



## Minutes of the Board of Directors Meeting September 10, 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></li> <li><b>Directors:</b> Barrie McDonald, Doug Bell, Cliff Fisher, Sonny Hockey, Betty Pearson, Carlos Pereira, Michelle Frazer, Jim Phillips</li> <li><b>Guests:</b> Shirley Blackstaff, George Creek, Earl McKeown, Larry McCoy, John Beames</li> <li><b>Executive Director:</b> Tom Irwin</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Agenda:</b> The agenda was approved with two additions.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Approval of Prior Minutes:</b> <i>Motion - Moved by Sonny Hockey that the minutes of July 9, 2013, including addendum, be approved. <b>Carried</b></i></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Treasurer's Report – Betty Pearson</b> Betty presented the Treasurer's report and informed the Board Members of the following: The property tax rebate in the amount of \$11,744.74 has been received and was deposited into the reserve fund. The power usage invoices from April 1<sup>st</sup> to July 31<sup>st</sup> were sent out August 30<sup>th</sup>. Credits in the amount of \$2,010.24 from power deposits received from moorers in 2012 are still on accounts and will be returned in September.  It was agreed that the AGM would be held on December 4<sup>th</sup> at 7:00 p.m. at the Welcome Centre.  Michelle Frazer suggested that a discussion should be held at the next Board meeting regarding what LMS is looking for in new applicants for directors on the Board.  <i>Motion - Moved by Betty Pearson to accept Treasurer's Report. <b>Carried</b></i></li> </ul>	Michelle
<ul style="list-style-type: none"> <li>• <b>Executive Director's Report – Tom Irwin</b> Tom presented a report detailing the various grants programs that LMS might consider. These include grants that would apply to dock improvements and an addition to the visitor's dock.  In addition Tom advised as follows: <ul style="list-style-type: none"> <li>• budget meetings were held with all group leaders.</li> <li>• met with Sarah Morden and Kim Martin to review all possible grants</li> <li>• acknowledged the amount of volunteer time John Dul has spent in improving the Marina Management System and POS</li> <li>• acknowledged the tremendous help from Marcus Daniels, the summer student</li> <li>• Debbie Cameron-Williams has found employment elsewhere and will not be tending the café.</li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>• <b>Executive Director's Report – Tom Irwin</b></li> <li>• Summer boat shows attended by <i>Saravan</i> were summarized</li> <li>• reports of theft and potential trip hazards reported by the wharfinger</li> </ul> <p>Barrie McDonald recommended and it was agreed that a letter of appreciation be sent to Marcus Daniels with a copy to Chief John Elliott.</p> <p>Betty Pearson suggested that the membership should be advised when and where the LMS's heritage vessels will participate in boat shows.</p> <p>Tom also presented to the Board a moorage revenue year-to-date status and advised that visitor revenue to date is on track to exceed the annual target by 3%.</p> <p>Tom reported that the 'Dorothy', the oldest vessel afloat that was restored by Tony Grove, could be viewed in Grove's workshop on Gabriola Island. Tom suggested that LMS make a donation but it was rejected.</p> <p>Tom suggested that we accept the donation of two small sailboats presently at our docks, but this was rejected.</p> <p>Tom reported that the following applicants were accepted as members by LMS staff between August 11 and September 3, 2013.  Jerry &amp; Karen Bowen, Cassidy  Stephen &amp; Barbara Schwartz, Seattle  Rob Johnson, Ladysmith  Laura Kerr, Ladysmith  Cory &amp; Carole MacLeod, Ladysmith  Don Egeli, Ladysmith</p> <p>John Beames arrived at 9:55 a.m.</p>	Tom
<ul style="list-style-type: none"> <li>• <b>Budget 2013 – 2014</b></li> </ul> <p>Betty Pearson presented the proposed budget for 2013 – 2014. A discussion was held regarding when the committee reports should be available, resources needed to handle projects, and when to discuss the proposed budget. Betty Pearson proposed finalizing the proposed budget at the October Board meeting, at which time she would make recommendations regarding the timing of our fiscal year-end.</p> <p><b>Executive Director Report – Building On Capacity - Tom Irwin</b></p> <p>Tom Irwin stated in his report that there are three areas on which to build LMS's capacity for the fiscal year 2013 – 2014. These are:</p> <ul style="list-style-type: none"> <li>• Effective leverage of LMS's resources by bringing the right people to the right job.</li> <li>• Maximize water lot opportunities in DL 2016 and the visitor dock</li> <li>• Begin and complete implementation of Heritage Plan.</li> </ul> <p>In addition, Tom suggested that a university student could be hired to run the harbour tours with help from volunteers, LMS should explore funding options for consultants to develop LMS heritage as a major regional attraction, and to rejuvenate the LMS Maritime Museum.</p>	Betty



