

Board of Directors Meeting
Red Lion Hotel, Olympia, WA
Friday, June 10, 2011
8:45am -12:00pm

Approved October 26, 2011

Board Members

Bud Shoemake, President - Port of Toledo
Mark Freeman, Vice President - Port of Siuslaw
Kevin Danberg, Board Secretary/Treasurer - Port of Edmonds
Kathy Wall, Board Pos. #10 - Port of Coos Bay

Absent

Lon White, Board Pos #1 – Port of Kodiak
Chuck Hackett, Board Pos. #2 – Ports and Harbors of Sitka
Mike Loy, Board Pos. #3, False Creek Harbour Authority
Leslie Taylor, Board Pos. #4 - Harbour Authority Association of British Columbia
Pam Taft, Board Pos. #5 - Port of Bellingham
Kathy Garcia, Board Pos. #6 – Port of Bremerton
Jeff Vander Kley, Board Pos. #7 – Salmon Harbor Marina
Anita Yao, Board Pos. #8 – Port of San Francisco
Suzie Howser, Board Pos. #9 - Humboldt Bay Harbor District
Tami Hayes, Immediate Past President – Port of Friday Harbor

Training & Education Committee

Eric Olsson - Chair

Staff

Cheryl and Cliff Maynard - Executive Secretary

Call to Order

President Shoemake called the meeting to order at 8:45am.

T&E Conference Recommendation

Eric remarked that the feedback from spring conference in San Francisco was positive. Overall the conference was very successful. T&E is going to get the conference agenda out to the membership 2-2.5 months in advance of each conference.

The board reviewed the proposed fall conference agenda. **Bud** will email the agenda to the board members for review and approval.

1. Note: The board meeting did not have the required five member quorum to vote on the draft conference agenda.
 - The board approved the proposed fall conference agenda via email.

Eric discussed providing an 8 hour hazwopper training session on the Tuesday prior to the membership meeting. The board asked **Eric** to email the membership asking for interest. If enough members are interest, **Eric** will set up the session with a certified trainer. **Eric** will look in to the charge for the session.

Eric announced that he will be retiring in a year. He is looking for his replacement in the education field.

Approval of April 2011 board meeting minutes

Bud made a tentative motion to approve the minutes as written, **Mark** second, the motion.

2. Note: The board meeting did not have the required five member quorum to vote on approval of the minutes.
 - The board approved the April minutes via email.

Financial Report

Cheryl reported that the account balances are as follows; General Checking \$4,266, General Savings \$27,548, Barbara Schwantes \$9,461 and T&E \$4,266. A short discussion ensued with no revision to the budget.

Mark made a tentative motion to approve the financial report, **Kevin** second, second the motion.

3. Note: The board meeting did not have the required five member quorum to vote on approval of the financial report.
 - The board approved the financial report via email.

Brainstorm the San Francisco conference for suggestions on improving the meeting outside of T&E's sessions

Bud suggested offering Wednesday's session at no charge to nonmembers. Members would sponsor up to 8 non-members by writing a recommendation to the board to sponsor the one day sessions. **Bud** will send out an email to the membership by July 1 advertising this opportunity. **Cheryl** will provide a ticket for the one day sessions. The goal is to encourage non-members to attend the full conference and to become members of the PCC.

Kathy offered to hold a membership drive Newport south to include Crescent City at her facility prior to the fall membership meeting.

Membership push for the upcoming conference in Olympia

The board will email contact information to **Cheryl** of marine facilities in their area that may have interest in attending the fall conference. **Cheryl** will mail letters to the potential conference participants.

Relationships with similar organizations

The board discussed potential organizations that may be beneficial to the PCC. The following were mentioned; Pacific Northwest Waterways Association, Northwest Marine Trade Association, Washington Public Ports Association, and Oregon Public Ports Association.

Other Business

Bud suggested that the board make the UASE extended learning modules a priority and get the modules completed this year. **Cheryl** will contact UASE to find the name of a student that has completed a module and ask for an article for the RangeMarker.

Bud would like to see the strategic plan followed through. The process will develop long-term goals for the PCC. This will also to beef up the organization with a solid foundation. **Bud** suggested a conference call with the University Alaska Extended Learning committee; Eric, Bud,

Lon, Cheryl and the UASE representative by mid July to talk about next steps to complete the modules.

CD

The board approved via email leaving the CD where it is for another 18 months.

Mark made a motion to adjourn the meeting at 12:00pm, **Kevin** second, the motion passed unanimously.

To do

Conference call with the University Alaska Extended Learning committee; Eric, Bud, Lon, Cheryl and the UASE representative by mid July to talk about next steps to complete the modules.

The board will email contact information to **Cheryl** of marine facilities in their area that may have interest in attending the fall conference. **Cheryl** will mail letters to the potential conference participants.

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Cheryl will contact UASE to find the name of a student that has completed a module and ask for an article for the RangeMarker.

The board discussed putting an article in marine trade magazines summarizing the extended learning program through the University of Alaska SE. **Tami** will look into the possibility of putting an article in Marina Dockage and NMTA waterways association. **Leslie** will look into BC trade magazine possibilities.

Current committee's and members

Budget – Chair-Bud, Lon

University Alaska Extended Learning – Chair Eric, Bud, Lon, Cheryl

Marketing/Membership Drive – Chair Empty, Cheryl, Cliff

Barbara Schwantes Grant/Scholarship - Tami, Giuseppe, Bud, Leslie, and Jeff

Strategic Plan - Jeff