

Minutes
Executive Committee Meeting
Fort Worden Public Development Authority (FWPDA)
Seminar Building 298, Fort Worden
Tuesday, November 21, 2017
9:00 a.m. to 11:00 a.m.

Regular Executive Committee Meeting:

- I. Call to Order:** 9:01 a.m.
- II. Roll Call**
Committee Members: Cindy Finnie (by phone), Jeff Jackson (by phone), Gee Heckscher, Norm Tonina
Staff: Dave Robison, Diane Moody, Karolina Anderson
- III. DRAFT November Board Meeting Agenda**
The board retreat in January will be added to “next meetings”. A motion to approve the 2018 Board Schedule will be added to “consent agenda”.
- IV. Review and approval of Executive Committee Minutes**
The Committee reviewed and unanimously approved the July, August, and September Executive Committee minutes.
Motion: Approve the Executive Committee minutes from July, August, and September.
Unanimously APPROVED
- V. 2018 Draft Board Schedule**
The committee reviewed the 2018 Board Schedule and decided to propose an all-day board retreat on January 24, 2018.
- VI. September and October Financials/Cash Flow Projection Report**
Moody reviewed September and October Financials and Cash Flow Report and noted the following: October revenues were higher than anticipated. The loan has been paid back and the PDA has not drawn on the line of credit. The Committee discussed a past due accounts receivable balance by a partner organization. Leisure travel is being leveraged to fill lodging vacancies between partner programming. Robison commended Moody on working with partners to create a new rate structure for 2018. The Committee discussed utilities.

VII. Budget Process

Robison stated that department directors will meet with Robison and Moody on December 8, 2017 to review budget and goals. Directors have already submitted the staffing and budgeting points and priorities identified during the Directors Retreat on November 8, 2017. The budget will be presented at the board meeting on December 20, 2017.

VIII. Directors Retreat Outcomes

Robison and Moody reviewed outcomes from the Director's Retreat including the following high-level priorities: culture, communication and consistency (see packet for summary). The Directors discussed the current organizational culture, elements of culture, cultural objectives, shaping culture and aligning each department to the mission of the Lifelong Learning Center. Robison reviewed the draft Fort Worden Strategic Plan and the strategic goal of creating a national destination for lifelong learning opportunities. Moody discussed becoming an employer of choice and the goal of retaining staff year-round. Robison stated that the board will discuss governance objectives at the Board of Director's Retreat in January and that the Strategic Plan will be presented for adoption in March.

IX. Council Action on Board Nominating Committee Recommendation

Robison reported that the City Council unanimously approved the Board Nominating Committee recommendations. Existing board members Jane Kilburn, Gee Heckscher, Lela Hilton and Harold Andersen have been approved for another three-year term ending October 24, 2020. Todd Hutton is filling the remainder of Kate Dean's term on the board for a one-year term ending October 24, 2018. There are eleven board members altogether (which is the maximum under the FWPCA charter).

X. Board and Staff Discussion

- **Washington State Parks (WSP) Partnership:** The committee discussed the WSP Partnership, proposed amendments to the WSP/PDA Master Lease, 2018 maintenance transition and update of the glamping project.
- **KPTZ Memo:** The committee discussed the proposed KPTZ radio station partnership and timeline. Robison reported that he met with architects, they walked the property and evaluated all potential spaces at Fort Worden. After careful consideration, the architects recommend the basement of building as the only unoccupied space that is a good fit for KPTZ's needs (see memo in packet).
- **Makers Square:** Robison updated the committee on the status of the Capital Budget and the status of the Historic Tax Credit. The final draft of the Makers Square Business Plan has been completed.
- **Employee & Board Housing Program:** Robison reviewed the Employee & Board Housing Program (in packet).
- **Gray Wolf:** The committee discussed Gray Wolf Academy, a potential on-site tenant. Gray Wolf Academy already works closely with Madrona Mind Body & Peninsula College and are interested in collaborating with other partners on the campus (i.e. the Port Townsend Woodworking School). In addition, they are interested in holding regional and national conferences. Two Gray Wolf Academy

- participants are currently interviewing with Human Resources to be placed in volunteer positions at the Fort working with our facility improvements team.
- **Employee Handbook:** Robison reported that a revised and updated employee handbook is being drafted.

XI. Public Comment

David Goldman stated that the FWPDA is a very unique organization and could do a better job of telling the story of how entrepreneurship supports the mission and vision of the Lifelong Learning Center and is essential for a successful business model. Goldman encouraged the board to increase messaging of the economic value that Fort Worden brings to Jefferson County and the City of Port Townsend. Goldman noted that although there are 96 taxing districts in Jefferson County Fort Worden PDA is not one of them, and therefore does not receive tax dollars.

XII. Adjourned: 10:57 a.m.