

**Pacific Coast of Congress of Harbormasters & Port Managers
Board of Directors Meeting
San Francisco, California
November 4, 2003**

Attending Board Members

Ed Barrett, President - Port of Friday Harbor
Dean Shaughnessy, Vice President - Port of Everett
Jamie Sowers, Secretary/ Treasurer – Port of Ilwaco
Cheryl Maynard, Immediate Past President –Port of Olympia
Russ Johnson - Port of Skagit County
Rich Taylor – Crescent City Harbor District
Steve Toms - Port of Bremerton
Ray Majeski - Port and Harbors of Sitka
Linda Franz - Harbor Authority Association of BC

PCC Staff

Anne Beach – Executive Assistant

Absent Board Members

David Hull – Humbolt Bay Harbor District
Kim Shade – Port of St. Helens
Dan Thompson - Port of Brookings Harbor

Training and Education Members Present

Eric Olsson, Co-Chair - Washington Sea Grant Program

The Meeting was called to order by President Barrett at 3:02 PM.

Approval of Minutes

Majeski moved to approve the minutes. Toms seconded the motion, and the minutes were approved unanimously.

Conference update

Barrett indicated it has been difficult to form an agenda that works for both the California Harbormasters and PCC groups. He commended Olsson and Beach for their hard work and perseverance. Olsson stated that part of the difficulty was the fact that there was not a host port for this conference. Beach reported that the number of registrations is down – so far PCC is \$300 in the hole for the conference, but not everyone has paid yet. It was also noted that PCC staff had difficulty working with the motel (Holiday Inn).

Financial Report

Beach provided a Balance Sheet and a Budget vs. Actual (through 11/30/03) worksheet to the board. Shaughnessy requested that monthly statements be sent to board members so they can track the budget throughout the year. Barrett requested comparisons of the previous year be included in the Budget vs. Actual worksheet and then be distributed quarterly to board members. Shaughnessy made a motion that the previous year's budget be included in current Budget vs. Actual worksheets for comparison. Majeski seconded the motion, and it was carried unanimously.

In the expense section of the Budget vs. Actual worksheet, there is a \$2,612.86 expense

under board meetings, but the budget only reflects \$250 for that category. Beach will look into this and correspond via e-mail with Barrett, Maynard, and Shaughnessy.

Barbara Schwantes Raffle Appointments

Ray Majeski is in charge of the Barbara Schwantes raffle, and Steve Toms, and Linda Franz will sell raffle tickets.

University of Alaska Offer

Majeski reported that the University of Alaska is interested in utilizing the Internet for educating port/marina employees and possibly doing some on site education at harbors and specifically in Sitka, AK. The university is currently working with Olsson, wants to work in conjunction with the T&E Committee, and is currently looking at possible curriculum. The university has the ability to create a certification process in which PCC would become the certifying agency. The Alaska Harbormasters may want to work in conjunction with PCC on this project. There may something concrete to report as early as the January 2004 board meeting.

Barrett suggested PCC continue to follow through with this project, and the board agreed. Johnson wants to see the certification, or portions of it, occur at PCC conferences.

Conference Assignments

Sergeant at arms – Gregg Ermis
Meal ticket collection - Dean Shaughnessy
Check in desk – Linda Franz

30TH Annual Conference Update

This conference will be held in Newport and may include a number of life members. Beach suggested the Embarcadero as a place hold the conference. Tentative dates include April 20-23, 2004 or April 13-16, 2004 depending on facility availability.

Other Business

There was a general consensus that the board meeting, usually held in Portland, OR, be held at other various locations. As cost savings to the PCC organization, different ports will host the meetings providing snacks and a conference room. The Next T&E/Board of Directors meeting will be held at the Port of Olympia January 29-30, 2004.

It is time to enter into annual contract negotiations for the executive secretary position that renews and becomes effective 1/1/04. An evaluation committee consisting of Barrett, Maynard, Shaughnessy, Olsson, and Sowers will correspond via e-mail and teleconferencing. The committee will than meet with Ken Armstrong.

Olsson would like to pursue a membership campaign that lets people know about the existence of PCC. He is willing to donate the time and wants to develop a brochure. Barrett encouraged Olsson to pursue this project.

Barrett adjourned meeting was at 5:05 PM.