

**Pacific Coast of Congress of Harbormasters & Port Managers (PCC)  
Board of Directors Meeting  
Olympia, Washington  
January 20, 2006**

***Approved April 20, 2006***

**Board Members Present**

**Giuseppe** Alvarado, President - Port of Seattle  
**Ray** Majeski, Vice President- Port and Harbors of Sitka  
**Russ** Johnson, Secretary/ Treasurer – Port of Skagit County  
**Tami** Allen, Board Pos. 5 - City of Bainbridge Island  
**Pam** Taft, Board Pos. 6 – Port of Bellingham (via telephone)  
**Keith** Pinkstaff, Board Pos. 8 – City of Warrenton  
**Dave** Shelley, Board Pos. 10 – San Francisco Bay Area

**Training and Education Committee (T&E) Members Present**

**Eric** Olsson, Co-Chair – UW Sea Grant

**PCC Staff**

**Cheryl** Maynard – Executive Secretary

**Call to Order**

President **Giuseppe** called the Meeting to order at 8:13 AM.

**Introductions**

Introductions completed

**Approval of Minutes**

Two corrections were suggested for the October 4, 2005 board meeting minutes. The first was a typo under the T&E report. The words “be donated” were stricken from the third sentence. Under 2006/2007 conference locations the words “was suggested” were added following Friday Harbor, WA, in the first sentence. **Ray** moved to approve the minutes. **Keith** seconded the motion, and the amended minutes were approved unanimously.

**Financial Report**

**Cheryl** reported that there is \$537 in checking, \$14,555 in the general fund savings account, \$5,124 in a general fund CD, \$9,430 in the Barbara Schwantes fund, and \$2,560 in the Training & Education fund.

In accordance with the PCC by-laws **Giuseppe** and **Russ** will complete an internal audit of the PCC's books, bank accounts, and assets prior to the spring conference.

### **T&E Spring Conference Recommendations**

**Eric** presented the agenda prepared by the T&E committee for the fall conference. Discussion was held. **Eric** recommended the host port for each conference be designated a T&E committee member. The board agreed. **Russ** moved to approve the conference agenda as presented. **Ray** seconded. The board approved the agenda.

### **2006 Executive Secretary Contract**

**Giuseppe** opened discussion on the executive secretary contract. The board proposed rolling the RangeMarker staff fees into the base salary. The board also proposed a two-year contract for 2006 and 2007 with a 3% increase in both 2006 and 2007. This brought the 2006 executive secretary annual salary to \$19,698 and the 2007 salary to \$20,288. **Ray** moved and **Keith** seconded approval of the proposed executive secretary contract. The motion was approved unanimously.

### **2006 Budget Approval**

**Cheryl** presented the 2006 budget. **Russ** moved and **Ray** seconded a motion to increase 2007 membership dues by \$10 for corporate, affiliate, and sustaining members. Associate member dues will remain the same. The motion was approved unanimously.

Dues have not been raised in at least 5 years. The motion to raise dues will be presented to the membership at the Juneau conference for approval.

The 2006 budget shows \$67,698 in total income and \$66,638 in total expenses. **Ray** moved and **Tami** seconded a motion to approve the 2006 budget. The motion was approved unanimously.

### **Board Elections**

**Ray** moved and **Tami** seconded a motion to appoint **Dave** Shelley to the vacant board position # 10. The motion was approved unanimously. Board positions #6 and #9 expire in 2006. Elections will be held at the Juneau conference for these two positions currently held by Pam Taft and David Hull respectively.

### **Life Membership Guidelines**

**Ray** presented a draft of the life membership guidelines. The board will review and discuss at the next board meeting.

### **Conference Awards**

Awards expected at the Juneau conference are the host port award and a "Made A Difference" (MAD) award discussed at the board meeting. **Ray** will write text for award.

### **Conference Locations 2006-09**

The following are scheduled locations for upcoming conferences:

Spring 2006	Juneau, AK
Fall 2006	Astoria, OR
Spring 2007	Friday Harbor, WA

The board also discussed the following locations for future conferences:

Fall 2007	Port Angeles, WA or a California location
Spring 2008	??, British Columbia
Fall 2008	Bellingham, Washington
Spring 2009	Newport, Oregon (35 <sup>th</sup> anniversary)
Fall 2009	Wrangell, Alaska

### **Sponsorships/Marketing/Advertising**

Additions and updates to the Web site were discussed. It was suggested that PCC send out postcards to Alaska ports that are not members inviting them to the spring conference in Juneau.

### **RangeMarker Assignments**

**Giuseppe** will prepare the president's message. **Russ** will do the update from the board of directors and **Ray** will do the wrap-up of the Edmonds conference.

**Eric** will prepare the T&E report and **Tami** will do the new member article.

**RangeMarker assignments are due February 15, 2006.**

### **Calling Tree Assignments**

Calling tree assignments were assigned to the board. Results need to be ready for the April board meeting.

### **Calendar 2006/07**

The calendar was reviewed and updated.

The Board Meeting was adjourned at 2:24 PM.