

MINUTES
Fort Worden Public Development Authority Special Meeting (PDA)
22 January 2014, Building 210 Company A, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 9:03 AM

II. Roll Call: Cindy Finnie, Bill James, Bill Brown, Norm Tonina – via phone, Scott Wilson, Anne Murphy, Gee Heckscher, Dave Robison,

Public: Kevin Alexander, Janine Boire, Rob Birman, Rochelle Prather, Brian Hageman, Charlie Bermant (press)

III. Public Comment: None

IV. Changes to Agenda: None allowed at a special meeting

V. Possible Executive Session: Not called

VI. Review of Hospitality General Manager Search: Norm Tonina reviewed the search process which resulted in between 120 and 130 resumes. 12 candidates were selected for telephone interviews and of those 4 finalists were invited to come to Port Townsend for personal interviews. Of those, one dropped out based on inadequate salary and one took another position during the process. The final two interviewed were Michael Deighton from Georgia and Maureen Bennett from Port Townsend. Their resumes and telephone interview information are attached for the record.

Board discussion ensued. After much discussion, Michael Deighton appeared to be the front runner. Norm followed this with a report on his reference checks. All three references used the terms “calm, fair and firm”. Speaking for the Partners, Rob Birman said that they appreciated the opportunity to participate and were fine with either candidate. An offer letter which had been reviewed by the City Attorney was presented and discussed in terms of the salary level of \$85,000 and potential performance bonuses of up to \$20,000. According to Norm, the salary is high for the community but not for the industry.

Board Action: “The Board authorizes Norm Tonina, Board Member, to negotiate an employment offer with Michael Deighton for General Manager”

Discussion: The Board discussed the salary and bonus issues with Bill James expressing preference for a higher salary with no bonus. The metrics of calculating the bonuses were requested to be tightened up so that they would be easier to quantify. With applicants agreement those should be finalized by the end of February.

Scott moved the above action, Bill Brown seconded. Decision was unanimous

Moved to accept - Anne, second – Gee, all in favor except Norm abstained

VII. Strategic Marketing Plan RFP Update: Scott said that there were 7-8 responses to the RFP. These were narrowed down to three strong proposals from:

- A. Frause
- B. Great Destination Strategies
- C. HVS—Asset Management

VIII. Director's Report:

- Next week the Board will see finalized by-laws for Coordinating Committee, a draft marketing contract and a wifi proposal from NoaNet. Dave mentioned that there is a lack of enough internet/broadband capacity which must be addressed to support the new Atrio reservation system.
- Two new customer service reps have been hired
- Dave will be in Olympia tomorrow for the State Parks Commission meeting
- Dave reviewed Bill Brown's chart on transition milestones, which indicates we are on target

IX. Upcoming Meetings

PDA regular Board meeting January 29 from 9:00 – 11:00 AM in the Commons

IX. **Public Comment:** Kevin noted that in addition to Mike Deighton's varied experience, 19 of those years were under the Westin umbrella – indicative of stability. Rochelle felt that the milestones are achievable and gave an update on the Wedding show scheduled for March.

X. **Adjourn:** –10:37 AM

Attachments - Applicant resumes and interview notes

Offer letter with Appendix B

