

**Pacific Coast Congress of Harbormasters & Port Managers  
Board of Directors Meeting  
Olympia, Washington  
January 30, 2003**

**Attending Board Members**

Ed Barrett, President - Port of Friday Harbor  
Dean Shaughnessy, Vice President - Port of Everett  
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  
Ray Majeski - Port and Harbors of Sitka

**PCC Staff**

Cheryl Maynard – Executive Secretary

**Absent Board Members**

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 vacant  
Position No. 8 vacant

**Training and Education Members Present**

Eric Olsson, Co-Chair - Washington Sea Grant Program  
Giuseppe Alvarado, Co-Chair – Port of Seattle  
Jon Keiser, PN&D

The Meeting was called to order by President Barrett at 8:11 AM.

**Update from Executive Secretary**

Cliff and Cheryl Maynard collected all PCC property from Armstrong and Associates. They found things disorganized, bills had not been paid since October, and the PCC Visa account was on the verge of being sent to collections. Maynard is in the process of sending out checks and apologies to vendors. She is unable to access PCC financial records as they are in zip files that take a special computer drive and is working with Johnson to retrieve those files. Maynard will be sending out 2004 dues soon and is in the process of getting the PCC 800 number transferred.

**Approval of Minutes**

Shaughnessy moved to approve the minutes. Majeski seconded the motion, and the minutes were approved unanimously.

**Financial Report**

Maynard indicated that so far the bottom line is different than what was presented to the board at the November 2003 meeting. Currently the general fund contains about \$900. Financial information is incomplete at this point due to the zip file problem. It appears that some

money from the general fund needs to go into the T & E fund (3% of the fall conference registration fees). Maynard has changed the Barbara Schwantes account to a business account saving \$5 a month in fees. Barrett appointed a committee (Maynard, Shaughnessy, Johnson, and Sowers) to review PCC financial data after Maynard has compiled all the records. This committee will also put together a proposed 2004 budget, and report recommendations to the board by 2/28/04. The board will then adopt the proposed budget via e-mails by the second week of March 2004.

### **Spring Conference Overview and Recommendations**

Olsson presented a draft agenda for the 30<sup>th</sup> annual Spring conference, April 20<sup>th</sup> – 23<sup>rd</sup>, 2004, in Newport, OR. Highlights include an expanded, facilitated version, of call of the ports. This will be used to extract ideas for future topics. The board requested different colored name badges for board members. Johnson made a motion to approve the agenda with some minor time adjustments. Thompson seconded the motion, and it carried unanimously.

It was suggested that the board develop ways that include vendors more in the mainstream of PCC. Barrett asked Keiser to develop a committee with vendors to come up with ideas that make the PCC/vendor relationship more effective and fun. Maynard agreed to send and e-mail to vendors soliciting input.

Maynard recommended the Embarcadero as the location for the Spring conference, the board agreed.

The T & E Committee will also be putting together a 20-year time capsule to leave in Newport for PCC's 50<sup>th</sup> anniversary.

### **University of Alaska Southeast**

Majeski and Olsson met with the University of Alaska Southeast (UA) in Sitka, AK. The university is enthusiastic about working with PCC and needs PCC to decide on the scope and content of a program. The university would then add structure to the courses and accredit them. Olsson suggested creating some smaller courses and offering them online to establish presence and credibility. Topics from conference sessions could be used for classes. UA is already set up for off campus, online classes. Olsson suggested students take 10 hour courses for certificates which would earn credits from UA. Students would also be eligible for life experience credits. PCC now needs to submit a written proposal to UA. Barrett, Majeski, and Olsson will work on the proposal and possibly pull a trial module out of the Spring conference. They will report in April.

### **Fall Conference Update**

It was suggested the Fall conference be held at Campbell River, B.C. Barrett will contact Linda Franz and also send out an e-mail asking PCC members who will be attending the Spring conference and also inquire as to who would like future conferences held at their facilities. The bylaws indicate conference locations be voted on at regular conferences.

### **New Host E-address**

The University of Oregon College of Business can no longer host PCC e-mail. Bruce DeYoung suggested PCC talk to an internet provider. Majeski will ask UA. Maynard and Alvarado will research options.

## **2004 Calendar**

The 2004 calendar needs to be updated, Alvarado is working on this. Maynard will get the dues mailed out in February.

## **Barbara Schwantes Memorial Fund Updates**

Barrett reported for Don Mann. Mann believes the board should consider different means of finding candidates for scholarship funds. Olsson suggested PCC define the parameters and target of the BSMF program and write some policies. Thompson agreed to work with Mann in coming up with criteria that may work better than the existing scholarship program.

## **2004 Awards**

Maynard nominated Steve Toms for a Lifetime Membership to be presented at the Spring conference. A motion for this nomination was made by Barrett and seconded by Majeski. The motion carried unanimously. Maynard also reminded the board that we need to present a Lifetime Membership award to Marla Kemp (previously approved by the board to award at the 30<sup>th</sup> conference). Barrett will call life members and invite them to the 30<sup>th</sup> annual conference banquet.

## **Range Marker Assignments**

The fall issue of the Range Marker did not go out. Maynard expressed concern that PCC may not be charging enough for ads that appear in the Range Marker. The general consensus is that the Range Marker has the potential to be an excellent marking tool but is not being utilized to its potential. Barrett assigned the following Range Marker articles to the following people with a deadline of 3/1/04. Barrett (From the President), Olsson and Alvarado (Report From the T&E Committee), Shaughnessy (Fall Conference Review), Sowers (Board Update). Articles will be given to Maynard with a distribution date of 3/20/04. Cliff Maynard will be making some significant changes to the Range Marker. Barrett will have last right of approval.

## **Other Business**

Maynard asked the board to define at what level the board wants the PCC brochure and suggested we may want to consider hiring professional services. Alvarado indicated that the PCC web site and brochure should match. Johnson suggested the board make the web site a priority. Maynard and Alvarado are working on a plan to represent to the board.

Barret adjourned the meeting at 11:45 AM.

## **Addendum**

On 1/2/04 Barrett sent an e-mail to board members nominating Joe Graham for a Lifetime Membership. A majority of board members replied and agreed Graham should receive this award at the 30<sup>th</sup> annual conference.