

**ASSOCIATION of TERMINAL OPERATORS, STEVEDORING,
and SHIPPING COMPANIES of MICRONESIA
45th ANNUAL CONFERENCE MEETING
Saipan, Northern Mariana Islands
Seaside Hall, Kanoa Resort
August 1-2, 2018**

MINUTES

I. CALL TO ORDER

There being a quorum, the meeting of the ATOSSCOM Annual Conference was called to order at 1:35 p.m., Wednesday, August 1, 2018. Present at the meeting were:

Michael T. Demapan, President
Charles B. Stinnett, Vice President
John B. Santos, Secretary
George Torwan, Treasurer (**Absent**)

Regular Members

Present: Commonwealth Ports Authority, Eurasia Pacific Lines, Federated Shipping Company, Kosrae Terminal and Stevedoring Company, Majuro Stevedore and Terminal Company, Mariana Express Lines, Matson, Palau Shipping Company, Pohnpei Port Authority, Port Authority of Guam, Rota Terminal and Transfer Company Inc., Saipan Shipping Company Inc., Saipan Stevedore Company Inc., Truk Transportation Company

Absent: Belau Transfer and Terminal Co., Kosrae Port Authority, Norton Lilly International, Palau Sea & Air Transportation, Pohnpei Transfer and Storage, RMI Ports Authority, WAAB Transportation Company

Associate Members

Present: Ambyth Shipping and Trading, Pacific Shipping Inc., Swire Shipping Owners Marshall Islands

Absent: Kyowa Shipping Company, Marianas Steamship Agency, Omega Safety Compliance Asia Pacific, Seabridge Inc., Triple B Forwarders Inc.

II. ADOPTION OF MINUTES

1. **44th Annual Meeting held in Majuro, Marshall Islands, July 25-27, 2017:** Kosrae Terminal and Stevedoring Company made motion to adopt the minutes, seconded by Pohnpei Port Authority. Motion was unanimously passed.

III. FINANCIAL REPORTS

There were no objections to table this item until the arrival of the Executive Committee Treasurer George Torwan on August 2, 2018.

IV. DEVELOPMENTAL UPDATES/UPGRADES

Majuro Stevedore and Terminal Company

- building up reefer station to accommodate 200 reefer double stack 40 footers
- have two containerized gensets to accommodate 44 reefer outlets
- constructing a four-story commercial building estimated at \$3M
- venturing in capitalizing on the growing tuna industry in the islands

Saipan Stevedore Company Inc.

- recently purchased over .5M additional equipment within the past two years
- upgrades made to backup power source
- additional improvements to the Port of Saipan

Swire Shipping Owners Marshall Islands

- port of call to Majuro, Saipan, Guam through carrier agreement

Federated Shipping Company (FSCO)

- recently purchased Top Picks from Saipan Stevedoring

Kosrae Terminal and Stevedoring Company

- acquired a Top Lifter from Majuro Stevedoring Company

Matson

- recently Christian a new ship "Daniel K. Inouye"
- improvements are being addressed in Hawaii to support this region
- new ship anticipated to route to Majuro by end of third quarter this year

Amblyth Shipping and Trading

- recently added additional chassis and three new tractors in Guam
- upgraded tractors and chassis in Saipan

United States Coast Guard

- LCDR J.J. Schock introduced himself as the newly reported USCG Sector Guam as the Prevention Department Head. (Replacement of CDR Christy Casey)

Rota Terminal and Transfer Company Inc.

- currently there is one vessel calling Rota port which is Saipan Shipping and understands that another vessel will be providing services in the area soon which is a plus

V. PRESENTATIONS

1. *Bond-Financed CIP Program (Public Law 34-70)* – Port Authority of Guam
2. *Port of Saipan Master Plan Update* – GHD Consulting Engineers
3. *Port of Tinian and Rota Master Plan Update* – PEGS Consulting Engineers

VI. WATER TRANSPORTATION TRAINING PROGRAM

Secretary Santos mentioned that the Water Transportation Training Program was made possible through an MOU by and between the parties of ATOSSCOM, Port Authority of Guam, Matson Navigation, and Marianas Steamship Agency which was executed on May 2018. The MOU allows for two (2) trainee slots to be trained for four (4) consecutive weeks. He stated this year's training program took place July 2-27, 2018 and the trainees that participated were from Pohnpei Port Authority John Ezekio and Saipan Stevedore Company John Acosta. The trainees were housed in *Inn on the Bay* at the village of Agat. The training program exposed the trainees to the processes of the warehouse, gate operation, terminal layout and operation, vessel tour, safety briefing, cargo handling and equipment operation.

