

**Board of Directors Meeting**  
The Coast Plaza Hotel & Suites, British Columbia  
Tuesday, April 15, 2008  
1:00pm - 3:15pm

**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  
Giuseppe Alvarado, Immediate Past President – Port of Seattle  
Lon White, Board Pos #1 – Port of Kodiak  
Lou McCall, Board Pos. #2 – Port of Juneau  
Hiltje Binner, Board Pos. #3 - Port McNeil Harbour Authority  
Art Childs, Board Pos. #4 - False Creek Harbor Authority  
Joe Jewell, Board Pos. #6 - City of Des Moines Marina  
Bud Shoemake, Board Pos. #7 - Port of Toledo  
Keith Pinkstaff, Board Pos. #8 - City of Warrenton  
Suzie Howser, Board Pos. #9 - Humboldt Bay Harbor District

**Board Members not present**

Vacant, Board Pos. #5  
Dave Shelley, Board Pos. #10 – San Francisco Bay Rep.

**Training & Education Committee**

Eric Olsson - Chair

**Staff**

Cheryl Maynard - Executive Secretary

**Call to Order**

President Majeski called the meeting to order at 1:00p.m.

**Approval of January 2008 board meeting minutes**

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

**Financial Report**

**Cheryl** gave an overview of the 2008 budget. The account totals are as follows; General Checking \$18,422, General Savings \$36,385, Barbara Schwantes \$9,923 and T&E \$2,310.

**Steve** made a motion to amend the budget to add an expense line item of \$2,000 to cover the cost for the tri-fold. **Keith** second, the motion passed unanimously. The board asked **Cheryl** and **Cliff** to create and have the tri-fold printed.

**T&E Conference Updates**

**Eric** stated that the agenda was strong and did not anticipate any problems.

### **Conference Awards**

Host conference award, Life Membership given to Dean Shaughnessy and the MAD award given to Jon Keiser.

### **Revisions to By-Laws**

**Steve** recommended the following revisions to Article IV-Duties of Officers:

Sec. (a) The President shall be the Chief Executive Officer of the Congress and shall have general supervision of all the other officers and Committees and affairs of the Congress. The President shall preside at all regular or special meetings of the Congress, at all meetings of the Board of Directors and at all meetings of the Executive Committee, or in her/his absence the Vice-President will preside. The President will be the primary liaison between the Board of Directors and the Executive Secretary.

Sec. (c) The Secretary-Treasurer shall work with the Executive Secretary to ensure that the administrative and financial operations and obligations of the Congress are properly executed. In the absence of an Executive Secretary the Secretary-Treasurer will chair the Administrative and Finance Committee, which will execute the duties and responsibilities normally assigned to the Executive Secretary.

**Lon** made a motion to accept the recommended revisions to Article IV-Duties of Officers as proposed by **Steve** to be presented to the membership for vote at the membership conference that following the board meeting. The membership voted unanimously to accept the revisions to Article IV-Duties of Officers.

### **Goals and Objectives Change Recommendation**

**Steve** recommended the following revision to the Goals and Objectives. The Pacific Coast Congress of Harbormasters and Port Managers is an organization of commercial and recreational marina professionals promoting the development and growth of our industry and membership through communication, education and professional certification. **Lon** made a motion to accept the recommended revisions to Goals and Objectives as proposed by **Steve**, to be presented to the membership for vote at the membership conference that followed the board meeting. The membership voted unanimously to accept the revised Goals and Objectives.

### **Alaska Extended Learning Modules on Website**

**Ray** is working with **Giuseppe** and Sharon Briggs on a customer service module. **Ray** reminded the board that we have less the two years to get all modules completed due to the time limit on the grant funding. The goal for the number of modules is eight, we currently have three that are up and running. A basic level of criteria needs to be determined by the committee. **Eric** wants the committee to flush out next steps. **Bud** made a motion to provide a certificate for three courses that constitutes criteria for a basic certification. **Tami** second, the motion passed unanimously. The committee is to bring back criteria to the board at the June board meeting.

### **Fall Conference Location**

Due to facility capabilities, the fall conference will not be in Kodiak, AK and will not be a joint conference with the Alaska Association. Kodiak offered to host a conference fall of 2010. Des Moines marina offered to host the conference in Seattle, WA.

## **Other Business**

None

Meeting adjourned at 3:15p.m.

## **To do**

- ❖ **Eric** will develop ideas regarding a link to the Alaska extended learning modules on the PCC website and present to the board via email.
- ❖ **Board to** review T&E budget at the June board meeting
- ❖ **Eric** will work with the extended learning committee to flush out next steps regarding certification. The committee was also tasked to bring back criteria for basic certification to the board at the June board meeting.