- **Budget 2013 - 2014**

### **New Opportunities Report – Doug Bell**

Doug presented his report, which addressed new opportunities, directions, or priorities that LMS could build into its vision in order to better fulfill the purposes of our Society. Doug queried whether maintaining existing programs requires a stronger foundation within LMS and better engagement of our community and volunteers in the community, and whether we should pause on major new initiatives until LMS has a stronger foundation and existing initiatives are better developed. Doug provided a list of potential initiatives.

Amongst the priorities needed to consolidate LMS's base he suggested that attention be given to volunteer engagement, coordination, and recognition, as well as to improved internal relationships.

Doug asked whether the present committee should continue dealing with the Kayak space or whether the Board wished to be involved in the discussions. It was agreed that the present committee continue dealing with the Kayak space and to have a separate Board meeting re Kayak space in November.

A discussion ensued on topics regarding overtaxing volunteers, the importance of LMS participating in the Town's fall process to re-examine its waterfront plan, and whether additional hired staff are required.

Larry McCoy arrived at 10:40 a.m.

### **Marina – Jim Phillips**

Jim presented his report on open issues and developments at the marina over the past several weeks. The topics included harbour tours, dock upgrades, café services, emergency response procedures, fire and emergency simulations, boathouse inspections, parking arrangements, garbage issues, expansion of visitors moorage and Welcome Centre upgrades, row boat usage and upcoming work party projects. Jim also provided a detailed list of maintenance requirements on assets over the next five years.

Doug Bell recommended that LMS boathouses should be brought up to the same standard that had been set for private boathouses in the marina.

A discussion ensued re upgrading Wolf boathouse, and whether Heritage Boats would assume responsibility for this and encapsulated foam requirements.

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Barrie McDonald asked for a breakdown of the budgeted amount re docks and whether there is a grant available to reduce the cost and adjust the budget accordingly. Tom Irwin indicated that a grant is available and he will apply for it; if this is successful, it would reduce the capital costs of extending the visitors' dock.

It was noted that LMS still had an obligation to John Marsden to find the funds to proceed with carving and casting the door handles for the Welcome Centre.

George Creek arrived at 11:50 a.m.



## Marina – Jim Phillips

Shirley Blackstaff asked whether the Museum boathouse is the marina's responsibility and Jim Phillips responded in the affirmative.

Tom suggested and the Board agreed that a boathouse budget line be added to the budget report.

Carlos Pereira left at 12:20 p.m.

## Heritage Program

### • Museum, Harbour Heritage Centre – Shirley Blackstaff

Barrie McDonald introduced the Heritage Program with reference to the material pre-circulated by Marnie Craig and informed the Board of the following:

1. the Harbour Heritage Centre will open on September 27<sup>th</sup>
2. A new diorama displaying the coal wharf should be ready in 2014
3. The Heritage Committee is building closer relations with the Ladysmith and District Historical Society

A discussion followed dealing with the heritage budget, rainbow skiff, a dedicated stairway to the Harbour Heritage Centre, signage for the Centre, printing of pamphlets containing photographs and records, and collection of stories regarding the 'Gap' (Porlier Pass). A book will be available between January and March 2014 containing experiences from individuals fishing in the 'Gap'.

Tom Irwin to look into the possibility of a dedicated stairway for the Heritage Centre.

