



Minutes of the Board of Directors Meeting  
April 8, 2014, LMS Office

| Call to Order: The meeting was called to order at 9:00 A.M  | Action By |
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| <p>• <b>Attendance:</b><br/> <b>Directors:</b> Shirley Blackstaff, Bob Cross, Cliff Fisher, Sonny Hockey, Rod MacNeil, Betty Pearson, Tim Richards.<br/>           Regrets: Jim Phillips<br/> <b>Guests:</b> Doug Bell, Marnie Craig, Barrie McDonald<br/> <b>Business Manager:</b> Rod Smith<br/> <b>Marina Manger</b> Tom Irwin</p>   |           |
| <p>• <b>Agenda:</b> The agenda was approved with two additions.</p>   |           |
| <p>• <b>Approval of Prior Minutes:</b><br/> <b>Motion - Moved by Sonny Hockey that the minutes of March 11, 2014 be approved.</b><br/> <div style="text-align: right;"><b>Carried</b></div></p>   |           |
| <p>• <b>Treasurer's Report – Betty Pearson</b><br/>           Betty presented the treasurer's report and advised of the following:<br/>           1. The fire payout was applied towards the loan resulting in reducing the interest<br/>           2. Application has been sent for GST rebate of \$4,588.16 for the past 6 months<br/> <br/> <b>Motion - Moved by Betty Pearson to accept Treasurer's Report.</b> <span style="float: right;"><b>Carried</b></span><br/> <br/> <b>Motion – Moved by Betty Pearson to retain the summer visitors' moorage rates as last year.</b> <span style="float: right;"><b>Carried</b></span><br/> <br/> <b>Motion – Betty Pearson moved that a donation of \$500 be made to the Western Purple Martin Foundation and \$2,000 to the Ladysmith &amp; District Marine Rescue Society.</b><br/> <div style="text-align: right;"><b>Carried</b></div><br/>           Betty reported that out of approximately 130 moorage agreements 93 have been completed, 11 not completed fully and 18 not heard from.<br/>           Betty reported that more than 50% of the agreements were returned to LMS with insufficient or no insurance information; as well, an additional 25% had other issues. All these necessitated contacting the moorers to correct the problem prior to processing the agreements.<br/>           Rod McNeil suggested a late fee process and Betty recommended a meeting be set up once this season's agreements are completed to deal with next year's late contracts.</p> |           |



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| <ul style="list-style-type: none"> <li> <p><b>Marina Manager's Report – Tom Irwin</b></p> <p>Tom presented his report starting with the revenue comparison chart and advised the following: the annual moorage revenue is down slightly due to contract cancellations, revenue for April will be above original projection by at least \$1,000, and visitor revenue was up.</p> <p>In the marina manager's report Tom mentioned that 2 slips are currently empty, \$12,600 is budgeted for the Welcome Centre fit-up, the visitor dock extension is complete, there are 17 people paid on the waiting list, the harbour tours are ready to go, there is a budgeted position for the SFN summer student and the emergency preparedness planning is being led by Randy Hamel, a retired firefighter.</p> </li> <li> <p><b>Business Manager's Report – Rod Smith</b></p> <p>In his report Rod mentioned the stakeholders he met with; these included Mayor Rob Hutchins, Felicity Adams, Director of Development Services, Ray Gauthier, CEO of SFN Development Corporation, John Marston re the unveiling of the door handles on June 7<sup>th</sup> and members of the Ladysmith Rotary Club.</p> <p>Rod also mentioned the ongoing work on the website, the newsletter, advertising, and the hiring of Trudy Talbot as Chef of the Oyster Bay Café under the supervision of Cheryl Bancroft and reporting to Rod Smith. Rod also mentioned that he was applying for gaming grants and listed the priorities for the next period.</p> </li> <li> <p><b>President's Report – Tim Richards</b></p> <p>Tim advised that Carlos Pereira had resigned. Carlos indicated that he would continue to volunteer when possible. Tim recommends the Board consider appointing a replacement for Carlos until the next AGM.</p> <p>It was decided that Board members recommend possible replacements for Carlos.</p> <p>Tim will send a letter to Carlos Pereira thanking him for his service as a Board member and a volunteer.</p> <p>Bob Cross left at 10:00.</p> <p>Rod Smith queried whether LMS has a standing nominating committee. It was decided that there was not.</p> <p>Tim explained "Customer Servicing Training", a course offered by the City of Nanaimo. It was agreed that Tom Irwin, Paul Notte and one other member attend the one-day program.</p> <p>Marnie Craig arrived at 10:10.</p> </li> </ul> | <p>Rod</p> <p>Tim</p> |
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| <p>• <b>Other Business</b></p> <p><b>Heritage Vessels – Rod McNeil</b><br/>         Rod McNeil met with the heritage boat volunteers and advised that the C.A Kirkegaard needs a haul-out, the skiff needs painting, the moisture problem in the car shop, and about approaching Don Smith, a qualified Master, re the ambassador program.</p> <p>Tim Richards confirmed that Rod McNeil would be his replacement on the Heritage Vessels Committee.</p> <p>Sonny Hockey mentioned that the recommendations made by the surveyor regarding the Saravan and C.A. Kirkegaard have yet to be completed. Rod McNeil will look into it.</p> <p>Rod discussed “Explorer Quotient”, a program whereby tourism advertising dollars are pooled.</p> <p>Signage in the marina was discussed. Tom Irwin advising that some signs require immediate attention.</p> <p>Doug Bell left at 10:45.</p> <p><b>Volunteer Recognition – Cliff Fisher</b><br/>         Volunteer recognition day will be held on May 9<sup>th</sup> beginning at 5:00p.m at the Welcome Centre. The Board and staff are expected to do the barbecuing.</p> <p>Cliff mentioned that Seafood Fest would not be held due to lack of timely response from chefs and restaurants.</p> <p><b>Motion</b> – <i>Cliff Fisher moved that LMS continues to hold the Seafood Fest sponsorship funds (if sponsors allow this) until the committee has had a chance to develop plans to increase participation and obtain additional sponsorship funds next year.</i> <b>Carried</b></p> <p><b>Heritage Report – Shirley Blackstaff</b><br/>         Shirley advised that a Heritage Afloat DVD has been made and would be shown at a general meeting.</p> <p>Tim Richards reported that LMS has been invited to the Ladysmith Yacht Club’s sail past on May 4<sup>th</sup>. Rod McNeil will look into finding a LMS representative. The Saravan will be the representing vessel.</p> <p><b>Insurance – Sonny Hockey</b><br/>         Sonny advised that Betty Pearson and he filled in the Business Interruption forms and emailed the forms to the broker. Sonny will contact the broker in a week or so to find out the status of the quote.</p> | <p>Rod McNeil</p> <p>Rod McNeil</p> <p>Sonny</p> |
| <p>• <b>New Members</b><br/>         Membership applications from Patrick &amp; Deborah Brauckmann, Norm Selleck, and Dan &amp; Susan Lutz were approved.</p>   |  |
| <p>• <b>Next Meeting</b> – to be held at 9:00 a.m. on May 13th.<br/>         The meeting was adjourned at 11:30 a.m.</p>  |  |