: Cindy Finnie

Staff: Dave Robison, Kate Burke

Public: Ron Kubec, Rick Zajicek, Rodger Schmitt, Alfred Chiswell, Gary Cummins, Kevin Alexander, Charlie Bermant, Tim Lawson, Jeff Gallant, Erin Fristad, Aletia Alvarez, Larry Fairleigh, Alison Alderman, John MacElwee

Topic	Recommendation/Action	Follow-up (if needed)
III. Approval of Agenda:	Approved by consensus	
IV. Consent Agenda/ Approval of Minutes:	Tim Caldwell made a motion to approve the minutes as amended; Bill Brown seconded. Minutes were unanimously approved for the following meetings: <ul style="list-style-type: none"> ○ Board Meeting., February 1, 2012 ○ Board Meeting, February 10, 2012 ○ Executive Committee, February 28, 2012 ○ Executive Committee, March 1, 2012 ○ Communications Committee, March 1, 2012 ○ Operations Committee, February 1, 2012 ○ Operations Committee, January 4, 2012 	
V. Action Items	<p>A. The Board unanimously approved a motion by Tim Caldwell, and seconded by Anne Murphy to authorize the Board Chair to execute a consulting contract with Kate Burke to assist in the preparation of the business plan. The contract is for \$21,000.</p> <p>B. The Board tabled a motion to execute a Consulting Agreement with PROS Consulting. The Board did authorize the Executive Committee to negotiate a contract for up to \$23,000 based on its review and ability to raise the funds for the contract.</p>	Staff will seek funding to support the preparation of the business plan.

<p>VI. New Business</p> <p>A. Review Transfer Options (Larry Fairleigh, State Parks)</p> <p>B. Review Public Forum Meeting Format</p> <p>C. Board Retreat</p>	<p>Larry Fairleigh presented the draft staff recommendation for the Commission to approve at its March 29 meeting. Larry reviewed the five different management options as well as the five action points in the draft. Both parties must recognize each others' needs. He stated that they are working on timeline faster than State would normally work, usually more deliberative. Larry stated that the Commission can amend, adopt or table this action.</p> <p>.</p> <p>The Board discussed how to address public questions and concerns expressed at the February 16th meeting and how to work with the Conservancy and FWAC in sponsoring the upcoming Public Forum on March 15. Dave noted that State Parks staff from headquarters will be at the meeting.</p> <p>Kate presented details on scheduling a board fact finding trip to Fort Vancouver, followed by a board retreat at McMenamins' Edgefield hotel property.</p>	<p>Staff will meet with the FWAC and Conservancy to work out the details of the meeting.</p>
<p>VII. Committee Reports</p>	<p>A. Executive: Cindy discussed the need to meet individually with commissioner one-on-one prior to the Commission meetings at the end of the month</p> <p>B. Operations: Kate and Ted gave a quick update on the business plan pro forma.</p> <p>C. Communications: Lela reviewed the public presentations that were held or were scheduled. She gave an update on the website and a draft social media policy. She noted those postcards were mailed to attendees of the February Public Meeting encouraging them to attend the March 15 Public Forum.</p> <p>D. Capital Projects: Bill Brown gave an update on the Building 202 design committee meeting, his and Gee's meeting with the architects.</p>	

	Bill stated that he still believes that they are under budget for the project cost.	
IX. Executive Director's Report	None.	
X. Public Comment	<p>Roger Schmitt suggested that State Parks and the PDA need a collaborative approach to move forward together. He urged the PDA to provide letters from private investors and to give the Commission more information on historic tax credits.</p> <p>John McElwee said that “willingness to consider” is not strong enough and the Commission needs to offer a stronger commitment to the PDA.</p> <p>Erin Fristad raised concerns with a Nov. 1 business plan deadline and suggested moving it to Oct. 1.</p> <p>Aletia Alvarez stated that the Commission needs to show strong support to move forward with the Lifelong Learning Center (LLLC) project. She also urged State Parks Leadership to communicate with the Fort Worden Staff about their support of a new governance model. She encouraged both staff and commissioners become better educated with the LLLC concept.</p> <p>.</p>	
XI. Next Meeting	Regular Business Meeting, April 4, 2012	
XII. Adjourn	10:30 am	