

City of Ketchikan

Ad Hoc Committee for Development of Tourism Advisory Board

Meeting Agenda

Date: 8/10/26 6:00 p.m.

Location: Ketchikan Fire Station No. 1, 3rd floor conference room

- Purpose: Work session to establish membership criteria for the future Tourism Advisory Board

Call to Order

Roll Call

Approval of meeting notes of 7/27/26 meeting

New business/Work session

- a) Presentation – Taylor Lee, City Clerk
 - b) Presentation – Abner Hoage, City Manager
 - c) Kara Tetley – Executive Director, Ketchikan Visitors Bureau
 - d) Membership structure
 - a. Number of members
 - b. Representation of industry and community
 - i. Indigenous & Cultural Heritage representative
 - ii. Preferred sectors – Hospitality/Lodging/Tours & Attractions, Food Service/Retail, Transportation Services, City Business Owner (non-tourism), City Resident At-Large
- Invited for expertise but not on board
- c. Ex-officio (non-voting) members – COK Assembly Liaison, COK Tourism Manager/staff liaison, Destination Marketing Organization (DMO) KVB, Ketchikan Chamber of Commerce, COK Port & Harbors Department.
- e) Terms and term limits
 - a. Chair/vice-chair terms and term limits
 - f) Qualifications
 - g) Appointment
 - h) Meetings & Procedures
 - a. Frequency
 - b. Required attendance policy

Open Public / Member Comment

- a) Public Comment limited to 3 minutes per person

Next Meeting: September 14, 2026, 6:00 PM

Confirm upcoming meeting schedule.

Adjournment

Attachments

Meeting Notes from 7/27/26

Suggested bylaws from B. Sivertsen