

**DRAFT MINUTES**  
**Fort Worden Public Development Authority Executive Committee Meeting**  
**6 January, 2014, Building 262, Fort Worden**

**I. Call to Order:** Cindy Finnie called the meeting to order at 8:36 AM

**II. Present:** Cindy Finnie, Norm Tonina, Scott Wilson, Gee Heckscher, Dave Robison,

**III. Review of transition milestones:**

- The line of credit and comfort letter are in place and have been submitted to State Parks.
- The Coordinating Committee Bylaws are in process. State Parks will review with Don Hoch for his approval next week.

**IV. NoaNet Proposal:** It may be ready to submit for a special board meeting on January 20. We need it to be in place for the new reservation system and an energy management system upgrade.

**V. Update on Hospitality Manager Search**

- Approximately 125 applications received
- Norm will review and submit a short list for telephone interviews with a rating sheet
- Interview committees will be assigned to include board members and one outside member
- The goal is for Norm to narrow it down to four candidates

**VI. Salary and Employee benefit packages:**

- It was decided not to discuss this at this time because more research of comps were necessary

**VII. 2013 Discover Pass Sales:**

- \$261,000 worth of sales at Fort Worden in 2013
- Need to discuss with Partners how to market them – also with marketing consultant

**VIII. Mobilization Fund/Budget/Balance:**

- The Building 202 Historic Tax credit application will be signed by State Parks
- Ranger Houses - #270 is vacant and in the construction planning stage; # (Ranger Todd's) will be vacated by February 28. It is anticipate that the Friends will be the financing agency for these projects. PDA will hire a bookkeeper and Gee will manage construction
- Discussed the proposal to move the front desk to the back of the Lobby of the Commons

**IX. Other Topics:**

- There have been 8 inquiries regarding the Marketing Plan. Proposals are due January 17 with a special meeting on January 20 to discuss and interviews will be scheduled for January 24 and 27.
- Dave's contract will be amended to pay him \$8000 per month plus \$250 for medical plus reimbursement for out-of-pocket expenses through May 1, 2014.

Meeting adjourned at 10:35