

**Pacific Coast of Congress of Harbormasters & Port Managers
Board of Directors Meeting
La Conner, Washington
October 26, 2004**

Attending Board Members

Dean Shaughnessy, President - Port of Everett
Giuseppe Alvarado, Vice President – Port of Seattle
Jamie Sowers, Secretary/ Treasurer – Port of Ilwaco
Cheryl Maynard, Immediate Past President –Port of Olympia
David Hull – Port of Humbolt Bay
Russ Johnson - Port of Skagit County
Tami Allen, City of Bainbridge Island
Chris Urbach – Port of Newport
Dave Shelly – San Francisco Bay Area Representative
Ray Majeski, Port and Harbors of Sitka
Linda Franz - Harbor Authority Association of BC
Lon White – Port of Kodiak

PCC Staff

Cheryl Maynard – Executive Secretary

Other PCC Members Present

Don Mann - Port of Newport

Training and Education Members Present

Eric Olsson, Co-Chair – UW Sea Grant

The Meeting was called to order by President Shaughnessy at 3:03 PM.

Approval of Minutes

Majeski moved to approve the minutes of the June 25, 2004 board meeting as revised by Shaughnessy. 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. Maynard reported that there is \$24,336 in the general fund (does not include the fall conference expenses), \$7,951 in the Barbara Schwantes Fund, and \$1,315 in the general fund savings account. Maynard estimates this conference will cost about \$9,000. There were a total of 82 registrations (12 vendors and 7 attendees).

Barbara Schwantes

Mann reported that he sent out a press release in early spring announcing the academic scholarship process. He indicated that since the program was started only three scholarships had been given away and is looking for ideas to make the process better. The spring deadline for scholarship applicants was 5/3/04 and the fall project application deadline was 10/1/04.

This year PCC received a request from Rich Sill a teacher at Sequim Middle School for \$750. His students have put together an informational project on oil pollution prevention and need travel money to promote their message. Mann believes the project qualifies but recommends a sum of \$1,000. The board agreed and the award will be made at the current conference.

There is another pending request by Alan Sorum from Valdez Alaska who is writing a best management practices manual for harbors and marinas. There will be discussion on the procedural

aspects of the BSF scholarship program at the next T&E Committee meeting. The T&E Committee will then make recommendations to the board at the January meeting.

T&E Conference Overview

Olsson reported there are no TBA's on the agenda. At 1:00 PM on Wednesday 10/27/04 a group of kids from Sequim Middle School will make a presentation and receive their BSF award. This will take about thirty minutes.

Mann requested permission to sell baseball pool tickets as a fundraiser with half the funds going to the BSF fund. The board approved this.

Barbara Schwantes raffle tickets will be sold by Alvarado, Majeski, White and Urbach.

Meeting Awards

An Honorary Life membership awards will be given to Bob Goodwin (University of Washington Sea Grant) and a Life Membership award will be given to Ed Barrett (PCC President). There will also be an award for the host port.

Draft 2005 Budget

Shaughnessy encouraged board members to look over the 2005 budget to be discussed and approved at the January 2005 board meeting.

Spring 2005 Conference Update

Franz discussed having the spring 2005 conference at several different Canadian locations including Campbell River, Victoria, and Richland. Travel and accommodations to these different areas were discussed. White made a motion that the spring 2005 conference be held in Campbell River, BC. Hull seconded the motion and it passed unanimously.

2005 Fall Conference Location

Shaughnessy will ask the membership at the current conference for volunteers to host the fall 2005 conference location.

2005 Calendar

Shaughnessy wants to develop a calendar identifying meetings, conferences, events, etc. two years out. The 2005 calendar was reviewed by the board. The BSF deadline dates need to be added. Mann will get this information to Maynard.

Meeting Deadlines

Shaughnessy wants the draft minutes sent around via email to board members for revisions. White suggested each board member respond even if it is a no comment.

Website Discussion

Alvarado reported the revised website is still in development with The Williams Group but is coming along nicely. It will have a similar function as the current site.

Range Marker Marketing/Advertising

Alvarado would like the quality of the Range Marker to look more like the membership directory and conference agendas. It can also be used as a marketing tool by sending it to non-members.

Shaughnessy would like the board to think about creative ideas for marketing strategies that will promote PCC. There will be more discussion on this issue at the January board meeting. Olsson and Cliff Maynard, and select T & E committee members will work at reformatting and conceptual ideas for the Range Marker.

Oregon and British Columbia Board Positions

The committee (Shaughnessy, Maynard, Alvarado, Hull) working on this has drafted proposals that will be brought forward at the next board meeting.

Motions Voted on and Carried Via Email

Shaughnessy asked if there were any issues or concern about voting on motions through email. Franz asked that when this occurs it is included in the minutes and that motions be made at each board meeting to approve the email motions and votes that occurred since the last board meeting. White had concerns that if a board member is out of town he/she will have missed the opportunity to discuss and vote on issues. Shaughnessy wondered if it would be adequate to allow one week for discussion. Alvarado suggested that board members indicate when they will be gone so voting does not take place during that time. He suggested we need structure in this format and should possibly consider a forum type email. Mann suggested the by-laws reflect the use of emails as an acceptable practice. All board members agreed that it is a good idea to put the T&E chairs on the board's email list.

A motion was made by White, that the following votes made via email between the board meetings of June 25, 2004 and October 26, 2004 be adapted. Honorary Life Membership- Bob Goodwin, Life membership – Ed Barrett, promote Shaughnessy from Vice President to President, appoint Alvarado as Vice President, appoint Tami Allen into board position number 3, appoint Ray Majeski to position number 6, and the approval of the Barbra Schwantes scholarship to the Sequim Middle School students. The motion was seconded by Franz and the motion carried unanimously.

Dues Increase

Carry over to next meeting.

Alaska University Action Items

Majeski reported that the University of Alaska, SE is waiting for PCC to put forward some money to create a curriculum for harbor training. Majeski, Olsson, and White will work on an outline for an individual class to give to UASE. Hull made a motion to allocate \$2,000 from the general fund as seed money for the certification program with UASE under the condition that the board reviews the final product before it is submitted to the university. White seconded the motion and it passed unanimously.

Sponsorships

Carry over to next meeting.

Other Business

White suggested that board meeting agendas start with old business. Shaughnessy agreed.

Constitution and By-Laws Committee to review Constitution and By-Laws documents to ensure documents match what we practice and provide revisions if necessary.

Shaughnessy adjourned the meeting at 5:55 pm.