

Board of Directors Meeting
Kitsap Conference Center, Bremerton, WA
Tuesday, October 6, 2009
1:00pm-4:00pm

Approved January 8, 2010

Board Members

Tami Hayes, President - Port of Friday Harbor
Steve Slaton, Vice President - Port of Bremerton
Bud Shoemake, Board Secretary/Treasurer - Port of Toledo
Stan Eliason, Board Pos. #2 – Ports and Harbors of Sitka
Hiltje Binner, Board Pos. #3 - Port McNeil Harbour Authority
Leslie Taylor, Board Pos. #4 - Harbour Authority Association of British Columbia
Pam Taft, Board Pos. #5 - Port of Bellingham
Cyndy Olson, Board Pos. #6 – Port of Everett
Mark Freeman Pos. #8 – Port of Siuslaw
Keith Pinkstaff, Board Pos. #10 - City of Warrenton

Board Members not present

Lon White, Board Pos #1 – Port of Kodiak
Jeff Vander Kley, Board Pos. #7 – Salmon Harbor Marina
Suzie Howser, Board Pos. #9 - Humboldt Bay Harbor District

Training & Education Committee

Eric Olsson - Chair

Guests

Bill Cook – Maul Foster & Alongi, Inc.
Steve Pottle – Maul Foster & Alongi, Inc.

Staff

Cheryl and Cliff Maynard - Executive Secretary

Call to Order

President Hayes called the meeting to order at 1:00pm. Introductions were made welcoming our guests Bill Cook and Steve Pottle from Maul Foster & Alongi, Inc.

Fall Conference Overview

Eric gave an overview of the conference agenda with the addition of breakout sessions on Thursday.

Strategic Plan

Steve gave an overview of the initial conversation with Bill Cook regarding Maul Foster & Alongi (MFL) role in the strategic plan process. Bill facilitated a round table discussion to find out what the board's vision was for the strategic plan. Goals were discussed:
Goal #1 Increase the money awarded to the Barbara Schwantes scholarship/grant fund recipients.
Goal #2 Periodic newsletter sent to the membership that could be passed on to non-members to assist in encouraging them to join the PCC.
Goal #3 Grow up to 50 members within the next three years.

Approval of June 2009 board meeting minutes

Bud made a motion to approve the April board meeting minutes, **Mark** second, the motion passed unanimously.

Financial Report

Cheryl reported that the account balances are as follows; General Checking \$13,801, General Savings \$28,886, Barbara Schwantes \$6,913 and T&E \$4,767. A short discussion ensued with no revision to the budget.

Steve presented the board with the draft 2010 budget. **Bud** made a motion to approve the 2010 budget, **Keith** second, the motion passed unanimously.

Barbara Schwantes update

Tami discussed broadening the parameters currently set for the Barbara Schwantes grant fund beyond high school seniors. **Tami** will develop a letter to be sent to schools, and counselors.

Review of board calls to members

Steve provided a 2005-2009 graph to the board indicating new members and the membership category joining the PCC during the period. **Steve** asked the board to continue calling members from the list that he has been distributing. This is a good method of speaking with members one on one.

Calendar 2010-2011

Cheryl presented the board with the 2010-2011 calendar. The board approved the calendar.

Executive Secretary contract renewal 2010-2011

After a brief discussion, **Steve** made a motion to approve the renewal of the Executive Secretary's contract for the period of 2010-2011, **Mark** second, the motion passed unanimously.

Bud made a motion to conclude the board meeting, **Keith** second, the motion passed unanimously.

The board meeting adjourned at 4:00p.m.

Other Business

Proposed 2011 conference hosted by the Port of Everett

To do

T&E committee facilitators have been tasked with collecting the presentations and provide to **Cheryl** by the end of each conference. The facilitators are also tasked with providing bios on the speakers for the conference registrations and as inserts in the agenda.

Steve will facilitate a conference call with board members to discuss MFL's strategic plan report prior to the January board meeting.

Barbara Schwantes committee has been tasked with getting contact information from schools so that a form letter can be mailed to them with information regarding available scholarship and grant monies.

Current committee's and members

Budget – Chair-Tami, Lon, Keith, Steve

University Alaska Extended Learning – Chair Eric, Art, Hiltje, Lon, Cheryl
Marketing/Membership Drive – Chair Steve, Cheryl, Cliff
Barbara Schwantes Grant/Scholarship - Tami, Giuseppe, Bud, Leslie and Jeff
Strategic Plan - Steve, Jeff, Pam and Bill Cook