



# Lower Columbia Region Harbor Safety Committee

## LCRHSC MANAGING BOARD MEETING MINUTES

### Regular Meeting—May 13, 2015

The regular meeting of the Lower Columbia Region Harbor Safety Committee (LCRHSC) was held on Wednesday, May 13, 2015 at the Merchants Exchange of Portland. Chair Kirk Bonnin called the meeting to order at 0915 and a round of introductions of those present was held.

Managing Board Members in attendance:

Kirk Bonnin, Olympic Tug & Barge, <i>Chair</i>	Fred Myer, Port of Portland, <i>Vice Chair</i>
Ryan Paulson, WA DOE	Dan Jordan, Columbia River Bar Pilots
Kate Mickelson, CRSOA	Andy Meyer, Columbia River Yachting Assn.
Cale Karrick, Transmarine Navigation	Ernie Quesada, Clean Rivers Cooperative
Alyson Evans, MFSA	Holly Robinson, MFSA
Ken Lawrenson, USCG	CDR. Jon Hellberg, USCG
Liz Wainwright, Merchants Exchange	Robin Wright, Merchants Exchange
Hans Meere, EGT LLC	Eric Burnette, Oregon Board of Maritime Pilots

Present by proxy: Fred Harding, Shaver Transportation

*Not in attendance (1 representative per company): Roman Geigle, NWFF Environmental; Dennis Corwin, Portland Spirit; Duffy Daniels, Wihelmsen Ship Service; Jon Gornick, Army Corps of Engineers; Steve Woods, Columbia River Pilots; Ashley Helenberg, Port of Longview; Clark Jennison, Kirby Offshore Marine; Kristin Meira, PNWA; Stu Sanborn, Tidewater; Jim Townley, PIE; Mike Zollitsch, OR DEQ; Lars Uglum, Port of Vancouver USA. Susan Johnson, Secretary, Oregon Board of Maritime Pilots.*

*Also in attendance: Rebekah Canfield, LCRHSC Administrator, Merchants Exchange*

Items on the agenda include:

1. Importance of the Managing Board and the Mission of the LCRHSC

Chair Kirk Bonnin spoke briefly about the importance of participation at Managing Board meetings and the fact that the Managing Board has 6 meetings a year, lasting roughly 1 hour in order to conduct all business per year. All managing board members are encouraged to participate fully and attend ready to accomplish agenda items.

2. Review of Minutes

Approval for the minutes for January and March 2015 were postponed to the end of the

meeting in order to give time for board members to review.

### 3. Old Business

#### a. Update on budget and contact list management

Rebekah Canfield, LCRHSC Administrator gave a brief update on the status of the 2015 Budget. As of May 13, 2015, LCRHSC has raised enough funds to cover administrative costs for the year but still has 45% of funds estimated left to raise. Officers will be conducting outreach to members and companies that have not yet contributed.

Contact list management is a big priority for the LCRHSC and Rebekah will be working with members to curate a list and send mass emails from alternative software. Board members agreed that a solution to the Club Web source was necessary and Rebekah will work with Officers to identify a schedule for Board-specific announcements and information releases.

#### b. Agreement between Merchants Exchange and LCRSHC

Kirk reported to the Board that the service agreement between the Merchants Exchange and LCRHSC has been signed and is retroactive to January 1. The service agreement allows for the Merchants Exchange to take over administrative and financial management duties for the LCRHSC. There was no discussion.

#### c. Incorporation of LCRHSC

Kirk reported that the incorporation of the LCRHSC is still under review. No action for the managing board is necessary at this time. Liz Wainwright, Merchants Exchange Executive Director, will inquire as to whether or not incorporation is necessary due to the contribution structure and report back at the next meeting.

#### d. Review of Active Working Committee Reports:

Dan Jordan recommended that the Executive Steering Committee be removed off the agenda for future meetings. All present agreed. Dan Jordan also reported on the Navigation Sub Committee and recommended that the Incident Management Guidelines for Initial Actions and Communications proposed via email prior to the meeting be approved as is. Discussion over "mission creep" and how to ascertain what needs to be included followed. CDR Hellberg, USCG, recommended revisiting this topic as a potential topic for the National Harbor Safety Committee in 2016.

### 4. National Harbor Safety Committee 2016

Kirk provided a brief update on the status of the National Harbor Safety Committee. The decision to host in 2016 was made via email voting from the Managing Board. A quorum

was present for voting and the measure passed. Currently a local NHSC Sub-Committee has been formed and comprises of: Kirk Bonnin, Fred Myer, Liz Wainwright, Heather Stebbings, Ashley Hellenberg, Dennis Corwain, Kate Mickeslon and Jim Townely. The local committee is assisted by the staff at TRB who will be doing logistics for the conference. Currently, TRB is sending out RFP's for hotels and the LCRHSC is responsible for developing the agenda. More details will be discussed at the General Membership Meeting.

5. New Business/Good of the Order: None

6. Motion to Adjourn

Managing Board meeting adjourned at 1005hrs. m/s/a