



M E M O R A N D U M

TO: Interested Parties  
FROM: David Kronsteiner, President  
DATE: June 13, 2019  
SUBJECT: Port of Coos Bay Board of Commissioners Work Session Meeting Notice

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The **Board of Commissioners** of the Oregon International Port of Coos Bay will hold a Board Practices Assessment Work Session at 12:00 p.m., Thursday, June 20, 2019, in the Port's Conference Room, located at 125 West Central Avenue, Suite 210, Coos Bay, Oregon 97420.

The Board Practices Assessment will be conducted by the Special Districts Association of Oregon (SDAO) and will consist of a 90-minute facilitated meeting with the full board and management staff who normally participate in the board's meetings. The assessment is a self-assessment process in which participants will evaluate the board's effectiveness, strengths and weaknesses in the following key performance areas:

- Duties and Responsibilities
- Budget & Finance
- Operational Compliance
- Personnel Administration
- Policies & Procedures
- Customer Relations

Within a week following the meeting, the board will receive a written summary of their self-assessment.

This is a public meeting.

Lunch will be provided for Commissioners and participating Staff. Guests are encouraged to bring their own lunch. Many local businesses offer boxed and to-go lunches. Please feel free to contact any of them to purchase a meal to bring to the meeting, or feel free to bring your own.

DK:km