

Board of Directors Meeting
Red Lion Hotel, Olympia, WA
Monday, January 14, 2008
8:30am - 3:00pm

Board Members

Ray Majeski, President - Ports and Harbors of Sitka
Tami Hayes, Secretary/Treasurer - Port of Friday Harbor
Giuseppe Alvarado, Immediate Past President – Port of Seattle
Steve Slaton Board Pos. #5 - Port of Bremerton
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

Board Members not present

Mike Endsley, Vice President – Port of Bellingham
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
Suzie Howser, Board Pos. #9 - Humboldt Bay Harbor District
Dave Shelley, Board Pos. #10 – San Francisco Bay Rep.

Web Cam conferencing

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

Training & Education Committee

Eric Olsson - Chair

PCC Staff

Cheryl Maynard - Executive Secretary

Call to Order

President Majeski called the meeting to order at 8:30a.m.

Board Member Appointments

Ray announced to the board that Mike Endsley stepped down from the position of Vice President due to personal reasons. **Ray** recommended to the board that Tami replace Mike as Vice President. **Bud** made a motion to accept Ray's recommendation. **Keith** second, the motion passed unanimously.

Tami made a recommendation to the board to appoint **Steve** as the interim Secretary/Treasurer. **Keith** made a motion to accept Tami's recommendation. **Tami** second, the motion passed unanimously.

Approval of October 2007 board meeting minutes

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

Financial Report

Cheryl gave an overview of the 2007 budget. **Steve** questioned the miscellaneous line item's overage. Cheryl explained that the new laptop computer, power point projector, web cam, etc. had been placed in that line item.

Cheryl presented a draft 2008 budget for discussion. **Ray** nominated **Steve**, **Keith** and himself to reside on the 2008 budget committee. The 2008 budget is to be presented to the board at the April board meeting.

T&E Upcoming Conference Recommendations

Eric gave an overview of the recommendations made by the T&E Committee for the upcoming conference from their April 10 meeting. The board approved the recommended sessions.

Conference Awards

The board discussed the conference awards to be given; host award, life membership to Dean Shaughnessy and the MAD award to Jon Keiser.

Board Member Roles

Steve will make revisions to the By-Laws regarding board member roles and send recommended changes to the board via email for discussion and a vote. The accepted revisions will be brought to the membership at the upcoming spring conference for approval.

Barbara Schwantes Scholarship Fund

The Barbara Schwantes committee will look at including the extended learning program through the Alaska University as a possible scholarship/grant opportunity and make a recommendation to the board at the upcoming spring-board meeting.

Alaska University Partnership update

Ray reported that the Alaska Universities extended learning modules are up and running. Each module is \$150.00. **Eric** presented a draft distance learning certification outline for board discussion. There are still issues that need to be worked out such as; student accountability, issuing of the certificates and funding.

Committee members: **Eric**, **Giuseppe**, **Art**, **Hiltje**, **Steve**, **Ray**, **Bud** and **Cheryl**.

The committee members have been tasked with the following: 1. come up with a name/acronym to be given once the person receives certification. 2. Mechanisms to be put in place such as, timelines to process awarding certifications.

RangeMarker

Discussion ensued regarding alternate methods of distributing the RangeMarker (RM) to the membership. A recommendation was made to email the RM as a PDF attachment. This will save approximately \$3,000/year in printing and postage costs. The board will discuss in further detail in the future.

Ray asked that a committee be formed to review the possible need to revise the current information in the RangeMarker. Committee members – **Eric** (chair), **Hiltje**, **Giuseppe** and **Cliff**. Recommendations are to be given to the board at the spring conference in April.

Other Business

Steve made a motion to renew the Executive Secretary contract for 2008-2009 with the modification to the contract as follows; compensation beginning January 2008 \$1,742.00 with a 3% increase effective January 2009. In addition, the Executive Secretary will take notes and distribute the minutes of the four board meetings per year to the board members at a rate of \$600.00 to the contract. **Bud** second, the motion passed unanimously.

Point of Order

The Constitution states that no more than four directorship terms expiring in a given year. Two to four shall be elected each year at the annual convention of the Congress... Currently, due to the addition of a tenth board position in 2006 there are five board positions coming up for election at the annual convention this spring in Vancouver, BC. **Ray** will ask for a vote from the membership at the upcoming convention to allow one of the BC board positions to extend to a four-year term so as to be in compliance with the Constitution.

Discussion ensued regarding a previous motion to create a board position for the T&E Chair. **Steve** raised a point of order that the board was not in order to vote in the T&E Chair on the board. **Ray** ruled that the board was out of order. The previous action to create a board position for the T&E Chair does not carry. Motion denied.

Meeting adjourned at 3:00.

To do

- ❖ **Eric** will send out email three weeks prior to the upcoming conference regarding topics.
- ❖ **Ray** will have each committee chair speak to the membership regarding their committee.
- ❖ **Steve** will make revisions to the By-Laws regarding board member roles and send recommended changes to the board via email for discussion and a vote. The accepted revisions will be brought to the members at the spring conference for approval.
- ❖ **Steve** has agreed to submit his recommended changes to the Goals and Objectives of the PCC. The process was created due to the Strategic Planning sessions.
- ❖ **Board Members** are to help at each meeting so the membership recognizes persons who can help them with questions and better get them involved in the conferences.
- ❖ **Art** suggested in the past that the Barbara Schwantes scholarship award be focused each year to go to an individual state or province in the membership to create a more focused distribution of the scholarship. **Art** will bring the HAABC guidelines to the board for discussion.
- ❖ **Eric** will develop ideas regarding a link to the Alaska extended learning modules on the PCC website by the end of January and present to the board via email.
- ❖ **Ray** to contact Marty Owen (Kodiak Harbormaster) regarding lodging availability for the fall 2008 conference.
- ❖ Spring RangeMarker assignments – President’s message – Ray, Training & Education Committee Report – Eric, Spring conference wrap-up – Tami, Board of directors update - Tami