

## Minutes of the Board of Directors Meeting January 8, 2013, LMS Office

Call to Order: The meeting was called to order at 9:00 A.M	Action By
<ul style="list-style-type: none"> <li>• <b>Attendance:</b>  <b>Directors:</b> Barrie McDonald, Doug Bell, Cliff Fisher, Sonny Hockey, Betty Pearson, Carlos Pereira, Michelle Frazer, Jim Phillips  <b>Guests:</b> Marnie Craig, Shirley Blackstaff, Paul Notte, Tammy Leslie  <b>Executive Director:</b> Tom Irwin</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Agenda:</b> The January 2013 agenda was approved.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Approval of Prior Minutes:</b>  <b>Motion - Moved by Betty Pearson that the minutes of the November 7, 2012 Special Meeting Minutes be approved.</b> <span style="float: right;"><b>Carried</b></span>  <b>Motion – Moved by Sonny Hockey that the December 11, 2012 minutes be approved</b> <span style="float: right;"><b>Carried</b></span>  <b>Motion – Moved by Sonny Hockey that the Draft AGM minutes of December 5, 2012 be approved</b> <span style="float: right;"><b>Carried</b></span></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Treasurer’s Report</b>            Barrie McDonald introduced Tammy Leslie of Atchison Palmer Leslie (C.A.s) to the Board Members and guests. Tammy Leslie advised that the accounting standards for not-for-profit organizations have changed and that the Board will have to decide which procedure to use. Tammy Leslie, after a description of the 2 types of procedures, namely the International Financial Reporting Standards (IFRS) and the Accounting Standards for Not-For Profit Organizations recommended that LMS adopt the latter.  <b>Motion – Moved by Betty Pearson that LMS adopt Part 111 of the CICA Handbook Accounting Standards for Not-For-Profit organizations.</b> <span style="float: right;"><b>Carried</b></span>             Betty Pearson and Tammy Leslie have tentatively set a time in August to discuss adoption of the new procedure.             Tammy Leslie left the meeting at 9:15 a.m.             Betty Pearson presented the Treasurer’s Report, including an update on the budget outlook. A discussion was held on the lack of an adequate cash reserve and the need to rectify this situation.  <b>Motion - Moved by Betty Pearson-to accept the Treasurer’s Report</b> <span style="float: right;"><b>Carried</b></span></li> </ul>	Betty Pearson



• **Executive Director's Report – Tom Irwin**

Tom Irwin presented his report, which focused on the performance of LMS, with emphasis on marina operation and volunteer status. He recommended that Board Members and committee leaders keep track of their hours on Board activities and submit these hours to Tom Irwin on a monthly basis. Tom Irwin will send out a monthly reminder to the relevant parties. Tom noted that revenues from moorage were on budget. He mentioned also that there were 3 annual moorage spaces to fill and that 125 contracts were in effect. There are 55 prospective moorers on the waiting list including 14 out-of-area ones. It was recommended a reservation system be implemented for temporary winter and summer moorers. A discussion was held on the exact length of side-tie winter moorage available. Tom Irwin is to provide an accurate figure on winter moorage availability. Of the total available length, 100 feet will be kept for winter visitors.

Tom Irwin

Paul Notte reminded the Board that the safety meetings are held at 10:00 a.m. on the first Sunday of the Month at the LMS Welcome Centre.

Paul Notte left at 9:30 a.m.

A discussion was held as to whether or not the boathouses moorage rates were sufficient to generate as much revenue as could be generated with open moorage in that space. Carlos Pereira will investigate this question.

Carlos Pereira

Tom Irwin distributed a marina stewardship sheet. Board members were requested to get back to Tom with any suggestions they would have for making the monthly report more useful to them.

All Board members

Jim Phillips arrived at 9:45 a.m.

**Additional Business Items:**

**1. Moorage Rates for 2013-2014**

Tom Irwin presented a sheet listing the moorage rates at other nearby marinas. The current budget outlook was reviewed. A discussion was held regarding LMS moorage rates for 2013-2014.

A vote was held and carried on the following moorage rates for 2013-2014:

Boathouses - increased by 15%, from \$0.37/sq.ft/mo to \$0.43/sq.ft/mo (see NOTE, below)

Annual open moorage - increased by 15%, from \$5.77/ft/mo to \$6.64/ft/mo

Winter seasonal open rates to be left as is - \$8/ft/mo (\$8.50/ft/mo if paid monthly)

Summer seasonal open - left as is - \$6.10/ft/mo

Visitor - remain at \$1.35/ft the first night and \$1.00/ft subsequent nights

Tom Irwin  
Betty Pearson

(NOTE: Following Carlos Pereira's review of efficiency of use of marina space by boathouses vs open moorage the Board decided unanimously by e-mail poll on January 24, 2013 that the moorage rate for boathouses for 2013-2014 would be increased by 24.3% to \$0.46/sq.ft./mo.)

