

DRAFT AGENDA
Board of Directors
Fort Worden Public Development Authority
Commons, Company B, Fort Worden
December 11, 2013

SPECIAL Board Meeting: Wednesday, December 11, 2013 8:30 – 11 a.m.

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Changes to the Agenda
- V. Consent Agenda
 - A. Board Meeting Minutes, November 6, 2013
 - B. Marketing Committee Notes, Dec. 6, 2013
 - C. Executive Committee Minutes, Dec. 6, 2013
- VI. Presentation by Tm Lawson, Port Townsend Woodworking School
- VII. Review Transition Milestones
- VIII. Atrio Reservation System
 - A. Review Atrio contract
 - B. **Board Resolution:** *Authorize the Director to sign professional services contract with PAR Springer Miller Systems to implement an improved reservation system for Fort Worden.*
- IX. 2014 Schedule of Board Meetings
 - A. Proposed Meeting Dates; Wednesdays 9:00 a.m. to 11:30 a.m.
 - Jan. 29
 - Feb. 26
 - Mar. 26
 - Apr.23
 - May 28
 - Jun. 25
 - Jul. 23
 - Aug. 27
 - Sep. 24
 - Oct. 22
 - Nov. 19
 - Dec. 17

B. **Board Motion:** Approve board meeting dates for 2014.

X. Review of Transition Requirements/Schedule

- A. Hospitality Committee Report:
- B. Marketing Committee Report:
- C. Technology Committee Report:
- D. Capital Projects Committee Report:

XI. Directors Report

XII. Upcoming Meetings

- Hospitality Committee Meetings—TBD
- Marketing Committees—2nd and 4th Wednesdays, 3-5 pm (no meeting on Christmas day)
- Technology Committee—As needed/TBD
- Executive Committee—Dec. 19, Jan. 9 & 23, 8:30 a.m., Bldg 262
- PDA Regular Board Meeting: January 29, 9:00 a.m-11a.m, Commons

XIII. Public Comment

XIV. Adjourn