

**DRAFT AGENDA**  
**Board of Directors**  
**Fort Worden Public Development Authority**  
**Commons B, Fort Worden**

**REGULAR Board Meeting: Wednesday, October 29, 2014 9:00 a.m. – 12 p.m.**

**12:00 to 1:00 p.m. Board tour of kitchen followed by lunch in the coffee shop (public welcome)**

- I. Call to Order**
- II. Roll Call & Staff Introductions**
- III. Public Comment**
- IV. Changes to the Agenda**
- V. Consent Agenda**
  - A. Review & Approval of Board Minutes, September 22, 2014
- VI. Review of Food and Beverage Services at Fort Worden**
  - Review of September financials
  - Catering Policies
  - Name and logo
  - Maria Muldaur
  - Future Food Service Facilities
- VII. Review and Discussion of Monthly Financial Reports**
- VIII. Resolution for Small Works and Vendor Roster Process with Municipal Research Services**
- IX. Board review of the Mission, Values, and Vision Statement**

**Action:** Move to adopt the Board Mission, Values and Vision Statement as guiding principles for Fort Worden.
- X. Staff Report**
  - A. Future Bookings
  - B. Housing & Meeting Rates
  - C. Wi-Fi Update
  - D. Sales & Front Desk Position
  - E. Year-end Fundraising
- XI. Board Member Reports**
  - A. Capital Projects—Bill Brown
  - B. Housekeeping Assessment—Bill James
  - C. Building 202—Scott Wilson
  - D. Board Member term expirations—Cindy Finnie
  - E. Business Development—Norm Tonina

- XI. Possible Board Motion to hold Executive Session to review lease terms and conditions with PT Hospitality, and/or Peninsula College in accordance with RCW 42.30.110(c).**
- XII. Public Comment**
- XIII. Tour of Kitchen, Servery, Commons Café and other food service facilities**
- XIV. Board luncheon in Servery (public welcome—lunch cost is \$10.00 per person)  
Lunch is tentatively scheduled at 12:30  
No board business will be conducted**
- XII. Adjourn**