

APPROVED Executive Committee Meeting Minutes
Fort Worden Public Development Authority
Seminar Building 297, Fort Worden
Tuesday, April 18, 2017
4:00 p.m. to 6:00 p.m.

Present – Board Members: Norm Tonina, Gee Heckscher; Cindy Finnie, Jeff Jackson (by phone). PDA Staff: Todd Gubler, Diane Moody, Dave Robison, Karolina Anderson; Public: None

ACTION: APPROVED Performance Bonus for Todd Gubler, as outlined in his 2015 job offer letter.

- I. Call to Order:** 4:00 pm
- II. Roll Call:** Board Members: Norm Tonina, Gee Heckscher, Jeff Jackson (call in), Cindy Finnie (call in); Staff: Dave Robison, Diane Moody, Todd Gubler, Karolina Anderson
- III. Review of Draft April Board Meeting Agenda:** No changes
- IV. Cash Flow Projection Report**

Diane Moody presented the Cash Flow Projection Report stating that March was \$42,660 higher than expected. This was due to a \$96,500 increase in revenue over projections due to stronger than expected lodging from leisure travelers and a quarterly payment from one of the partner tenants. There was also higher than expected personnel costs. April is lower primarily due to the main account payment being \$70,000 less than expected. Todd Gubler followed Moody's report with an update on accommodation revenues. He said accommodation for leisure travel bookings are doing well for the year, and we are only \$62,000 from hitting our annual revenue goal. Norm Tonina asked about the status of Food & Beverage revenue. Gubler responded that it's down because there were less large groups in Q1 and Q2 than anticipated. Cindy asked what means people were using to book lodging. Gubler stated that we've been tracking this since Oct 3rd and as of today two-thirds of bookings are by phone (booking.com is also included in this number) and one-third is through our website. Cindy went on to ask if a significant part of that was legacy bookings and Gubler responded that it is. Moody noted that advance deposits are getting to the high threshold at 650,000. Gubler stated that this includes some bookings that are non-refundable. Moody said we should adjust this and that she will connect with Ken Porter to determine the amount.
- V. 2016 Annual filing**

Moody stated that she would like to move from a cash basis to an accrual basis so that PDA monthly financial reports align with state filings. All attending members of the Executive Committee voiced their agreement with this course of action.
- VI. Update on Feasible Studies**
 - a. Lighthouse

Robison reported that he and Sammons are working on a preliminary building assessment of the Lighthouse property. Robison stated that the Lighthouse Society President, Historic Preservation Architect, Engineer and others will be here on May 23rd and 24th to further explore a possible Use Agreement with Fort Worden PDA.
 - b. Glamping

Robison and Moody are exploring bundled financing options for NCO, Building 203 and Glamping. Robison reported that he and staff will travel to Friday Harbor on June 1st to learn from another glamping site.

VII. Update on Staffing hires

Gubler reported that the Front Office is currently staffed according to plan and that two new, well qualified Managers on Duty have been hired. Gubler also stated that core leadership across departments is now in place. Interviews are being conducted for front line staff in Guest Services as well as the Food and Beverage department. Gubler stated that we now have a crew of very talented cooks.

VIII. Board Discussion

The board discussed capital improvements including: planned improvements to building 225 and building 203. Tonina asked staff how online business could be improved and Gubler replied that it will help to have a more user friendly website. Tonina commended staff on increased revenues. Cindy Finnie stated that hotel lodging in the City of Port Townsend is down and requested that staff refer guests to the Chamber of Commerce if the Fort is full. Gubler stated that Moody and he will train the new front desk MOD's to direct people to the Chamber or local lodging. The board discussed possibility of offering partner programs residential rates for longer term rentals.

IX. The board held an Executive Session to review management staff performance reviews.

Action: After coming out of Executive Session, the Executive Committee held a motion to authorize the payment to Todd Gubler of a 2015 and 2016 performance bonus, as outlined in his January 2015 job offer letter, equivalent to 10% of his salary for those years. The Executive Committee also recommends that performance bonuses no longer be utilized with PDA employees. Action moved by Gee Heckscher and seconded by Jeff Jackson. **Unanimously approved.**

X. Adjourn: 6:00 p.m.