A. **Call to Order at 4:03pm** by M. Mertz

B. **Members Present**: Max Mertz, Tom Rutecki, Charlie Williams, Joe Parrish, Ritchie Dorrier, Becky Monagle  
**Members Absent**: Pat Watt,  
**Liaisons Present**: Debbie White – CBJ Assembly  
**Liaisons Absent**: Phil Loseby - Juneau School District  
**CBJ Staff Present**: Kirk Duncan – P&R Director (telephone), Lindsey Foster – P&R Administrative Officer, Lauren Verrelli, P&R Administrative Assistant

C. **Agenda Changes** – None

D. **Public Participation on Non-Agenda Items** – None

E. **Approval of Minutes**  
- November 22, 2016, November 30, 2016 – to be approved at February 28, 2017 Meeting

F. **Director’s Report – K. Duncan**  
- **Marketing Update** - Staff is making progress on the Annual Pass with monthly auto-deduction. This will be the next big push for marketing the pools. Utilizing radio ads to promote.  
  - Per M. Mertz – ERM firm is sponsoring a Year of Kindness event at DPAC in March (3 Free Swim Sessions). A Date discussion followed, event will be on March 25th.
- **DPAC Sandwich Boards** – Staff is working with Commercial Signs and Printing on design to advertise/showcase food sales at DPAC.
- **Bulk Tickets** – T. Rutecki inquired for an update. eTrak (point of sale system) is working with staff to determine what is needed on the development side.

G. **Old Business** –  
  a. **Punch List Review** – Board reviewed and discussed punch list items. Changes to list are below:  
    i. Added “Grow” before “DPAC Food Service”  
    ii. After discussion, board decided to remove “Survey Juneau Households”  
    iii. Added “Improve website”  

H. **New Business** –

I. **Committee Reports** – none

J. **Board Comments** –
• **Rutecki** – Inquired about the signage in the Augustus Brown Pool Sauna. He has received comments from public.

• **No other Board comments.**

K. With no additional business before the board, M. Mertz adjourned at 5:01pm.

Proposed Next Operations (proposed) Committee Meetings: 3rd Tuesday of each month at DPAC/Valley Location:

- 2/21/17 – 4pm Valley Library
- 3/21/17 – 4pm Valley Library

Proposed Next General Board Meetings: 4th Tuesday of each month at 4:00pm at City Hall/Downtown Location:

- 2/28/17 CBJ City Hall – room 224
- 3/28/17 CBJ City Hall – room 224

Minutes respectfully submitted by J. Jackson on 2/27/2017