

DRAFT MINUTES
Fort Worden Public Development Authority Executive Committee Meeting
28 April, 2014, Building 262, Fort Worden

I. Call to Order: Scott Wilson called the meeting to order at 3:05 PM

II. Present: Cindy Finnie (at 3:40 by phone), Scott Wilson, Gee Heckscher, Dave Robison, Mike Deighton. Also Kevin Alexander

III. Review of Revised Employee Manual (dated April 27, 2014):

- This revision is based on the Foss Waterway PDA Manual which was prepared by a consultant. It is shorter and more appropriate than the city's. Some typos and duplications were caught. The main topics discussed were employee classifications, compensatory time limitations, working hours, hiring of existing State Parks employees, personal time off (PTO) and holiday pay.
- Action: as previously directed by the Board, to accept the Executive Committee's further revisions to the manual with proof reading for any typos to be done by Dave. Moved by Gee, second by Scott, unanimously approved.

IV. Updates:

- Employee Hiring Process: A sales candidate from Seattle will be interviewed on Friday, a conference services coordinator who is a local resident but currently away on business, will be interviewed mid-May and the reservations manager position remains open at this time.
- Atrio Progress Update: How to deal with Centrum checking in all their event participants? Key security is an issue. Two Atrio trainer/instructors will be here thru May 3rd. The state reservation system for Fort Worden is to stay on-line for a month (til June 1). When it shuts down there will be a link to the Atrio system at fortworden.org
- Update on Marketing Plan Progress: The strategic marketing plan is being reviewed. Currently we are only marketing the May 31 event and getting business cards and letterhead.
- Website Launch: Kevin did a technical review of the website and Frause is reviewing for functionality.
- Update on NoaNet: an easement letter for the phone lines has been issued and phone replacement will start on April 29th. Cindy noted that surveys on Trip Advisor show that almost 99% of respondents want internet access.
- Building 245 Remodel: Gee noted that first floor carpet has been pulled up and was disposed of by State Parks. Last week Alex McMurry came up and OK'ed the demolition of the back sheds and said that we could do almost anything we want on the interior since almost no historic fabric remains.

V. Financial Report:

- Not yet available due to Norm's absence on family emergency
- Quickbooks and a chart of accounts have been drafted for Jill's review
- The letter of credit was signed by First Federal and the consensus is to draw on it only when needed.

VI. May 31 Opening Day Celebration:

- The consensus is to wait until the combined celebration with Centrum as we will be very busy on roll-over day and for weeks thereafter getting everything running (That is also when the new front desk is scheduled to be available).
- A \$500 donation toward the celebration was received from the Friends of Fort Worden.

VII. Adjourned at 4:45: