

**Pacific Coast of Congress of Harbormasters & Port Managers
Board of Directors Meeting
Campbell River, BC CANADA
April 5, 2005**

Attending Board Members

Dean Shaughnessy, President - Port of Everett
Giuseppe Alvarado, Vice President – Port of Seattle
Russ Johnson - Port of Skagit County
Lon White – Port of Kodiak
Tami Allen - City of Bainbridge Island
Linda Franz – Harbor Authority Association of BC

PCC Staff

Cheryl and Cliff Maynard

Training and Education Members Present

Eric Olsson, Co-Chair – UW Sea Grant

MINUTES

Approved June 17, 2005

President Shaughnessy called the Meeting to order at 7:08 P.M.

1. Approved minutes of the January 28 Board Meeting with corrections:
 - p.1 under “2005 Executive Secretary Contract. Committee would review contract by 2/15/05, not 12/15/05;
 - p. 2 under “Barbara Schwantes” the closing date is May 15th
 - p. 3 under “2005/2006 calendar” Maynard will put the actual dates in the minutes

2. Financial Report
Cheryl presented the financial report (expense reconciliation for 1/1/05-3/31/05. The spring conference costs have not been intermingled. Cheryl shared the aging report for outstanding accounts. Cheryl has sent monthly invoices for outstanding membership dues. Those not paying are not allowed to attend the conferences.
Action: Cheryl will attach the amounts from the bank statement into these minutes. Question from staff about putting some of the money into an interest bearing certificate of deposit.

Lon moved the Board transfer \$5,000.00 from the savings account to a 25 month CD at 3.60% interest. M/S/C
Action: Board will transfer \$5,000.00 from the savings to the CD.

3. 2005 Executive Secretary Contract
Linda moved the Board present the contract as is to the Maynard’s for one year only to end on 12/31/05 with the revision that the quarterly back-up of records be presented to the Board President on a quarterly basis and that the secretary submit with the invoices an hourly accounting of time spent on PCC. M/S/C
Action: Dean will present the contract for the remainder of 2005. Dean, Ray (Majeski) and Giuseppe will begin working on the 2006 contract to be ready by September 2005.

4. Dues Increase: deleted.
5. 2003 IRS issue
Cheryl reported that a revised 990Z form has been submitted to IRS that accounts for deductions allowed for professional service costs. She plans to file for 2004 as a safeguard against future penalties.
6. Barbara Schwantes Fund update
Eric presented his draft of criteria for the award. Action: Eric will be working with Don Mann and the T&E Committee to finalize the draft.
7. Oregon & British Columbia Board Positions
The board supported the amendment regarding the Board positions.
Action: Dean will present on Wednesday morning.
8. T&E Committee
Eric will talk to potential chairs for the T&E Committee and request approval from the Board.
9. Life Membership Guidelines: Carry topic to June 2005 meeting.
10. Spring Conference Meeting Awards
Giuseppe presented a draft list of potential awards. No action at this time.
11. 2005 Fall Conference Location
The fall 2005 conference will be held in Edmonds on October 4-7th, 2005.
12. Future Conference Meeting Awards
The spring 2006 dates of April 11-14th, 2006 are fine. The dates of October 24th-27th will be changed to October 10-13, 2006. They will also change dates for October 9th-12th, 2005.
Action: Giuseppe and/or Dean will contact NMTA to check the new dates. These newly selected dates take other known events into consideration.
13. Sponsorship/Marketing/Advertising
14. Constitution and By-Law Revisions—supported.
15. PCC Standard Colors for marketing purposes—Board chose #2 with navy blue and gold lettering.
16. Logo Modification/Update-- Board chose #2 with navy blue and gold lettering.
17. Calling Tree
Action: Dean will resend to Board. Input is due to Cheryl by June 17th, 2005.

18. Board Position Elections will take place on Thursday.

19. E-Mail Votes will continue to be used, with the president monitoring the final email and sending to the Secretary/Treasurer. Board members are asked to respond to the call for question promptly. The Secretary/Treasurer will follow up with a voice mail if there is a missing vote.

20. Other Business

Action: approve buying a digital camera not to exceed \$500.00.

Meeting adjourned 10:55 P.M.

April 7, 2005 Special Meeting called by President Shaughnessy

Request for motion to allow Maynard's to travel to Edmonds in preparation of Fall 2005 Conference.

Motion by Franz authorizing Maynard travel expense to Edmonds in preparation of Fall 2005 Conference. Seconded by Johnson. Motion passed unanimously.