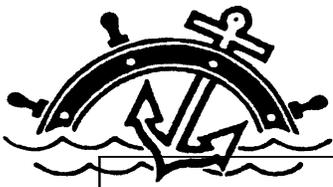




Minutes of the Board of Directors Meeting
October 15, 2013, LMS Office

Call to Order: The meeting was called to order at 9:00 am.	Action By
<ul style="list-style-type: none"> • Attendance: Directors: Barrie McDonald, Doug Bell, Cliff Fisher, Sonny Hockey, Betty Pearson, Michelle Frazer, Jim Phillips Guests: Marnie Craig, Shirley Blackstaff Executive Director: Tom Irwin 	
<ul style="list-style-type: none"> • Agenda: The agenda was approved with two additions. 	
<ul style="list-style-type: none"> • Approval of Prior Minutes: <i>Motion - Moved by Sonny Hockey that the minutes of September 10, 2013 be approved.</i> Carried 	
<ul style="list-style-type: none"> • Treasurer's Report – Betty Pearson Betty presented the Treasurer's report and informed the Board Members of the following: The sewage pump-out costs have been recovered, the 2011 lease cheque has been cancelled and a gaming grant in the amount of \$17,225 has been received. Also, a cheque was sent to moorers who had overpaid their power bill. Doug Bell suggested and the Board agreed that a letter of thanks should be sent to the Deputy Minister of B.C. gaming. Doug Bell will send the letter. Jim Phillips arrived at 9:05 a.m. <i>Motion - Moved by Betty Pearson to accept Treasurer's Report.</i> Carried Marnie Craig arrived at 9:10 a.m. 	Doug Bell
<ul style="list-style-type: none"> • Executive Director's Report – Tom Irwin Tom presented the Executive Director's report in which he advised that LMS has purchased used docks from Saltair Marine at a cost of \$3,000. The docks are 130' long and 8' wide and the intent is to use them at the end of "A" dock. Tom mentioned that there is an Enterprising Non-Profit (ENP) workshop slated for October 22nd in Victoria. Attending the workshop qualifies a non-profit organization to apply for an ENP technical assistance grant. Barrie McDonald questioned how important it would be to have a representative there and, if so, whether in view of staff changes underway just now whether it could be someone other than Tom. Tom advised that the vessel Green Sea that was offered to LMS and to which LMS did not respond in time was sold. Accordingly, Tom proposes that LMS should recruit a volunteer to explore boat donor programs that are currently being practiced in North America. Tom further suggested that LMS should move forward with such a program, which is fundamental to LMS's heritage boat endeavors. Barrie McDonald recommended that we identify a member willing to lead this process.. 	Barrie McDonald



<ul style="list-style-type: none"> • Executive Director's Report – Tom Irwin Tom commented on the rapport he has with Maritime Museum of B.C. personnel and the possibility that the historic vessel "Dorothy" could be berthed at LMS. <p>Tom has received a number of comments from members regarding the present personnel change and they expressed their willingness to work with him.</p> <p>Tom reported that the revenue is up by 3% over the budgeted amount and also that the annual visitor revenue is up.</p> <p>The progress of acquiring the Kayak space, the lease wording for unit "M", and the application to the Town regarding signage for the Harbour Heritage Centre were discussed.</p> <p>Doug Bell mentioned that a request for a grant has been submitted regarding the extension of the visitors' dock.</p> <p>The activities of Cliff/Dianna Fisher and Rob Pinkerton regarding volunteers were discussed. Shirley Blackstaff provided to Cliff Fisher a list she had compiled of volunteer positions that LMS requires, both those that are filled and where there are vacancies. Tom mentioned that John Dul has a computerized program for creating volunteer lists and tracking of hours.</p>	
<ul style="list-style-type: none"> • 2013 – 2014 Budget Betty Pearson: Betty presented the 2013-2014 Budget for review by the Board and advised that the gaming grant has been received and deposited. As a result, the Museum budget has been increased by \$5,000 to restore it to the original amount requested. <p>Marnie Craig commented that LMS needs to monitor the level of LMS funds provided for the Museum and Heritage Cultural Centre as opposed to relying on grants.</p> <p><i>Motion - Moved by Betty Pearson to accept the 2013-2014 budget. Carried</i></p> <p>Sonny Hockey will have the 2013-2014 Budget uploaded to the website.</p> <ul style="list-style-type: none"> • New Administration Position – Doug Bell Doug presented to the Board a report detailing the scope and process of identifying a suitable candidate for the position of "Chief Administration Officer". The Board agreed to a salary range and agreed that the title would be 'Business Manager. Doug will e-mail an updated proposal to the Board members and guests. It was agreed to advertise the position in next week's Chronicle. 	<p>Sonny Hockey</p> <p>Doug Bell Betty</p>



<ul style="list-style-type: none"> Newsletter – Marnie Craig The contents of a proposed newsletter were discussed and agreed upon. Tom Irwin suggested that information regarding LMS's affairs should be sent to the members more often. Shirley Blackstaff agreed to co-ordinate the newsletter and a copy would be e-mailed to members on October 30th. Betty Pearson will send nomination information to members by October 17th. The agenda for a members' meeting was discussed. It will be held at 7:00 pm, November 6, in the Welcome Centre. Michelle Frazer left at 12:07 pm. <ul style="list-style-type: none"> AGM – related issues Betty Pearson suggested that for now we don't change our year-end timing, but next year delay our budget preparation until post Labour Day and target budget approval for the end of October. This was discussed and accepted by the Board. Doug Bell left at 12:45 p.m. Director nominations were discussed. Barrie McDonald volunteered to ask Michelle Frazer whether she would be willing to act as nomination process leader. There are four vacancies this year – three 3-year terms due to expiry of terms for Bell, McDonald, and Pearson, and one 2-year term due to the resignation of Frazer at year-end. 	<p>Shirley Blackstaff</p> <p>Betty Pearson</p> <p>Barrie McDonald</p>
<ul style="list-style-type: none"> Next Meeting – to be held at 9:00 am on November 12th. The meeting was adjourned at 12:50 pm. 	