Saipan Stevedore Company Assistant General Manager Lee Cabrera thanked ATOSSCOM and parties for the opportunity of allowing their employee John Acosta to participate in the training program. He understands that the training program provided Mr. Acosta with a firsthand experience in the Port of Guam operations which will serve beneficial to the Port of Saipan. Mr. Acosta shared his learning experience on the Port of Guam issuing, loading and the different levels of operating the equipment against cargo. Secretary Santos mentioned that Certificates of Completion have been prepared for the two trainees.

1. **Next Training Program Participation:** Secretary Santos said the participants for the next training program are representatives from the islands of Yap and Chuuk. He reminded those present about the 'Participation Criteria' of the Water Transportation Training Program, which states in part:

- Must be a Terminal/Stevedoring Company
- Must be a Regular Member for a minimum of five (5) years
- Must be in good standing with the association for five (5) consecutive years
- Trainee fills out Trainee Application Form and sends a copy of the form to include a copy of his/her passport via facsimile/email to the Port Authority of Guam one (1) month in advance of schedule training date.
- Upon receipt of the trainee application a copy of the signed MOU by the Guam based sponsor members and a copy of the Indemnification and Hold Harmless Agreement form will be sent via facsimile/email to the Agency/Company providing the trainee and the trainee to sign and acknowledge. Agency/Company to send completed forms back to PAG via facsimile/email for processing.
- Guam based sponsor PAG will request from the ATOSSCOM Board Treasurer for check disbursement for per diem in the name of the trainee.
- The per diem will be in the amount of \$980.00 = 28 days x \$35.00 for two (2) trainees \$1,960.00 for the training period to cover meals, land transportation, and miscellaneous expenses.

VII. ANNOUNCEMENTS

1. **Day Three:** For those attending the Picnic at the Managaha Island to register with Association Support Staff.

2. **45th Annual Conference Meeting T-Shirts:** All members to register their sizes with the Association Support Staff.

3. **Day Two:** Refreshments will be available at 8:30 a.m.; thereafter, the annual conference meeting will resume at 9:30 a.m. on Thursday, August 2, 2018 at the Saipan Seaside Hall Kanoa Resort.

4. **Dinner Reception:** The dinner reception for this evening will be held at 6:00 p.m. at the Joe's Bar and Grill.

RECESSED: The annual conference meeting recessed at 2:50 p.m.

RECONVENED: The annual conference meeting reconvened at 10:00 a.m. on Thursday, August 2, 2018. Present at the meeting were:

Michael T. Demapan, President
Charles B. Stinnett, Vice President
John B. Santos, Secretary
George Torwan, Treasurer

Regular Members

Present: Commonwealth Ports Authority, Eurasia Pacific Lines, Federated Shipping Company, Kosrae Terminal and Stevedoring Company, Majuro Stevedore and Terminal Company, Mariana Express Lines, Matson, Palau Shipping Company, Pohnpei Port Authority, Port Authority of Guam, Rota Terminal and Transfer Company Inc., Saipan Shipping Company Inc., Saipan Stevedore Company Inc., Truk Transportation Company, WAAB Transportation Company

Absent: Belau Transfer and Terminal Co., Kosrae Port Authority, Norton Lilly International, Palau Sea & Air Transportation, Pohnpei Transfer and Storage, RMI Ports Authority

Associate Members

Present: Kyowa Shipping Company, Seabridge Inc., Swire Shipping Owners Marshall Islands

Absent: Ambyth Shipping and Trading, Marianas Steamship Agency, Omega Safety Compliance Asia Pacific, Pacific Shipping Inc., Triple B Forwarders Inc.

VIII. PRESENTATIONS

1. *Conditions of Entry* – United States Coast Guard
2. *Fisheries Development and Joint Periodic Meeting Initiative* – Majuro Stevedore and Terminal Company

IX. FINANCIAL REPORTS

Bank of Guam

Description	Beginning Balance	Ending Balance
	7/17/2017	7/31/2018
Checking Account	\$60,036.84	\$59,066.45
Time Deposit Account	\$27,390.95	\$27,423.38
	\$87,427.79	\$86,489.83

2018 Membership Fee Payments

Membership	Amount Paid	Projected Fees
Regular Members	\$7,000.00	\$10,500.00 @ 21 members * \$500.00
Associate Members	\$450.00	\$4,050.00 @ 9 members * \$450.00
	\$7,450.00	\$14,550.00
<i>Note: Payments made recently will be reflected on the next financial report.</i>		

Secretary Santos reminded the members to address their delinquent accounts as soon as possible for year 2018 and prior years. If payments have already been made, members were advised to inform the Executive Committee Treasurer. It was also mentioned that \$100.00 from each membership dues will be applied towards the Alfred Santos Training Scholarship Fund to support the Water Transportation Training Program.

