

**Pacific Coast of Congress of Harbormasters & Port Managers
Board of Directors Meeting
Olympia, Washington
January 28, 2005**

Attending Board Members

Dean Shaughnessy, President - Port of Everett
Giuseppe Alvarado, Vice President – Port of Seattle
Jamie Sowers, Secretary/ Treasurer – Port of Ilwaco
Russ Johnson - Port of Skagit County
Tami Allen, City of Bainbridge Island
Chris Urbach – Port of Newport
Ray Majeski, Port and Harbors of Sitka
Lon White – Port of Kodiak – via conference call

PCC Staff

Cliff Maynard – Executive Secretary

Training and Education Members Present

Eric Olsson, Co-Chair – UW Sea Grant

President Shaughnessy called the Meeting to order at 8:10 A.M.

Approval of Minutes

Majeski moved to approve the minutes of the October 26, 2004 board meeting. Urbach seconded the motion, and the minutes were approved unanimously.

Financial Report

Sowers reported (for Maynard) that there is \$21,629 in checking, \$1,315 in the general fund savings account, \$8,042 in the B.S. fund, and \$2,485 in the T&E fund. Shaughnessy requested an email of the financial report from Maynard. He is interested in a detailed statement showing what the finances are in each account, and where the totals came from. Shaughnessy also indicated that per Article V of the bylaws PCC is required to do an annual audit. The Maynard's will get cost estimates from a CPA to do an audit and transmit the estimate electronically to the board members for approval.

Budget Approval

The proposed budget was worked on and distributed in October of 2004. Sowers made a motion to adopt the 2005 budget. Allen seconded the motion, which passed unanimously.

2005 Executive Secretary Contract

Shaughnessy asked that himself, Alvarado, and Majeski review the existing executive secretary contract, make revisions and then send copies to the board for review. This should come out of committee by 12/15/05 and once the board receives the information it should be responded on within three days. All present board members agreed to this timeline.

Dues Increase

This topic will be carried over to the Spring 2005 board meeting when it is expected there will be a report from the CPA.

2003 IRS Issue

Armstrong and Associates did not file any PCC tax records possibly since 2000. PCC received a notice in June of 2004 that we were delinquent in our report. Maynard sent a letter to the IRS asking for clarification. There was no response to this request. PCC received another letter in October of 2004 indicating PCC was delinquent and are being sent to enforcement. The Maynard's have made numerous attempts to make personal contact with the IRS. The executive secretary hired Have Computer Will Travel to refresh himself on tax laws and file a non-profit 990 EZ form for the PCC. Shaughnessy has concerns about the accuracy of the form. Shaughnessy will confer with attorney Kent Roberts and ask him how to proceed in this matter. Shaughnessy will then forward that email to the board members.

Barbara Schwantes Fund Update

Sowers indicated that the opening and closing dates for the BSF fund scholarships are added to the consent calendar. The academic scholarship opens on April 1, 2005 and closes on April 15, 2005. The project grant opens on August 1, 2005 and closes on September 15, 2005.

Everyone agrees the BSF program needs an overhaul. Olsson reported ideas by the T&E committee. Shaughnessy recommends PCC continue with the existing program through this year. Olsson will give Maynard a list of suggestions to move forward with updating the application process. T&E is charged with coming up with grading criteria for the BSF programs and will have this completed by the April 2005 meeting. It was also suggested that volunteers at each regular conference be solicited to evaluate BSF applications. The conferences should also be used to market the BSF program. Another suggestion was that the opening date for the scholarship fund be moved up to January – February to coincide with high school scholarship periods. The awards could then be announced at spring conferences. White suggested that at the spring 2005 conference we select a volunteer group to work on this project including the development of selection criteria and that our goal be that by the 2006 spring conference we are ready to select and advertise the scholarship with the opening date no later than February 1, and the closing date March 15.

Oregon and British Columbia Board Positions

Shaughnessy reported that there is a committee draft circulating in relation to the new board positions and the By-law Amendments. Shaughnessy is waiting for committee member Hull's comments before releasing the draft to board members. The draft will be out of committee and to the board by February 15, 2005. It then needs to be sent out to the general membership by March 4th for review and voted on at the spring conference in April 2005.

Alaska University Action Items From Last Board Meeting

Majeski reported the University of Alaska SE needs more money than the \$2,000 approved at the last meeting. The Alaska Harbormasters Association gives out a certificate of completion to each conference attendee. Majeski recommends a similar credit from PCC for its members. PCC could set up criteria through the T&E committee for basic, intermediate, and advanced certificates. A certificate could be issued at each conference but to obtain the basic, intermediate, or advanced certificates a person would have to have a variety of education, college credit, and work experience. White asked that topic titles be kept professional on the certificates. Shaughnessy made a motion that PCC back away University of Alaska SE certification program, including rescinding the \$2,000 the board committed out of the General Fund and that the T&E committee work on a PCC certification program and criteria for that program. Allen seconded the motion and it passed unanimously.

