

**Pacific Coast of Congress of Harbormasters and Port Managers, Inc.
Board of Directors Meeting
Lynnwood, Washington
October 4, 2005**

Approved January 20, 2006

Board Members Present

Giuseppe Alvarado, President - Port of Seattle
Ray Majeski, Vice President – Port and Harbors of Sitka
Dean Shaughnessy, Immediate Past President – Port of Everett
Russ Johnson, Secretary/ Treasurer – Port of Skagit County
Lon White, Board Pos. 1 – Port of Kodiak
Lou McCall, Board Pos. 2 – Port of Juneau
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

PCC Staff

Cheryl Maynard – Executive Secretary

Guest

John Tee – Harbour Authority of BC

Call to Order

President **Giuseppe** called the Meeting to order at 2:10 PM.

Introductions

Meeting attendees were asked by President **Alvarado** to introduce themselves.

Approval of Minutes

Tami moved to approve the minutes of the June 17, 2005 board meeting. **Lon** seconded the motion with the revisions as noted. Minutes were approved unanimously.

Financial Report

Cheryl reported that there is \$13,182.63 in checking, \$16,430.60 in the general fund savings account, and \$5,068.58 in a general fund CD, \$8,284.16 in the Barbara Schwantes fund, and \$2,108.32 in the Training & Education fund.

Dean gave an overview regarding liability insurance with respect to errors and omissions. **Giuseppe** would like a disclaimer holding the board of directors harmless of any thing learned at the conferences. **Giuseppe** will speak with Kent Roberts (PCC legal council) regarding these topics.

Financial Report cont.

A budget committee was formed by **Giuseppe** to make recommendations to the board regarding the 2006 budget. Committee members: Chair-**Dean, Cheryl, Lon, Keith** and **Russ**.

Eric requested clarification on expenditures for T&E speakers. **Giuseppe** asked the budget committee to review past expenditures. **Lon** suggested a dollar figure for T&E expenses annually. The committee was asked to bring back a recommendation to the board at the next board meeting.

Cheryl was asked to add a line item to the 2006 budget for each member category under dues.

Further discussion ensued from the board meeting June 2005 regarding establishing a method for the PCC to accept credit card payments. **Cheryl** reported to the board two options she had researched. Option 1 Credit card transmittals via electronic transfer at a cost of 2.48% and a 0.10 address verification p/transaction (all options), the purchase of a terminal at \$900, rental of the terminal at \$35 p/month or, purchase a software program at \$450 with an access fee of \$2 p/month. Option 2 become a member of PayPal online services at a cost of 2.9% and 0.30 p/transaction fee. The board opted to hold off on accepting credit card payments until further discussion at a later time.

Barbara Schwantes Fund Update

Chris reported that there were no responses for the project grant. **Chris** asked the board to extend the deadline date. The board approved the extension of the deadline. Discussion pursued regarding ways to get the message out to the schools regarding PCC's grant and scholarship fund.

Lon made a motion to send packets to members that are deliverable to local schools with information on where and whom the packets were given. **Keith** seconded the motion. Motion approved unanimously.

Cheryl was instructed to work with **Don Mann** and **Ray** on the packet. Expenses will be paid out of the Barbara Schwantes fund.

T&E Report

Eric requested clarification of the level he has to make changes to the board approved agenda. **Eric** recommended the Barbara Schwantes raffle proceeds be donated to a marine related organization effected by hurricane Katrina. **Dean** made a motion to donate the proceeds from the Barbara Schwantes raffle to a marine related organization effected by hurricane Katrina. If a marine related organization can not be found the proceeds will go to the Red Cross. **Lon** seconded the motion. Motion approved unanimously. **Eric** and **Tami** bring recommendations to the board via email for dispersing the monies. The goal was set at \$1000.

2005 Fall Conference Awards

A service certificate for Lani Uhry and the conference host award were reviewed.

Life Membership Guidelines

Discussion was tabled until the next board meeting. **Ray** was asked to make recommendation at the next board meeting.

Life and Honorary Life Membership Involvement

Giuseppe read an email he received from Life Member Terrance Berscheid (attachment). Discussion persuade regarding letter. Tami suggested mentoring possibilities. Members of the board were not supportive of paying travel expenses for Life and Honorary Life Members (LHLM) to attend the conferences. **Eric** suggested one way to encourage LHLM involvement in the PCC would be to add a LHLM column to the RangeMarker. **Giuseppe** suggested a registration discount of 20-25% for LHLM as an incentive to come to the conferences. Discussion was tabled.

Executive Session

The board went in to executive session for thirty minutes.

2006/2007 Conference Locations

Lon moved to accept Juneau, AK as the spring conference location and Friday Harbor, WA was suggested as the fall 2006 conference locations. **Ray** seconded the motion. Motion approved unanimously. Astoria, OR, Bellingham, WA and Bremerton, WA are on the list for 2007/2008.

Other Business

Hiltje asked if PCC would join Harbour Authority of BC. Giuseppe moved to join the Harbour Authority of BC. Ray seconded the motion. Motion approved unanimously.

Cheryl gave a proposal for instituting a penalty for past due accounts. Discussion pursued (see attached draft proposal). Lon motioned to accept draft as amended. Ray seconded the motion. Motion approved unanimously.

Discussion took place regarding mailing the conference registration with the RangeMarker six weeks in advance of the conference. **Russ** made a motion to combine the conference registration with the RangeMarker six weeks prior to the conference. Lon seconded the motion. Motion approved unanimously. Cheryl will also send an email to the membership regarding the conference and agenda at the time of distribution.

Meeting adjourned 6:00 PM.

Previous board assignments not yet fulfilled:

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

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.