

# Record of Attendance and Correspondence

Matthew Green, (nonvoting) Higher Education representative, appointed January 2024 to a partial term expiring on 1/31/2027.

Notified by Port staff that Matthew Green stopped attending the Business and Commerce Advisory Committee and that he no longer works at Whatcom Community College (confirmed by WCC staff).

## **Matthew Green meeting 2025 attendance:**

- Last meeting attended was June 2025 meeting
- Attended January - March and May
- Absent April and all meetings since June

## **Attempts to Contact Matthew Green:**

Phone number on record is out of service

Email on record is a Whatcom Community College email.

- Port staff contacted Whatcom Community College in October 2025 to confirm Mr. Green no longer works for Whatcom Community College (*see attached*).
- October 2025, Council Staff sent Mr. Green a letter to address on record to ask for confirmation that he no longer qualifies for the position as he is no longer employed by WCC (*see attached*). - No response to letter
- December 2025, Council Chair sent Mr. Green a letter (*see attached*). No response to letter.

**From:** Olsen, Kori  
**To:** Jill Nixon  
**Subject:** FW: EXTERNAL - RE: Matthew Green - Whatcom County Business and Commerce  
**Date:** Thursday, October 16, 2025 11:12:04 AM  
**Attachments:** image001.png

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Hi Jill,

Following is the response I received from Whatcom Community College re: Matthew Green's departure.

Thank you,

Kori Olsen  
Economic Development Project Manager  
Port of Bellingham | 1801 Roeder Ave., Bellingham, WA 98227  
Direct: 360.715.5118 | Office: 360.676.2500 | Cell: 360.393.2802



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**From:** Rafeeka Kloke <rkloke@whatcom.edu>  
**Sent:** Thursday, October 16, 2025 9:32 AM  
**To:** Olsen, Kori <KoriO@portofbellingham.com>  
**Subject:** EXTERNAL - RE: Matthew Green - Whatcom County Business and Commerce

**CAUTION: This email originated from outside of POB. Use caution when clicking links or opening attachments.**

That's correct. Matthew Green is no longer with Whatcom Community College.

Rafeeka

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**From:** Olsen, Kori <[KoriO@portofbellingham.com](mailto:KoriO@portofbellingham.com)>  
**Sent:** Thursday, October 16, 2025 9:13 AM  
**To:** Rafeeka Kloke <[rkloke@whatcom.edu](mailto:rkloke@whatcom.edu)>  
**Subject:** Matthew Green - Whatcom County Business and Commerce

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.**

WHATCOM COUNTY COUNCIL OFFICE  
COUNTY COURTHOUSE  
311 Grand Avenue, Suite #105  
Bellingham, WA 98225-4038  
(360) 778-5010



CLERK OF THE COUNCIL  
Cathy Halka, AICP, CMC

October 20, 2025

Mr. Matthew Green  
2875 Tom Road  
Everson, WA 98247

Dear Mr. Green,

On January 9, 2024 the Whatcom County Council appointed you to the Business and Commerce Advisory Committee representing Higher Education. Port of Bellingham staff, facilitators for the committee, informed the County Council Office that you no longer attend committee meetings, no longer work at Whatcom Community College, and verbally indicated your resignation from the committee.

I'm writing to confirm this information is correct and to get a resignation in writing for the record. If you are employed by another Higher Education institution in Whatcom County, then you still qualify for your position and don't need to resign. However, if your intention is to resign the position and/or you no longer work in higher education, I'm hoping you can let me know in writing. A quick email is just fine. You may email me at [jnixon@co.whatcom.wa.us](mailto:jnixon@co.whatcom.wa.us), or the Council Office at [council@co.whatcom.wa.us](mailto:council@co.whatcom.wa.us).

Please let me know by November 21, 2025 if you intend to resign. Thank you for your service on the committee.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jill Nixon".

Jill Nixon  
Legislative Coordinator II  
Whatcom County Council Office

c: Kori Olson, Port of Bellingham

**CLERK OF THE COUNCIL**  
Cathy Halka, AICP, CMC

**COUNTY COURTHOUSE**  
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**COUNCILMEMBERS**  
Barry Buchanan  
Tyler Byrd  
Todd Donovan  
Ben Elenbaas  
Kaylee Galloway  
Jon Scanlon  
Mark Stremler

## WHATCOM COUNTY COUNCIL

December 30, 2025

Mr. Matthew Green  
2875 Tom Road  
Everson, WA 98247

Dear Mr. Green,

On January 9, 2024 the Whatcom County Council appointed you to the Business and Commerce Advisory Committee representing Higher Education. Port of Bellingham staff informed the County Council Office that you no longer attend committee meetings and no longer work at Whatcom Community College.

The Advisory Committee is an active and important partner in reviewing regulations and policies that could impact local businesses, industry, and economic development. Regular participation by its members is important to its success. The representative of higher education provides necessary perspective and an important voice on the Committee.

Please confirm whether you still qualify for your position as a representative of higher education, or if you need to resign due to your change in employment. Please notify either the County Council Office or Kori Olsen at the Port of Bellingham by January 16 (contact information below).

- County Council Office: 360-778-2010, council@co.whatcom.wa.us
- Kori Olsen: 360-676-2500, KoriO@portofbellingham.com

Respectfully,

A handwritten signature in black ink that reads "Kaylee Galloway".

Kaylee Galloway, Chair  
Whatcom County Council

c: Kori Olson, Port of Bellingham

KG/jkn