

**Port of Port Townsend:
Strategic Plan Process 2008/2009
Community Advisory Committee (CAC)
Wednesday September 17, 2008, 6:30 pm – 8:30 pm**

Port Conference Room, 375 Hudson Street, Point Hudson

Meeting Agenda

- 6:30 pm Welcome/Introductions (Bill Wise & Eric Toews, CASCADIA & Associates):
- *Welcome - Committee member self-introductions*
 - *“Check-In” – Who’s present? Who’s missing?*
 - *Sign-in sheet*
 - *Review Process & Meetings to Date*
 - *Discuss Process Expectations*
- Review Agenda & Binders:
- *Review agenda – is this how the CAC wishes to spend its time?*
 - *Review materials in binder – is anything missing?*
 - *Highlight “Key Comment Themes Memo” and previous meeting summaries*
- Review CAC Charter:
- *Briefly review CAC selection criteria and stakeholder groups*
 - *Review CAC Charter*
 - *Open for questions and comments*
 - *Identify and discuss need for CAC Chair*
 - *If deemed appropriate, elect chair*
- Review Work Plan & Timeline:
- *10 minutes for CAC questions & consultant/Port Team answers*
- Introduce SWOT Analysis:
- *What is it and how will the CAC provide input into the SWOT process?*
 - *Hand out SWOT questions*
 - *Discuss homework assignment(s)*
- Discuss Proposed Field Tours:
- *Boat Haven, Friday, Sept. 26, 3pm*
 - *East County Field Tour, Saturday, Sept. 27, 9am*
 - *(Breakfast at Spruce Goose at 8am for those interested)*
- 8:30 pm Adjourn