

**PORT OF NEWPORT MINUTES**  
Saturday, November 5, 2016  
Commission Goal Setting Work Session

**I. CALL TO ORDER**

Commission President Walter Chuck called the Commission Goal Setting Work Session of the Port of Newport Board of Commissioners to order at 8:05 am at the Oregon Coast Aquarium, Gleason Room, 2820 SE Ferry Slip Road, Newport, OR.

**Commissioners Present:** Walter Chuck (Pos. #1), President; Ken Brown (Pos. #4), Vice-President; Patricia Patrick-Joling (Pos. #5), Secretary/Treasurer; Stewart Lamerdin (Pos. #3); and Steve Beck (Pos. #2).

**Management and Staff:** Kevin Greenwood, General Manager; Stephen Larrabee, Director of Finance; Rick Fuller, Director of Operations; and Karen Hewitt, Administrative Assistant.

**Members of the Public and Media:** Aaron Ferguson, TCB Security

**II. PUBLIC COMMENT**

There was no public comment.

**III. GOAL SETTING**

Greenwood said the Port had not looked at goal setting since 2013, and Chuck was the only member of the current Commission who was a member in 2013. A number of different goal documents were included in the Meeting Packet provided to the Commissioners on October 18, 2016, including the Strategic Business Plan, Capital Improvement list, and General Manager annual performance evaluations. Greenwood said the Goal Setting Session was intended to put together and prioritize the Goals previously developed as well as new goals established by the Commission.

For this session, Greenwood advised the Commissioners they should have index cards on which to write possible goals, with one goal per card. When the goals were gathered, the Commissioners would have the opportunity to place stickers on the goals they considered priorities. Greenwood said he would prepare a staff report for the December Regular Commission Meeting for adoption of the prioritized goals.

Greenwood began by referring to the Strategic Business Plan and goals included in that document. He advised the Commission that the Departmental Goals were intended to inform the Commission about what each department did on a daily basis as well as short and long term goals for that department. Aaron Ferguson introduced the Security goals; Fuller introduced the Director of Operations, South Beach Operations, North Commercial, NOAA MOC-P, International Terminal and Maintenance Department goals. Larrabee introduced the Director of Finance and South Beach Administration goals. Hewitt introduced the Administrative Services Goals.

After some discussion, the Commissioners individually wrote goals on index cards to be considered. This cards were gathered and sorted by Hewitt, combining like goals. The Commissioners reviewed the cards and placed stickers on those goals they wanted to prioritize, putting more stickers on those goals they felt had higher priority.

Greenwood and Hewitt tallied the stickers for each goal and placed the goals in order by highest rank. The goals identified as priorities were: 1. Funding the International Terminal Shipping Facility (11 votes); 2. Marketing including updating the website (8 votes); 3. Strengthening Agreements and Contracts (8 votes); Ensuring Financial strength (7 votes); Replacing the Rogue Sea Wall and review Capital priorities (6 votes); Securing a new permanent Port of Newport administrative office (6 votes); Clearing out of date gear and equipment to make room for gear in use (6 votes); Installing security cameras (5 votes); Starting users group meetings (5

votes); Considering revamp of the Annex property; and Conducting rate surveys for services and equipment use (5 votes). Greenwood asked the Commissioners for clarification on the goals, and he will prepare a complete tally and list of priorities in the General Manager report to be presented for review by the Commissioners in early December.

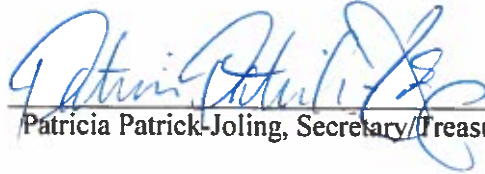
**IV. ADJOURNMENT**

Having no further business, the meeting adjourned at 12:00 noon.

ATTESTED:



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Walter Chuck, President



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Patricia Patrick-Joling, Secretary/Treasurer

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