

**MINUTES**  
**Board of Directors**  
**Fort Worden Public Development Authority**  
**Wednesday, October 29, 2014**

**I. Call to Order at 9:02 a.m.**

**II. Roll Call & Staff Introductions**

**Board:**

Cindy Finnie

Bill Brown

Jeff Jackson

Scott Wilson

Bill James

Norm Tonina

Lela Hilton

Anne Murphy

Gee Heckscher

Rodger Schmitt (Parks representative)

**Staff:**

Jaime Hayashi

Dave Robison

Jill DeCianne

Colleen Jones

**Public:**

Rob Birman

David Goldman

Brian Hageman

Janine Boire

Kevin Alexander

**III. Public Comment**

Centrum – Rob Birman: Please don't get ahead of Partners. Caution on how we grow programing and bringing in new partners. There is a growing concern regarding lack of communication.

**IV. Changes to the Agenda**

None.

**V. Consent Agenda**

A. Review & Approval of Board Minutes, September 22, 2014

Brian James changed to Bill James. Anne approved, Lela seconded.

Later, changes were recommended by Rodger Schmitt regarding State business.

**VI. Review and Discussion of Monthly Financial Reports**

- Lengthy discussion of Food Service and PDA financials.
- Discussion of Discover Pass revenues.
- A/R is currently at \$145,000; the largest account is to be paid off by the end of the year.
- Billing for the season is to be completed by October 31.

**VII. 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.

**Result at Meeting:** Minor revisions made, to be in place at November 12, 2014 meeting. Revisions was approved by Gee Heckscher, seconded by Norm Tonina.

**VIII. Update on Building 202**

A. Review draft MOA between Peninsula College, Peninsula College Foundation and the Fort Worden Public Development Authority

- i. Discussion ensued over memo. High Points reviewed and discussed.
- ii. Have special meeting in November for Board to approve MOA.

- B. **Action:** Motion to authorize Board chair to enter into the MOA with the Building 202 interested parties, which may be amended, to work cooperatively to secure funding for the Building 202 renovation.
- i. Changes discussed were: 1) MOA lays out process to get definitive numbers; 2) One or more entities can terminate the contract at any time; 3) The flow of funds are still being worked on. Action tabled to Nov. 12 special meeting.

**IX. Review of Food and Beverage Services at Fort Worden**

Review of September financials - Discussed in PDA VI. Financials

- Release of Chef Nicholas was made with recommendation of Consultants.
- Longer term vision of Food Services to be discussed. P/L & Balance Sheet discussed.
- Budget for 2015 is needed.
- Friends have been asked to assist with signage and small wares costs/funding.
- USO needs significant electrical upgrade for future use as dinner club.
- Mulduar event catered 108 dinners and 67 general admission
- Kris Nelson and Aaran Stark are consultants at \$10,000 each. This money was reserved in lieu of paying Bon Appetit a subsidy of \$20K to remain on premise through September.

**X. Staff Report**

- A. Future Bookings document reviewed
- B. Wi-Fi Update—wi-fi should be operational throughout campus in early Nov.
- C. Sales & Front Desk Position - These positions have been reorganized resulting from Maureen Bennett giving notice; she left October 3rd; Geoff Gardner is doing wedding services; Gerda Jorgenson is booking groups; Amy Price, a part time person, was hired for catering sales and contracts. Tim Caldwell will be working on event planning and promotions. Cross training is in place.  
Marketing is being put into place for a wedding brochure and meeting packet.  
Guest Services has been trained to do promotional tours of the property.
- D. Year-end Fundraising - Dave is working on grants with the Department of Commerce; private foundations and a special project grant.

**XI. Board Member Reports**

- A. Capital Projects—Bill Brown – Maintenance to be further discussed at next meeting.
- B. Housekeeping Assessment-Bill James-Defer to Executive Session later this meeting.
- C. Building 202—Scott Wilson – Discussed in VIII – Update on Building 202.
- D. Board Member term expirations—Cindy Finnie – Going forward with the City of Port Townsend on November 3, 2014. Gee, Lela and Scott are being recommended for a further 3-year term extension. Ad placed in newspaper for additional 3 members, with no response at this time.
- E. Business Development—Norm Tonina – A volunteer committee will be gathered over the next several months.

**XII. 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). This meeting adjourned at 12:06.**

**XIII. Public Comment –**

- Rodger Schmitt: Asked if there was a need for a software development volunteer.
- Kevin Alexander: Consider putting shades on the Common B doors.

**XIV. Tour of Kitchen, Servery, Commons Café and other food service facilities**

- The board and public toured kitchen, server, coffee shop, guardhouse, USO building and Bakery building to look at potential spaces for future food service facilities.

**XV. 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.

**XVI. Adjourned at 1:00**