

**Pacific Coast of Congress of Harbormasters & Port Managers (PCC)
Board of Directors Meeting
Olympia, Washington
June 17, 2005**

Approved October 4, 2005

Board Members Present

Giuseppe Alvarado, President - Port of Seattle
Russ Johnson, Secretary/ Treasurer – Port of Skagit County
Hiltje Binner, Board Pos. 3 – Port McNeill Harbour Authority
Tami Allen, Board Pos. 5 - City of Bainbridge Island
Chris Urbach, Board Pos. 7 – Port of Newport
Keith Pinkstaff, Board Pos. 8 – City of Warrenton

Training and Education Committee (T&E) Members Present

Eric Olsson, Co-Chair – UW Sea Grant
Greg Watson, Co-Chair – Port of Skagit County

PCC Staff

Cheryl Maynard – Executive Secretary

Guests

Liz McLeod, Comox Harbour, Vancouver, Island, BC
Dave Shelley, San Francisco Bay Area, CA

Call to Order

President **Giuseppe** called the Meeting to order at 8:25 AM.

Introductions

Meeting attendees were asked by President **Alvarado** to introduce themselves and talk about what they wanted to achieve to benefit the PCC organization and what they expected to get out of the PCC organization.

Approval of Minutes

Tami moved to approve the minutes of the April 5, 2005 board meeting. **Russ** seconded the motion. Minutes were approved unanimously.

Financial Report

Cheryl reported that there is \$1,024 in checking, \$21,809 in the general fund savings account, and \$5,013 in a general fund CD, \$8,775 in the Barbara Schwantes fund, and \$2,107 in the Training & Education fund. **Cheryl** reported we typically carry over about \$20,000 from one year to the next. This has been the case for the last couple of years at least. This amount has not increased significantly since we started carrying over this large of a balance.

Cheryl presented a written and oral report on the financial audit conducted by Francis Lu Visi on June 14, 2005. The audit included checking financial recording procedures, office record keeping procedures, correspondences, filing practices, inventory of fixed assets, and daily operations of the PCC. The audit found that the policies and procedures used by the PCC Executive Secretary are in accordance with accepted accounting practices and that the accounts are in order. The audit recommended the credit card statements be filed separately, the PCC Corporation papers be kept on file, and ticket sequence numbers for the Barbara Schwantes Fund be recorded. The audit suggested a signature card for PCC officers authorized to sign checks be kept on file and updated upon election of new officers. **Cheryl** is to follow up on the recommendations and suggestion. A search for the PCC corporation papers is underway.

A discussion was held on establishing a method for the PCC to accept credit card payments. **Giuseppe** moved and **Dave** seconded a motion to have **Cheryl** move forward with setting up a credit card payment method. The motion passed unanimously.

Cheryl is also directed to prepare a draft proposal for instituting a late charge or fee for past due accounts. The draft will be discussed at the next board meeting.

Barbara Schwantes Fund Update

Chris presented an application for a Barbara Schwantes Memorial Fund scholarship. There was only one application received. **Russ** moved and **Chris** seconded a motion to approve a \$500 scholarship for Ashley Bellamy, a 2005 graduate and valedictorian of Toledo High School, Toledo, OR. The motion passed unanimously.

Eric is to work with Don Mann to establish rating criteria for the Barbara Schwantes Memorial Fund scholarship award process.

Discussion was held on how to get more applicants for the scholarship. The link for the scholarship information/application on the PCC web site will be fixed.

Chris will talk to Don Mann about changing the dates of the scholarship award so the scholarship can be announced at the recipient's high school graduation ceremonies.

T&E Agenda Recommendations for Fall Conference

Eric and **Greg** presented the agenda the T&E committee came up with for the fall conference. It was approved by the board.

The T&E committee suggested adding a hazardous waste operations and emergency response (HAZWOPER) training course to the conference's Tuesday schedule. **Eric** will survey the membership to see if there is enough interest to put together an 8-hour initial/refresher class. **Tami** moved and **Keith** seconded a motion to add the course if **Eric** finds enough participants. The motion passed unanimously.

The T&E committee suggested soliciting legal questions to be addressed at the conference. This could come from the Call-of-the-Ports or a question and answer period. The T&E committee also had the following suggestions:

1. Make the vendor reception an “event”.
2. Create a boilerplate “crisis book”. The PCC could print and distribute with PCC logo. (a membership benefit, something to “take home” from the conference)
3. Network with other organizations, e.g. Northwest Marine Trade Association
4. Network with pier organizations, e.g. Harbour Authority Association of British Columbia, state harbormasters associations
5. Create a certificate program
6. Get materials for conference program, agenda, and registration packet turned in ahead of time. Create an agenda notebook, with ads to help cover the costs, and pages for taking notes.
7. Investigate a “group rate” for conferences to encourage member harbors to bring more staff to the meetings.
8. Set up a resource table at conferences. Setup a web forum and create an archive database.

Range Marker assignments

1. President’s report – **Giuseppe**
2. T&E report – **Eric & Greg**
3. Update from Board – **Russ**
4. Spring Conference wrap-up – **Linda Franz**
5. New Members – **Cheryl**
6. Barbara Schwantes Fund project grant – **Eric & Don Mann**

Sponsorships/Marketing/Advertising

Giuseppe presented a draft letter to be sent to sustaining members. **Cheryl** and **Giuseppe** to follow up.

Giuseppe reported on the upgraded PCC web site.

Discussion was held on hiring an intern to do various marketing jobs e.g. compile direct marketing address lists, make data base for tenure awards, take old minutes and scan them into an electronic file, etc.

Tami moved and **Chris** seconded a motion to pre-approve \$500 for the hire of an intern. The motion passed unanimously. **Cheryl** to create a job description

2005 Fall Conference Awards

The board directed **Cheryl** to create a service award for Lani Uhry. Other awards were approved.

Life Membership Guidelines

Tabled until the next board meeting

2006/2007 Conference Locations

The board tentatively selected Astoria as the spring 2006 meeting location and fall 2006 for Friday Harbor. **Cheryl** and **Giuseppe** to follow up with 2007 locations.

Calling Tree Updates

Giuseppe assigned the calling tree lists to the board members.

Membership deletions from directory

The board decided to wait until after the calling tree calls are made to remove members who are delinquent in dues from the directory. If delinquent members do not respond and pay their dues, they will be removed from the 2005 directory.

Other Business

Discussion was held on the board member election process. Paul Ryan, BC board member elected at the spring 2005 conference, had to step down from the board. He could not get approval from his organization to participate as a board member. The board may fill a vacancy from the list of nominees from the last vote or if those persons decline, fill vacancy with member willing to serve.

Meeting adjourned 3:30 PM.