

**Pacific Coast of Congress of Harbormasters & Port Managers
Board of Directors Meeting
Olympia, Washington
June 25, 2004**

Attending Board Members

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
Chris Urbach – Port of Newport
Lon White – (via conference call)
Giuseppe Alvarado – Port of Seattle
Linda Franz - Harbor Authority Association of BC
Dave Shelly – San Francisco Bay Area Representative

PCC Staff

Cheryl Maynard – Executive Secretary

Absent Board Members

Ed Barrett, President - Port of Friday Harbor
Dan Thompson - Port of Brookings Harbor
David Hull – Humbolt Bay Harbor District

Other PCC Members Present

Ray Majeski - Port and Harbors of Sitka

Training and Education Members Present

Giuseppe Alvarado, Co-Chair – Port of Seattle

The Meeting was called to order by Vice President Shaughnessy at 8:10 AM.

Approval of Minutes

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

Financial Report

The board reviewed the budget vs. actual financial worksheet presented by Maynard. Overall the PCC budget is doing well. Shaughnessy assigned a committee to build the 2005 PCC budget to be completed by the fall conference board meeting. The committee members include Maynard, Johnson, Majeski, and Sowers.

Spring 2004 Conference Overview

Alvarado went over the Spring conference agenda. The consensus was that the conference was well balanced and well received.

T & E Agenda Recommendations for Fall Conference

The 2004 fall conference agenda was presented by Alvarado. Maynard indicated that start times in the mornings should be all the same. A motion was made by White to approve the agenda with some minor time adjustments, Franz seconded the motion and it carried unanimously.

Johnson will talk to Dale Fowler from the Port of Anacortes to possibly co-sponsor and use LaConner as the fall conference location tentatively set for October 27th – 29th, 2004. Johnson will have conference dates and plan by 7/10/04. Maynard will email out that information and the topics to the membership.

Board members will brainstorm on a title for the fall 2004 conference.

Spring 2005 Conference Location

Franz will work on having the Spring 2005 conference in Canada.

2004 Fall Conference Awards

Other than the host port award, there are not any awards for the Fall conference. Shaughnessy wants a committee to draft award and life member criteria. The committee members are Franz and Majeski. They are encouraged to use participation from life members and past presidents.

PCC Training with Alaska SE

Majeski reported that the University of Alaska SE is looking for a decision from PCC including a topic for a pilot class and some money to develop the course. The board determined a good beginning topic would be a broad overview/introduction of the industry. These include port/marina elements, impacts, upland development, airports, ports as economic engines, regulatory/environmental issues, hazmat, customer service, security, boat handling, etc. Shaughnessy wants the credits from these courses to transfer between universities. Johnson made a motion that PCC move forward with the development of a course with Alaska SE, Maynard seconded the motion and it passed unanimously.

Alaska Board Position Co-Representation Discussion

Shaughnessy recommended that the board expand the number of board positions to 12 adding a second position for Alaska and a second position for B.C. Sowers made a motion to add these board positions, the motion was seconded by Urbach and passed unanimously. A committee was formed (Shaughnessy, Maynard, and Alvarado) to work on proposed changes to the bylaws.

Membership Calling Tree Discussions

Alvarado presented a list of suggestions to board from the T&E committee. Most concerns were centered on dwindling attendance at conferences and most ideas proposed marketing concepts. The board then discussed calling tree contacts made by board members. Some ideas generated were as follows:

- One conference per year rather than two (tabled until fall agenda).
- How many skipped the last conference?
- How do we get better vendor participation?
 - Add a vendor board member?
- Form a marketing committee
- Upper management training
- Add a new and improved vendor section to directory (separate listings with advertising).

White made a motion that vendors be listed, with advertising, in a separate section of the

PCC directory. The motion was seconded by Sowers and passed unanimously. Maynard will make a vendor section in the 2004 directory and ask the vendors if any of them want to sponsor the directory.

Maynard will review past minutes for use regulations regarding emails.

A marketing committee was formed and will include Shaughnessy, Alvarado, and Olsson. Shaughnessy will also select two vendors to be part of this committee.

Membership Deletions from the Directory

Maynard presented a list of members who have not paid their dues. Phone calls will be made by various board members. If the dues are not paid by 7/9/04 memberships will be cancelled.

Board Member Conference Calls

Franz made a motion that T&E committee members, along with board members and officers, attending meetings via conference calls pay those charges individually beginning at the Fall meeting of 2004. The bylaws need to be amended to reflect this. White seconded the motion and it carried unanimously. Shaughnessy pointed out that we also need an amendment to the bylaws allowing conference calls to be counted as attendance at meetings.

New Host E-address Site

Maynard reported that PCC e-addresses are no longer hosted by Oregon State, but now with Rock Island at a cost of \$360/year. This needs to be reflected in the budget. We also pay ATG \$25/year for internet access.

Alvarado and Maynard will work on finding a web site designer and come up with a proposal for the board.

RangeMarker Assignments

RangeMarker assignments should be completed by August 31, 2004. The following assignments were given: T&E report – Alvarado, Letter from the President – Barrett, Update from the Board – Sowers, Spring Conference Summary – Don Mann (Urbach will request this from Mann).

Other Business

Shaughnessy received an e-mail from Dan Thompson (Port of Brookings Harbor) indicating he will be resigning from the board. This leaves Oregon position #6, which expires in the spring of 2005, vacant. Urbach made a motion that this position be filled with Tom Kartrude; the motion was seconded by Franz and carried unanimously.

Maynard will request photos for the cover of the 2004 Membership Directory from the membership by 7/9/04.

Shaughnessy adjourned the meeting at 3:30 PM.