

**Pacific Coast of Congress of Harbormasters & Port Managers  
Board of Directors Meeting  
Newport, Oregon  
April 20, 2004**

**Attending Board Members**

Ed Barrett, President - Port of Friday Harbor  
Jamie Sowers, Secretary/ Treasurer – Port of Ilwaco  
Cheryl Maynard, Immediate Past President –Port of Olympia  
Russ Johnson - Port of Skagit County  
Dan Thompson - Port of Brookings Harbor

**PCC Staff**

Cheryl Maynard – Executive Secretary

**Absent Board Members**

Dean Shaughnessy, Vice President - Port of Everett  
Ray Majeski - Port and Harbors of Sitka  
David Hull – Humbolt Bay Harbor District  
Kim Shade – Port of St. Helens  
Rich Taylor – Crescent City Harbor District  
Linda Franz - Harbor Authority Association of BC  
Position No. 2 Washington - vacant

**Training and Education Members Present**

Eric Olsson, Co-Chair - Washington Sea Grant Program

The Meeting was called to order by President Barrett at 3:12 PM.

**Approval of Minutes**

Thompson moved to approve the minutes. Johnson seconded the motion, and the minutes were approved unanimously.

**Financial Report**

The board reviewed the budget vs. actual financial worksheet presented by Maynard. Sowers made a motion to approve the 2004 budget, the motion was seconded by Thompson. The budget was approved unanimously.

**Conference Overview**

Olsson indicated things are on track. Maynard mentioned that it was too hard to figure out the value of meal tickets so they were left out of the conference packets. Meals average about 50-55 people. Maynard suggested that the conference topics be mentioned in the fall Range Marker – everyone agreed.

**Host Email Address and Website Domain**

Barrett will send a request to Bruce Marshall, on PCC letterhead, asking the Port of Olympia to host the PCC website and email list.

### **Conference Awards and Certificate Distribution**

A paperweight will be presented to the Port of Newport for hosting the 30<sup>th</sup> annual conference. Life membership awards will be presented to Marla Kempf, Steve Thoms and Rich Taylor. Ray Majeski and Kim Shade will each receive a certificate of appreciation as outgoing board members.

### **Future Meeting Locations**

Dan Thompson, Port of Brookings, volunteered to host the fall, or some other future conference. Other than that there are not any current prospects. Maynard will contact Linda Franz about a possible Canadian conference. Barrett will look into meeting on a boat or cruise ship.

### **Nominations Committee for Board Positions**

Sowers reported on the following expiring terms. Position #3, Washington, position #4, Oregon, and position #8 Alaska. Position #5, California, needs to be appointed for the balance of the term which expires in the Spring of 2005. Sowers also reported that position #1, Humbolt Bay Harbor District, has missed more than the required number of meetings in one year. Barrett will contact Hull and advise him of his responsibilities before the board terminates him.

### **Barbara Schwantes Memorial Fund Updates**

Thompson suggested targeting school districts in reference to the scholarship fund. Olsson thinks we may want to consider using the BSMF as seed money for the PCC training and education program with the University of Alaska.

A motion was made by Johnson to consolidate PCC accounts into two savings accounts (T&E and Barbara Schwantes), and one checking account (all PCC business). The motion was seconded by Thompson and approved unanimously.

### **Meeting Assignments**

Johnson, Thompson, and Shaughnessy will sell Barbara Schwantes raffle tickets. Sowers will be the Sergeant at Arms.

### **Other Business**

Olsson reported that the PCC marina operators education program. He indicated that we still need to put together a general curriculum and proposal and options for distributing the program (online, etc.). Olsson suggested an advisory committee be formed for this purpose. Barrett asked that members of the T&E committee be on that committee.

Barrett adjourned the meeting at 4:35 PM.