T&E Spring Conference Recommendations

Olsson presented a draft agenda for the spring 2005 conference. Johnson made a motion to approve the agenda. Alvarado seconded the motion and it passed unanimously. The board requested that T&E put out the conference agenda by 2/15/05. The board directed the executive secretary to send the agenda out via email to the membership and then poll the membership for number of attendees. It was also recommended attendees be advised of transportation options and passport requirements. Allen pointed out campbellrivertourism.com as an excellent source of information.

Life Membership Guidelines

Majeski reported there has been no activity on this subject. Shaughnessy asked the executive secretary to contact Franz and see if she has had a chance to work on this yet.

Spring Conference Meeting Awards

The only spring 2005 conference award is the host port award. Shaughnessy pointed out that we need to update the life member's page in the directory. He asked Maynard to email past presidents and ask them if they know of any life members that are not listed on pages 31-32 of the PCC directory.

2005 Fall Conference Location

No ports have volunteered for the 2005 fall conference. Both Newport and Port of Skagit County have offered to host if no place else can be found. Shaughnessy asked Maynard to call the Ports of Friday Harbor, Anacortes, Edmonds, Bellingham, Astoria and Port Angeles to see if they are interested in hosting the fall 2005 conference. If this does not yield any results Shaughnessy suggested starting negotiations with Skagit or Newport.

2005/06 Calendar

Maynard was directed to add the October board meeting, fall conference, and BSF scholarship dates to the calendar.

RangeMarker Assignments

The T&E committee made several recommendations to the board in reference to revising the RangeMarker. These include using it to spotlight the host port of upcoming conferences, inclusion of the agenda for the next upcoming conference, a BSF update, solicitation of an educational article from the membership, improve the presentation by using three colors, add the web site to the RangeMarker and add a new members corner. Shaughnessy will check with PND and find out what they are willing to contribute.

The next round of RangeMarker articles is due to the executive secretary by 2/15/05. These include Letter from the President from Shaughnessy, Conference Summary by Alvarado, Update from the Board by Sowers, T&E Committee Report by Olsson, and a New Members Corner by Allen. Alvarado made a motion that information in the PCC brochure is transferred to the RangeMarker and revamping of the brochure be dropped. Johnson seconded the motion and it passed unanimously.

Shaughnessy read a letter by Bill Cook and asked if we could dedicate the next issue of the RangeMarker to Howard Teague. The board agreed this letter should be printed in the Range Marker.

Call Tree Assignments

The consensus is that the board continues with the calling tree. This should be completed by the first week of January and should be added to the 2006 calendar. White requested the calling tree in electronic format. Maynard will send one. Shaughnessy will send an email to board members letting them know who they are responsible for calling. The Maynard's will advise Shaughnessy as to the best format to accomplish this project.

Web Page Update

Alvarado reported on the first look at the new web page, which has the same information as before but in a better layout. There is unlimited potential as to what PCC can do with this tool including pictures, video, member access to member information, notes, downloads, scholarship activities, etc. Alvarado will continue work on the site. He will also research if we can put questions on the web page so that the whole PCC email list will get flagged when a topic question is asked. The questions and answers would then compile in a tree format on the web page. The board wants to continue to move forward in using the web site for PCC business.

Sponsorships/Marketing/Advertising

Alvarado reported on progress of the marketing plan. Some of the ideas include sponsor ads in the RangeMarker, mailings, and introductory letters to all the marinas in British Columbia and follow up phone calls and a mailing of the RangeMarker. Network and contact information could be accomplished through a calling tree and by getting a hold of non-PCC people with contact from people with specialized sales skills. It was agreed PCC should capitalize on the upcoming PCC event by marketing PCC to harbors, marinas, and ports in British Columbia by sending a letter of introduction. Allen, Alvarado, and Franz will take on this mailing project including drafting the letter.

Constitution and By-Law Revisions

Shaughnessy reported that the work on this is mostly housekeeping and will be completed by 2/15/05 when it will be sent to the board. After that it should be sent to the general membership by 3/4/05 to be voted on at the annual meeting in April 2005.

E-Mail Votes

There have been no e-mail votes since the last board meeting on October 26, 2004.

Other Business

Alvarado will offer the vendors an opportunity to sponsor the front cover of the PCC directory. Alvarado will also work on an award structure outline to talk about at the next meeting.

Sowers reported that the Ocean Park, WA Chamber of Commerce is sponsoring a scholarship fund in honor of Howard Teague. Sowers also reported on board positions coming up for election at the 2005 Spring Conference.

Shaughnessy adjourned the meeting at 2:40 PM.