Tom

### • Heritage Vessels – John Beames

John presented the Heritage Vessel Report and advised that the main aim for this year was to reorganize the Heritage Vessel's boat refurbishing procedures, to introduce a work order system, and that there should be a pre-decided long term plan for any donated vessel. Also discussed were the refurbishing of the cutter, re-purposing the usage of the C.A. Kirkegaard, and installing signage for the heritage vessels.

Earl McKeown suggested that LMS, instead of going after vessels of opportunity, should be selective about which vessels to go after.

Barrie McDonald expressed concern that restoration of the cutter was a costly multi-year project and requested that the background and rationale for restoration of the cutter be brought back to the Board before any further funds are spent on it.

The safety of the Dozer boat was discussed and Jim Phillips proposed, and it was agreed, that the Heritage Vessels group would look after repairs to LMS vessels such as the workboat and barge.

A Heritage Vessel Committee meeting is scheduled for September 24<sup>th</sup>.

Shirley Blackstaff, John Beames and Larry McCoy left at 1:30 p.m.

## Finance, Legal, Insurance

### • Legal – Betty Pearson

Betty advised that with regards to the Windstorm incident, the judgement went against LMS. LMS has paid the insurance deductible of \$2,500 and the insurance company will cover the rest.



<p><b>Finance, Legal, Insurance</b></p> <ul style="list-style-type: none"> <li>• <b>Insurance – Sonny Hockey</b></li> </ul> <p>Sonny advised that he had sent a report to the Board regarding the present insurance coverage and what kind of coverage is provided with the premiums LMS is currently paying. He mentioned that LMS now has a Machinery Policy in place with Aviva.</p> <p>The committee recommended, and the Board agreed, to approach two new brokers as well as the incumbent broker to provide quotes from insurance companies to cover LMS's insurance needs. Sonny introduced George Creek to continue with the presentation. George explained the 'Statement Of Values', which will be sent to the brokers. Once the quotes are received, the committee will review them and recommend to the Board, which quote to accept.</p> <p>George recommended that Saravan and C.A. Kirkegaard be surveyed.</p> <p><b>Festival – Cliff Fisher</b></p> <p>Cliff reviewed the grant applications that had been made to support festival events.. He advised that the Seafood Fest would be held on May 18<sup>th</sup>, 2014, Pirate days May 31<sup>st</sup>, 2014, and Heritage Vessels on June 6<sup>th</sup> and 7<sup>th</sup> 2014 (dates for the latter two may be interchanged). Cliff provided the overall costs for running these three events and stressed that without the grants not all events could be held unless there is financial support from LMS. Commitments for the festivals have to be made starting in November.</p> <p>Earl McKeown left at 3:00p.m.</p> <p><b>Communication – Marnie Craig</b></p> <p>Marnie's report was sent to Board members detailing her communication plan for 2014. The goal is to effectively inform our local, boating and tourism communities about our marina, its facilities, and programs by:</p> <ul style="list-style-type: none"> <li>• developing quality, consistent advertising material</li> <li>• promoting large scale tourism</li> <li>• updating web and social media presence, and</li> <li>• producing an updated corporate brand/image for LMS</li> </ul> <p>Marnie's report also stated that the Communication Plan requires significant volunteer hours for networking, hosting, mailing, e-mails, E-newsletters and phone calls, which will all be the key methods of communication with members as well as potential visiting boaters, yacht clubs, rendezvous planners, previous visitors, etc.</p> <p><b>Consolidated Draft Budget – Betty Pearson</b></p> <p>Betty made adjustments to the draft budget of 2013-2014, which would reduce the deficit. Ways to generate more revenue and reduce expenditures were discussed.</p> <p>A working group meeting of Board members and committee leaders to further consider a revised budget is scheduled for September 23<sup>rd</sup> at 9:00a.m.</p>	<p>Tom</p>
<ul style="list-style-type: none"> <li>• <b>Next Meeting – to be held at 9:00 a.m. on October 15<sup>th</sup>.</b></li> </ul> <p>The meeting was adjourned at 4:10 p.m.</p>	