

**MINUTES
SPECIAL COMMISSION MEETING
THE PORT OF PORTLAND
May 13, 2014**

In response to due notice, a retreat of the Commissioners of the Port of Portland was held at 12:30 p.m. in the Chinook conference room of the Port's administrative offices located at 7200 NE Airport Way.

QUORUM

Commissioners present were Jim Carter, President, presiding; Tom Chamberlain; Diana Daggett; Bruce Holte; Bob Levy; Linda Pearce; Paul Rosenbaum and Tom Tsuruta. Also present were Bill Wyatt, Executive Director, and participating staff members.

AGENDA

The retreat focused on two primary areas: the Port of Portland's (Port's) strategic plan and working together as Commissioners.

Scott Drumm, Research Program Manager, provided an overview of the Port's five-year strategic planning progress. He said the current plan is in its fifth and final year and is the foundation for the FY2014-15 budget. The next strategic plan for FY2015-20 will guide business and operational plans for each of the subsequent five years, will translate into annual capital and operating budgets, guide development of metrics, inform performance management, and cascade within the Port into individual goals and objectives. Mr. Drumm said development of the FY2015-20 strategic plan comprises three phases: Get Clear, Get Focused and Get Moving. He provided additional information regarding each phase and discussed milestones for Commission engagement over the next 120 days.

The Commission discussed the Port's Strengths, Weaknesses, Opportunities and Threats (SWOT), which is intended to help identify key initiatives that should help form the next Strategic Plan.

Bill Wyatt led a discussion regarding the SWOT, asking for input on the Strengths, Weaknesses, Opportunities and Threats that have been identified. The Commissioners provided their feedback on each of the focus areas.

Commissioner Carter led a discussion around the Commission's role of strategic advisors and how Port staff can engage the Commission at a higher strategic level. The Commission also discussed how to better leverage Commissioner connections, strengthen their individual and collective contribution and improve the depth of shared information.

The meeting adjourned at 5:30 p.m.

President

Assistant Secretary

Date Signed

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