



APPROVED

REGIONAL TOURISM AUTHORITY

Serving the Cities of SeaTac, Tukwila and Des Moines

**Board of Director Study Session
 “Special Meeting”
 January 27, 2015**

3100 S. 176th St. SeaTac, WA 98188

Time: 3:00pm **Scribe:** Ashley Comar

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

Absent: Barry Baxter

Chair: Maureen Huffman

Staff: Katherine Kertzman, Executive Director, SSVS; Ashley Comar, Marketing & Communications Manager, SSVS

Public: Jeff Robinson, City of SeaTac, Economic Development Manager; Brandon Miles, City of Tukwila, Economic Development Liaison

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

Approval of the Agenda	Approval by consensus	
Approval of the Minutes	None	
Action Items	None	
General Business <ul style="list-style-type: none"> a. Review Updated Organizational Checklist b. Discuss Tukwila’s Proposed 2015 Lodging Tax Cash Flow Solution & Timeline c. Discuss Proposed Salary and Benefits Plan Presentation d. Review Draft CEO Agreement e. Discuss Current Office Lease Options f. Review TPA Communication Plan to Ratepayers g. Wrap up 	<ul style="list-style-type: none"> a. Kertzman reviewed the organizational checklist and transition timeline. b. Kertzman provided an overview of the interlocal agreement. She indicated TPA revenues will not be received until July 2015 the RTA will not likely be fully operational until 4th quarter. c. Kertzman summarized the memo regarding proposed salaries per drafted organizational structure. Group discussion ensued. Kertzman reviewed benefit options and explained participation in AWC Benefit Trust plan. Two typos were found in the memo and will be corrected. d. Kertzman provided CEO employment 	<p>Kertzman to provide qualifications and job descriptions for positions in the proposed organizational structure.</p> <p>Group agrees to create standard language for hotels to use on billfolds explaining TPA surcharge.</p>

	<p>agreement template from SearchWide.</p> <ul style="list-style-type: none"> e. Kertzman announced current lease will expire July 30, 2015. Building owners are willing to lease additional space to the RTA for additional needed work stations. f. Kertzman shared the TPA Communication Plan to Ratepayers. 	
Staff Reports	None	
General Public Comment	Miles commented the City of Tukwila is ready to move forward and supports the transition timeline.	
Date of Next Meeting	<ul style="list-style-type: none"> a. Date: February 12, 2015 b. Time: 3:00 PM c. Location: 3100 S. 176th St., SeaTac 	
Adjourn	Meeting adjourned at 4:31 PM	