

MINUTES

**Board of Directors of the
Houston Ship Channel Security District**

**Houston, Texas
April 13, 2010**

The regular meeting of the Board of Directors of the Houston Ship Channel Security District was convened on April 13, 2010 at 9:30 a.m. The meeting was held at West Gulf Maritime Association, Board Room, Third Floor, 1717 Turning Basin Drive, Portway Plaza Building, Houston, Texas 77029. The following Directors were present:

Beth Bowles
Clayton Curtis
Greg DeLong
Richard Henderson
Robin Riley
Tom Schroeter
Mark Skobel
Steve Stewart
Lawrence Waldron
Ray Yellig

Harry Engelhardt, Jr. was absent

Chairman Riley called the meeting to order at 9:31 a.m. Secretary Schroeter read the following statement to all present:

“The Board of Directors of the Houston Ship Channel Security District will now convene in a closed meeting, as permitted by the Texas Open Meetings Act and Government Code, to deliberate regarding public officials, and security-related matters. The Board will reconvene in public session after the closed meeting is adjourned.”

Immediately thereafter the Board retired into closed session at 9:32 a.m.

The Board of Directors of the Houston Ship Channel Security District reconvened in open session at 9:46 a.m.

Chairman Riley asked for approval of Minutes for the March 23, 2010 Special Meeting. Director DeLong moved and Director Bowles seconded that the Minutes be approved. Motion passed unanimously.

Chairman Riley asked for approval of Minutes for the March 29, 2010 Special Meeting. Director Yellig moved and Director Curtis seconded that the Minutes be approved. Motion passed unanimously.

Chairman Riley asked for approval of Minutes for the April 6, 2010 Special Meeting. Director DeLong moved and Director Curtis seconded that the Minutes be approved. Motion passed unanimously.

Director DeLong advised the Directors that he would be willing to serve as Vice Chairperson, of the Houston Ship Channel Security District. Director Henderson seconded the nomination. Chairman Riley asked if there was any discussion or other nominees, there were none. Motion passed unanimously.

Director Bowles nominated Director Curtis to serve as Treasurer of the Houston Ship Channel Security District. Director DeLong seconded the nomination. No discussion. Motion passed unanimously.

Discussion ensued regarding the Mission Statement. Director Bowles, Curtis, Waldron and DeLong presented a draft Mission Statement to the Board for their consideration. After a brief discussion regarding small changes, the following statement was adopted:

“The Houston Ship Channel Security District, in accordance with Chapter 68 of the Texas Water Code and other applicable laws, will endeavor to provide an integrated strategy to increase the level of security for both the waterside and landside facilities within the District. The goal of the District strategy and services is to increase preparedness and response to potential security threats by providing reliable, cost effective security systems. The District will promote projects to deter future security threats as identified in ongoing vulnerability and threat assessments.”

Director Stewart moved and Director Schroeter seconded that the above Mission Statement be adopted. Motion passed unanimously.

After the drawing of straws to determine initial term lengths for Zone 1, Director Richard Henderson agreed to serve a one year initial term and Director Clayton Curtis agreed to serve a two year initial term.

Chairman Riley asked if there were anybody in the audience that wished to address the Board. Mr. Kerry Spaulding, Protective Security Advisor, Houston District, Department of Homeland Security, advised the Directors that they need to obtain security clearances in order to receive certain security information from various agencies and groups. He stated that such clearance takes a while to obtain and it would be best to start the process immediately.

Chairman Riley handed to the Directors a draft budget for their review. After discussion it was decided that a sub-committee be formed and report to the Directors at the next regularly scheduled Board Meeting. The following Directors volunteered to be on the sub-committee:

Director Curtis
Director DeLong
Director Yellig
Director Skobel
Chairman Riley

It was suggested that as a possible Agenda item for the next regularly scheduled meeting that Mr. Pat Bellamy be invited to give a presentation to the Board regarding assessments.

Director Henderson moved and Director Schroeter seconded that the budget be tabled and discussed at the next regular meeting of the Board of Directors. Passed unanimously.

A brief discussion was held regarding the Bylaws. Director Bowles suggested that a sub-committee be appointed for the Bylaws. The following Directors volunteered to be on the Bylaws sub-committee:

Chairman Riley
Secretary Schroeter
Director Bowles

Director DeLong moved and Director Bowles seconded a motion that the Bylaws be tabled until the next regular meeting of the Board of Directors. Passed unanimously.

Director Bowles led a discussion regarding training. She suggested training and presentations from various groups regarding CFATS, Grants, NIMS, Roberts Rules of Order, and other topics that are of interest to members of the Board. She also suggested that the following persons might give presentations to the Board at future dates: Steve Roberts, Rick Deel, John Walker and others having special knowledge of such topics.

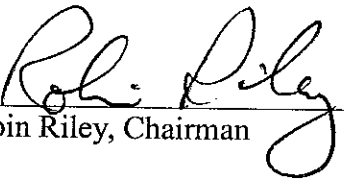
Director Bowles stated that she would like to see a "training" agenda item each month and also have available what training is offered on line. Discussion ensued about a "training" sub-committee. No further action was taken.

Director DeLong discussed the frequency of meetings stating that the Board might want to consider meeting more than one time a month. He also suggested that the locations of the meetings be at various different locations. Director Lawrence suggested that there be one regular monthly meeting and that the sub committees meet and report their findings at the regular Board of Directors Meeting. Secretary Schroeter suggested that if the Board wanted to visit different "security stakeholder" locations (e.g. Command and Emergency Operation Centers, the Port Authority's Port Coordination Center, companies like Shell Oil and other petrochemical and chemical member industries in the District etc.), that the Board might vary its meeting locations. No further action was taken.

There being no further business to come before the Board, Director Waldron moved and Director Yellig seconded that the meeting adjourn. Passed unanimously.


Next regularly scheduled meeting of the Houston Ship Channel Security District Board of Directors, Tuesday, May 11, 2010, 9:30 a.m. at WGMA.

The above is a correct copy of the Minutes of the April 13, 2010 meeting of the Board of Directors of the Houston Ship Channel Security District.



Robin Riley, Chairman

ATTEST:



Thomas G. Schroeter
Secretary