

## Board of Directors Meeting

Seattle Tacoma Hilton, Seattle, WA

Monday, October 21, 2008

2:10pm - 4:05pm

Approved January 16, 2009

### **Board Members**

Ray Majeski, President - Ports and Harbors of Sitka

Tami Hayes, Vice President - Port of Friday Harbor

Steve Slaton, Board Secretary/Treasurer - Port of Bremerton

Lon White, Board Pos #1 – Port of Kodiak

Hiltje Binner, Board Pos. #3 - Port McNeil Harbour Authority

Art Childs, Board Pos. #4 - False Creek Harbor Authority

Pam Taft, Board Pos. #5 - Port of Bellingham

Joe Jewell, Board Pos. #6 - City of Des Moines Marina

Mark Freeman Pos. #8 – Port of Siuslaw

Suzie Howser, Board Pos. #9 - Humboldt Bay Harbor District

Keith Pinkstaff, Board Pos. #10 - City of Warrenton

### **Board Members not present**

Giuseppe Alvarado, Immediate Past President – Port of Seattle

Lou McCall, Board Pos. #2 – Port of Juneau

Bud Shoemake, Board Pos. #7 - Port of Toledo

### **Training & Education Committee**

Eric Olsson - Chair

### **Staff**

Cheryl and Cliff Maynard - Executive Secretary

### **Call to Order**

President Majeski called the meeting to order at 2:10p.m.

### **Approval of June 2008 board meeting minutes**

**Steve** made a motion to approve the June board meeting minutes as written, **Art** second, the motion passed unanimously.

### **Financial Report**

Cheryl reported that the account balances are as follows; General Checking \$21,536.58, General Savings \$19,568, Barbara Schwantes \$13,364 and T&E \$3,913.

**Lon** made a motion to approve the financial report, **Steve** second, the motion passed unanimously.

**Steve** gave an overview of the budget review committee findings. The committee members are **Chair-Ray, Steve, Lon and Keith**. There is a shortfall with regard to the budget this year. One of the options for increased revenue would be to increase the RangeMarker ads by 100%. This has not been done for over fifteen years. The board also discussed putting ads on the bi-annual conference agenda. The rate for sustaining members that advertise in the RangeMarker will be 20% of the RangeMarker ad.

**Lon** made a motion to increase the RangeMarker ads by 100% and to put advertisements on the bi-annual meeting agenda at 20% of the RangeMarker ad, **Mark** second, the motion passed unanimously.

### **Conference Updates**

**Eric** has stepped aside as the T&E Chair. **Eric** will remain on the committee and continue to assist with the conference agenda and speakers. The board thanked **Eric** for his time and dedication to the membership as chair.

### **University of Alaska SE Extended Learning Certificate**

**Eric** distributed a draft certificate of course completion to the board. The board approved the certificate. As each student completes the three modules a transcript from UASE will be mailed to the Executive Secretary in turn a certificate of completion will be mailed to the student.

### **Membership Drive/Brochure**

**Steve** distributed the brochure that he and **Cliff Maynard** developed. **Steve** is working with **Cheryl** regarding mailing an informational letter along with 3-5 brochures to each member for distribution.

### **Conference Awards**

The following were given a Life Membership award by the board of directors and membership, Greg Ermis  
Lou McCall  
Dave Shelley  
Joe Jewell received the host conference award.

### **Other Business**

The board discussed finalizing the strategic plan. Milestones, dates and goals need to be formed. Discussion was deferred to the January board meeting.

**Lon** made a motion to donate six University of Alaska SE extended learning vouchers valued at \$150 each to the Barbara Schwantes raffle. The expiration date for the vouchers is April 2009, **Art** second, the motion passed unanimously.

**Cheryl** distributed the membership conference attendance certificate with a conference sticker per the board's direction via email with **Lou**. **Art** made a motion to return to the previous certificate that was given to the individual attending the conference with the agenda items listed with the cheviot, that all late registrations will receive the certificate 30-days after the

conference. **Steve** amended the motion by adding the membership conference attendance certificate with a conference sticker as presented by **Cheryl. Lon** second, the motion passed unanimously.

Meeting adjourned at 4:05p.m.

### **To do**

- ⊖ The board discussed finalizing the strategic plan. Milestones, dates and goals need to be formed.
- ⊖ Board to call members that did not attend the fall conference
- ⊖ **Steve** is working with **Cheryl** regarding mailing an informational letter along with 3-5 brochures to each member for distribution
- ⊖ The **board** was tasked with emailing their recommendations to **Tami** by June 20 regarding one meeting or two. **Tami** will then email the consolidated recommendations to Ray by June 23<sup>rd</sup>. **Ray** has been tasked with presenting the discussion to the membership at the fall conference.

Current committee's and members;

Budget – Chair-Ray, Lon, Keith, Steve

University Alaska Extended Learning – Chair Eric, Art, Hiltje, Ray, Lon, Linda Franz, Cheryl

Marketing/Membership Drive – Chair Steve, Cheryl, Cliff