

Fort Worden Hospitality Committee
Date: Feb. 12, 2014

Attendee:	Date:								
	2/14/2014								
Bill James									
Mike Deighton									
Dave Robison									
Jaime Hayashi									
Jill DeCianne									
Lisa Werner									
Carla Vander Ven									
Guests:									
Agenda Item	Discussion						Action/Follow-Up		
NoaNet	Dave – discussion continues, NoaNet on site 2/13 to walk campus and conduct analysis- detailing access points. Stake holders meeting 2/19 in Building 262						Dave to contact stakeholders informing them of meeting		
Marketing Plan	Frause Marketing will be onsite 2/20- 2/21 <ul style="list-style-type: none"> • Strategic plan 2-3 years • Refresh, Brand, Develop logo • Framework for website 						Dave to set up stakeholders meeting Matheson Room		
Atrio	Configuring Atrio – to set up in a similar like way so it is easy to understand to user and outside customers. 3 multi property codes, SpaSoft will be the software for meeting space reservations. Go live set for end of March.						Mike continues to work on the building of configuration in Atrio		
Reservation Policies	Discussion regarding room rates- building logic to the rates, reservation/cancellation policies. What would a should season be, minimum stay, deposits, Pet fees and having a waitlist						Mike continues to work on these items then bring back to Hospitality Committee.		
Staffing Customer Service	Parks has hired two new temporary staff for the Customer Service department.						Mike to review the PDA Org. Chart and will start to create job descriptions.		
Other items:	House 270 should be complete on on-line May 1. Customer Service to be moved to Commons March 1, Wedding Expo March 1, 2014 Items added to Drop Box – Photos to be submitted to drop box, only best photos and maybe just 50 from each partner.						Dave to send out link for items to be dropped.		

Recorder: Jill DeCianne
Attachments: