

**WORLD TRADE CENTER SAN DIEGO, INC.  
SPECIAL BOARD OF DIRECTORS MEETING**

**Minutes**

Thursday, September 28, 2017

1:00 P.M.

San Diego Unified Port District

Board Room

3165 Pacific Highway

San Diego, California 92101

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**Call to Order:** Board Member Gleason called the special meeting of the Board of Directors of the World Trade Center San Diego, Inc. to order at 1:00 p.m., on Thursday, September 18, 2017, in the Board Room of the San Diego Unified Port District, 3165 Pacific Highway, San Diego, CA 92101.

**Roll Call:**

Present: Board Members: Robert H. Gleason  
David Graham  
Marshall Merrifield

Absent: Board Members: None

**Public Comment:** None

**Reports and Action Items**

**1. APPROVAL OF MINUTES:**

RECOMMENDATION: Approve the Minutes of the March 29, 2017 Board meeting.

**ACTION: Moved by Board Member Graham and Seconded by Board Member Merrifield to approve staff's recommendation. Motion carried unanimously.**

**2. DISCUSS FORMAT OF MINUTES**

The Board directed staff to include any Board direction with the motion.

**3. WTCSD 2017 WORK PLAN AND BUDGET STATUS REPORT**

Nikia Clarke, Executive Director, World Trade Center San Diego addressed the Board and provided an overview of the 2017 Work Plan and Budget Status Report.

Board Member Gleason discussed the timing of the Annual Plan.

**ACTION: Moved by Board Member Graham and Seconded by Board Member Merrifield to accept the report. Motion carried unanimously**

**4. REVIEW AND APPROVE DRAFT WORK PLAN FOR 2018**

Nikia Clarke, Executive Director, World Trade Center San Diego addressed the Board and presented the draft Work Plan for 2018, which included draft goals, priorities, and calendar of trade events.

**5. REVIEW AND APPROVE DRAFT BUDGET FOR 2018**

Nikia Clarke, Executive Director, World Trade Center San Diego addressed the Board and presented the Draft Budget for 2018, which included the timing of funding.

Board Member Merrifield recommended a presentation to the Board of Port Commissioners regarding the work plan and budget.

**ACTION FOR AGENDA ITEMS 4 AND 5: Moved by Board Member Graham and Seconded by Board Member Merrifield to accept the draft work plan and budget as presented and directed to staff of respective agencies to schedule a Board workshop in the first quarter of 2018. Motion carried unanimously**

**6. DISCUSS THE CONTENT AND FORMAT OF THE 2017 ANNUAL REPORT**

Nikia Clarke, Executive Director, World Trade Center San Diego, addressed the Board and discussed the content for the 2017 Annual Report. Ms. Clarke then turned the presentation over to Bella Heule, Chief Marketing Officer & Vice President, Port of San Diego, to discuss possible formats of the Annual Report.

Board Member Gleason requested that staffs from all license holders work with World Trade Center staff on the Annual Report format and content.

**7. DISCUSS ANNUAL ELECTION OF OFFICERS/BOARD COMPOSITION**

Board Members Gleason, Graham, and Merrifield discussed and agreed to continue with the current officers and Board Composition.

**8. PRESENTATION OF TRADE SERVICES DELIVERY OF WTC BOGOTA AND WTC LIMA**

Bella Heule, Chief Marketing Officer & Vice President, San Diego Unified Port District, addressed the Board and presented an overview of the Partnership for Growth sales trip to Latin America.

**9. PROPOSE AND APPROVE DATE FOR WTC SAN DIEGO BOARD MEETING**

Proposed dates for the next meeting will be discussed at a later date.

**Adjournment:** The meeting was adjourned at 3:00 p.m.

APPROVED BY A MOTION OF THE WORLD TRADE CENTER SAN DIEGO, INC.  
BOARD THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2019.



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ROBERT H. GLEASON  
CHAIR  
WORLD TRADE CENTER SAN DIEGO, INC.  
BOARD OF DIRECTORS

ATTEST:



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Laura Nicholson  
Deputy District Clerk  
San Diego Unified Port District