

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board Members

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: March 26, 2014

SUBJECT: Executive Director's Report

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between Feb 20 and March 19, the following has been accomplished:

- Attended TPAC meeting
- Facilitated Executive Director Committee meeting & prepared summary minutes
- In partnership with City Clerk, transitioned responsibility for preparing Board packet content
- Drafted reports, memos and accompanying documents for March meeting
- Drafted recommended language for revisions to ILA in partnership with TPMPD Attorney
- Researched costs and options for independent TPMPD website and email addresses
- Developed simple prototype TPMPD website
- Updated Long-term planning calendar
- Additional meetings held with:
 - De'Sean Quinn, Board President
 - David Cline, City Administrator
 - Rick Still, Parks & Recs Director
 - Amy Kindell, Tukwila Pool Staff
 - Brian Snure, TPMPD Attorney (by phone)

RECOMMENDATION

None

ATTACHMENTS

None