2019 Budget Revenue

Membership	Anticipated
Regular Members	\$10,500.00 @ 21 members * \$500.00
Associate Members	\$4,050.00 @ 9 members * \$450.00
Guest Fee Avg.	\$1,400.00 @ 28 guests * \$50.00
	\$16,400.00

Secretary Santos reminded the members that for any proxy (ies) in representation of other guest members will be responsible to pay the dues of \$50.00 per guest.

2019 Budget – Expense

Description	Amount
Executive Meeting <ul style="list-style-type: none"> • Venue • Luncheon/Dinner 	\$1,500.00
Annual Conference <ul style="list-style-type: none"> • Venue • Banners, Badges, Membership Certificates 	\$5,000.00
Legal Services	\$250.00
Website Maintenance	\$2,100.00
Training Per Diem (28 days x 2 pax @ \$35.00)	\$1,960.00
Bank Service Charge (12 months @ \$3.00)	\$36.00
Total Expense:	\$10,846.00
Net Income/Loss	\$5,554.00

The Summary of Membership Payments for the period of FY2009 thru FY2018 as well as the Statement of Activities as of July 31, 2018 were provided to the members for their information. Motion was made by Commonwealth of Ports Authority to accept the Financial Report as presented, seconded by Palau Shipping Company. Motion was unanimously approved.

X. ELECTION OF OFFICERS

1. **Nomination for President and Vice President:** Secretary Santos explained that nominations will be made for the companies rather than individual nominees. If accepted, such company will decide within their organization who will serve as the ATOSSCOM Executive Officer. The floor is now open for nominations.

Saipan Stevedore Company was nominated as the President. Majuro Stevedore and Terminal Company was nominated as the Vice President. Motion to close the nomination was made by Matson, seconded by Majuro Stevedore and Terminal Company. Motion was unanimously approved. Election of Officers as accepted for President is Saipan Stevedore Company and for Vice President is Majuro Stevedore and Terminal Company.

XI. NEXT MEETING SITE (2019 & 2020)

Secretary Santos mentioned that normally ATOSCCOM Annual Conference is held in conjunction with the Micronesia Shipping Commission (MSC); however, this year was not the case due to prior obligations of the ATOSSCOM Executive Officers. He stated that Article VI of the Constitution indicates that the association shall be at such interval and at such times and places as may be provided by the By-Laws; provided that in the case of emergency the President may cancel; postpone or change the date or place of holding a conference. Secretary Santos further stated that Section 18 of the By-Laws indicates that the conference of the association shall be held at least one time per year, so as far as practicable, and at such time and place as

shall be determined by the Executive Committee. Such determination shall be made not less than three months prior to holding of such conference. The Secretary, or the designated conference Chairman shall within one month after its preparation and approval, advise all members in writing of the proposed conference agenda as determined by the Executive Committee.

He mentioned that in moving forward and to ensure the working relationship with MSC that every effort is made to hold the association's annual conference in conjunction with MSC where practical. Majuro Stevedore and Terminal Company made motion for the ATOSSCOM Executive Officers to coordinate with Micronesia Shipping Commission on the next annual conference meeting schedule for the years 2019 and 2020. Motion was seconded by Truk Transportation Company and was unanimously approved.

XII. ANNOUNCEMENTS

1. **Dinner Reception:** The members were reminded of the dinner reception this evening at 6:00 p.m., Joe's Bar and Grill.
2. **Day Three:** Due to inclement weather, the Picnic at the Managaha Island has been relocated to the Botanical Beach Club.

XIII. HOSTS FOR REFRESHMENT, LUNCH AND DINNER RECEPTIONS

ATOSSCOM, Swire Shipping, Mariana Express Lines, CTSI, Eurasia Shipping, Sea Air Transportation Agency & Pacific Shipping Inc., Ambyth Shipping and Trading Inc., Commonwealth Ports Authority, Majuro Stevedore and Terminal Company, Saipan Stevedore Company Inc., Saipan Shipping Company Inc., Kyowa Shipping Company Ltd, and Matson.

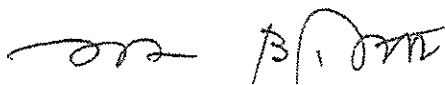
XIV. ADJOURNMENT

There being no further business to discuss, it was moved by Majuro Stevedore and Terminal Company, seconded by Mariana Express Lines to adjourn the meeting at 11:55 a.m. The motion was unanimously passed.



MARGRET N. DUENAS, Recording Secretary
(proxy)

APPROVED BY:



JOHN B. SANTOS, Secretary