

Fort Worden Public Development Authority

Executive Committee Meeting

Port Administration Building Conference Room,

Friday, May 25, 2012

3:30 pm

Meeting Minutes:

1. Briefing of Commission meeting in Yakima

Dave provided a brief overview of the Commission meeting presentation that he and Tim Lawson provided to the Commission.

2. Partner's Update/Discover Pass enforcement

Dave provided an update on Partner's lease issues, an overview on the Partner's priorities for change that was presented to the Commission, and an overview on the Discover Pass enforcement strategy.

3. Business Plan RFP/funding

Staff and board members discussed the need to secure \$30K to pay for the business plan update and likely prospects who could be approached to make a contribution to the business plan update.

4. Review of June 6, PDA Board Agenda

The Committee agreed to meet again on Tuesday, June 5 at 3pm to review RFQs that will be submitted for the business plan. The Board also discussed staff's request to State Parks to hold PDA meetings at Fort Worden and to be exempt from meeting room fees. Dave has also requested that Alison continue the practice of providing a Park Manager report at PDA meetings.

5. Financial Report

Dave provided an update to the PDA's balance for ongoing operations and stated that he will bring a report to through May to the Board meeting.

6. Staffing

The Committee discussed short-term and long-term staffing needs.