



Port of Port Townsend

Offsite Meeting

Port Ludlow Resort

January 4 and 5, 2017

Day 1

Time	Topic	Speaker
12:00	Working Lunch with Commissioners Groups report out	
Attendees	<i>Commissioners and Leadership Team</i>	
1:00	Current State- Funding Reality Capital Improvement Strategy <ul style="list-style-type: none"> • Refresher on what is an Industrial Develop District? 	Greg Englin Sam Gibboney
2:15	Break	
2:30	SWOT analysis of the IDD <ul style="list-style-type: none"> • What does creating an IDD mean for Port staff and Commissioners? 	Katie Holmes
4:45	Wrap up and Adjourn	Katie Holmes Sam Gibboney

Day 2

Time	Topic	Speaker
Attendees	<i>Leadership Team and Commissioners</i>	
8:30	Review of the Previous Day's Work <ul style="list-style-type: none"> • Key Learnings • Outstanding Questions • Incomplete Conversations 	Katie Holmes
8:45	Team Building Exercise (who am I)	



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9:00	<p>Optimizing the Port Assets</p> <ul style="list-style-type: none"> • Most promising opportunity <ul style="list-style-type: none"> ○ Critical for Success ○ Planning Steps ○ Developing a Timeline 	Katie Holmes Sam Gibboney
11:00	Break	
11:15	<p>The Intersections of Governance and Management</p> <ul style="list-style-type: none"> • Key responsibilities of Governance • Key responsibilities of Management • What is unique and what intersects 	Katie Holmes
12:15	Lunch	
1:00	<p>Priorities for 2017</p> <ul style="list-style-type: none"> • Roles and Responsibilities for Management and Governance <ul style="list-style-type: none"> ○ Port Workplan 2017 ○ Industrial Development District ○ Optimization of Assets Plan 	Katie Holmes
2:30	<p>Agreements on Communication and Plan Development</p> <ul style="list-style-type: none"> • What is Still Needed? 	Katie Holmes
3:45	Wrap up and Next Steps	Katie Holmes Sam Gibboney