



Board of Director Meeting
January 16, 2015
 SeaTac City Hall
 Council Chambers
 4800 South 188th Street, SeaTac, WA 98188

Time: 3:00pm **Scribe:** Jeff Robinson

Attendees: Barry Baxter; Barbara Brunetti; Maureen Huffman; Sanjay Mahajan; Ken Stockdale; David Sullivan; Frank Welton

Absent:

Chair: Maureen Huffman

Staff: Joseph Scorcio, City of SeaTac CED Director; Katherine Kertzman, Executive Director, SSVS; Jeff Robinson, City of SeaTac Economic Development Manager

Public: Deanna Gregory, Pacifica Law Group; Brandon Miles, City of Tukwila, Economic Development Liaison

Topic: **Recommendations/Action** **Follow-up (if needed)**

3. Approval of the Agenda	After review the Agenda was approved	
4. Approval of the Minutes	None	
5. Action Items a. Overview of PDA Operations and Guidelines under State Law	a. Gregory provided a summary and overview of the statutory Board requirements including the Open Public Meetings Act, the Public Disclosure Act, "Regular" and "Special" Meetings, and Executive Sessions. She indicated that more detailed and formal training on these and other Board-related operational policies and procedures would occur at subsequent meetings over the next several months.	

<ul style="list-style-type: none"> b. Review Next Steps Document c. Schedule Board “Retreat” 	<ul style="list-style-type: none"> b. The Next Steps document was presented and discussed; including an overview of estimated cash flow projections for the first twelve months of operation. c. It was decided that a Special Meeting of the Board should occur on January 27, 2015 due to the amount of transitional issues needing attention and the potential budget implications. Proposed Agenda items are staffing, budget, critical path items and TPA outreach and educational efforts. 	
<p>7. Staff Reports</p> <ul style="list-style-type: none"> a. Overview Joint Tourism Promotion Interlocal Agreement b. Overview of Meeting with Department of Revenue c. Overview of Council Approved Seattle Southside Visitor Services (SSVS) 2015 Budget 		
<p>8. General Public Comment</p>		
<p>9. Set Date of Next Meeting</p>	<ul style="list-style-type: none"> a. Date: January 27, 2015 b. Time: 3 PM c. Location: 3100 South 176th Street 	
<p>Adjourn</p>	<p>Upon a motion by Welton and a second by Sullivan the meeting adjourned at 4:35 PM</p>	