



COMMISSION

AGENDA MEMORANDUM

Item No.

8f

ACTION ITEM

Date of Meeting

May 24, 2022

DATE : May 16, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Karin Zaugg Black, International Business Protocol Liaison
LeeAnne Schirato, Commission Senior Staff Advisor
Aaron Pritchard, Commission Chief of Staff

SUBJECT: Approval of Commission International Travel – June 2022

ACTION REQUESTED

Commission approval of 2022 international travel requests for known travel in June 2022.

EXECUTIVE SUMMARY

Article III(5)(h) of the Commission’s Bylaws and Rules of Procedure requires approval of Commissioner international travel requests by Commission authorization. The authorization shall include: the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the Commission Office 21 days in advance of each calendar quarter. Travel change requests for previously approved international travel shall again be put before the full Commission for review and action. Commissioners not receiving advanced travel authorization for international travel shall report to the Commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the Port through the travel, and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement. Travel requests of Commissioners should be equitable to all members and consistent with the interests of the Port. Domestic travel requests are approved by the Commission President consistent with the requirements of Article III(5)(h).

The following are known travel requests for approval as of this authorization date:

Meeting Date: May 24, 2022

Travel Dates	No.	Reason for Travel	Destination	Other Information
June 1-4	1	The Future of Post-Pandemic International Trade Conference hosted by the Secretaria de Marina of Mexico	Manzanillo, Mexico	<p>The Port of Seattle (POS), Commission President Ryan Calkins received invitation from the Head Consul of Mexico in Seattle, on behalf of the Port of Manzanillo, to participate in the conference focused on the future of maritime trade.</p> <p>The reason for the visit is to participate in a panel discussion on the topic of competitiveness of seaports and the future of maritime transport and to further strengthen trade relations with Mexico.</p>

ATTACHMENTS TO THIS REQUEST

None.