A group led by Tom and Betty Pearson will update the moorage contract, review any changes with the lawyer and present the new contract to Board Members for approval on February 12.

Paul Notte returned at 10:25 a.m.

**2. Members/Moorers Meeting**

After discussion it was agreed that the agenda would include:

The new moorage rates and reasons for the increase

The latest budget figures

Heritage and Cultural project

The latest Festival proposal

Tom Irwin  
Michelle Frazer

The meeting will be held on Feb.7 at 1900hrs in the LMS Welcome Centre .

Michelle Frazer agreed to help Tom Irwin with drawing up the agenda and speakers.



### 3. Maritimer

Tom Irwin mentioned the upcoming edition of the Martimer:  
There will be an editorial and members' input section.  
Tom Irwin, Marnie Craig and Gillian Murad will form the editorial board.  
The next issue of the Maritimer is slated for January 23<sup>rd</sup>.

### 4. **Board Planning Session**

Michelle Frazer reported that she received 9 surveys with 3 more due. She preferred an 80% return rate otherwise she would suggest modifications to the agenda.

It was decided to proceed with the agenda as is.

The meeting will start at 8:00 a.m. at the LMS Welcome Centre, on January 11<sup>th</sup>.

### 5. **Heritage and Cultural Centre – Marnie Craig**

A concept plan was distributed to the Board Members and guests, outlining what had been completed to date and a timeline for the remainder of the project. A model on site was used to explain where various display items would be placed.  
Marnie Craig also mentioned that she and Shirley Blackstaff would be canvassing for donations to reduce costs. The issue of security for unit "M" was mentioned and Marnie Craig suggested that security measures not be implemented at this time due to costs.  
Other issues discussed were the need to maintain communications with all heritage activities in Ladysmith, and to seek out a broader volunteer basis.  
The project is presently slated for a May 15 opening.

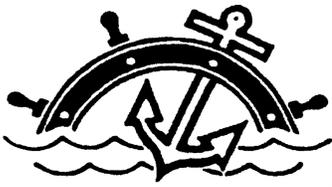
A Board Member questioned whether the pace at which the Heritage and Cultural center is proceeding should be slowed in order for the Stz'uminus First Nation's participation to be accommodated. Marnie Craig suggested that she could contact personnel of the SFN and see in what way she can help them in their plans to participate.

Shirley Blackstaff pointed out there was still time to bring SFN on board, as the timeline for preparing Unit "M" may have to be extended a little, before the display work begins.

The Board Members voted as to whether or not to proceed with the present timeline. The Motion was carried, with one member opposing.

Tom,  
Marnie Craig,  
Gillian Murad

Marnie Craig



# Ladysmith Maritime Society

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<ul style="list-style-type: none"> <li>• <b>Other Business</b></li> </ul> <p><b>Property Taxes</b> Barrie McDonald advised that we have until the end of January 2013 to appeal LMS's assessment and he recommended that we do this. The Board agreed to appeal the assessment.</p> <p><b>2010 Fire Claim</b> Barrie McDonald stated that LMS should proceed with data gathering for the discovery process. Dave Ehrismann has agreed to represent LMS at the discovery process.</p> <p><b>Dry dock aground on Slack Point</b> Barrie McDonald advised that the Province would like to dispose of the dry dock by sinking it in deep water. It has been suggested that a letter from LMS to the Province supporting this method of disposal would be helpful. The board Members agreed to provide such a letter.</p> <p>Michelle Frazer left the meeting at 12:18 p.m.</p> <p>Doug Bell suggested that the Board should table a discussion on space utilization in the Legacy Expo Building for future consideration.</p>	Barrie McDonald
<ul style="list-style-type: none"> <li>• <b>New Members</b></li> </ul> <p>The Board approved membership applications for Allan &amp; Diana Gould, John &amp; Shirley Prissick, Barry Jones and Debbie Williams Cameron.</p>	
<ul style="list-style-type: none"> <li>• <b>Next Meeting</b> – will be held at 9 a.m. on February 12, 2013</li> </ul> <p>The meeting was adjourned at 12:30 p.m.</p>	