

LADYSMITH MARITIME SOCIETY BOARD OF DIRECTORS MEETING MINUTES

December 12, 2016 – 9:00 am upstairs, Ladysmith Community Marina Welcome Centre

In Attendance: Directors – Gerry Beltgens, Cliff Fisher, Allan Gould, David Grimstead, Dan Lutz, Alan Newell, Art Rendell

Regrets: Rod MacNeil, Paul Nowlan

Staff: Rod Smith

Vice-President Allan Gould chaired the meeting

The Director's Declaration was signed by all present.

Agenda – approved by consent

Board of Directors Meeting Minutes – November 15, 2016 – approved by consent

2016 AGM Meeting Minutes – December 7, 2016 – approved by consent

Approval of new members – No new member applications brought forward. There was a discussion about the criteria for membership approval. The Board agreed to carry on with the current process of Board approval of each membership application, seeking input from staff, and reviewing the process as part of the new Society's Act transition process.

Treasurer's Report – Presented by David Grimstead. Cash on hand in first high interest savings account with RBC will be invested following LMS investment policy. There was a discussion about the usefulness of the "Difference" column in the budget document. Grimstead will review and consult with Board members. Grimstead will move forward in establish a Finance Committee beginning with an invitation to Betty Pearson after providing a charter for the proposed committee, i.e. mandate, scope, size, term, membership, credentials, conflicts, etc. It was agreed that Betty is a tremendous resource and her expertise would be welcome on the committee. *Moved: Grimstead to accept report. Carried*

Executive Director's Report – Presented by Rod Smith. Attached. Smith will send a copy of the spring 2016 presentation to Council to Board members. The Board was keen to request that Doug Bell and Barrie MacDonald provide the Board with an orientation of the relationship with the Town and the development of the current facilities. It was also suggested that John Craig be asked to provide a roles and responsibilities session for the full Board. There was a substantial discussion about repairs and maintenance planning for the marina facilities which resulted in a request to develop a 5-year plan that would include repairs, maintenance and upgrades and an asset management and depreciation table and plan including costs and lifetime utility of structures. Newell volunteered to help with this and it was suggested that

Smith contact Jim Phillips to see if he would be involved and who else he might suggest as a good resource. The objective was to have a study terms of reference ready for the end of January, with some information on costing. In addition to Newell, Beltgens offered to help with this process. It was recognized that this plan could take some time but that it was essential.

Motion: Given that marina structures in good repair are essential to the successful operation of all LMS activities, a marina assessment report and a 5-year asset management plan should be developed and presented at the June 2017 Board meeting. Moved: Newell. Carried.

Smith advised the Board that he and Cheryl Bancroft would be meeting with a social media consultant in January as part of the Destination BC program and that he would be looking for volunteers for a social media team. Beltgens and Lutz expressed interest in being involved. Smith also mentioned that he was looking to pull together a group of people, in addition to Keith Gillanders and Marc, to help flesh out the paddling centre concept.

Museums Update – Attached

Festivals Planning: Beltgens stated that planning for the Kid's Pirates Day is well underway. He expressed a concern that this event has become such a big draw for families that we will need to develop a control system to limit the number of people on the docks at one time. Rendell advised the Board that things are in hand for the Heritage Boats Festival and it is expected that there will be a number of new vessels at this year's event. Lutz expressed a concern that for all LMS activities including operations that the organization should be taking a longer view, perhaps through 5-year plans and offered to help with the development of these plans.

Motion: Grimstead to accept all reports. Carried

Determination of Officers for the 2016-2017 year. Gould. Through discussion it was agreed that the Officers would be: Rod MacNeil, President; Allan Gould, Vice-President; David Grimstead, Treasurer; Alan Newell, Secretary. *Motion: Gould. To approve the Officers as above. Carried.* Grimstead will make arrangements for signing authority.

Board schedule. Gould. After discussion it was agreed that Board meeting would be every two months, generally on the second Tuesday of the month and that meetings be from 9:00 am to 11:00 am. The next three meetings would therefore be: February 14, 2017 in the upper room in the Welcome Centre; April 11, 2017 in the Expo Building Board room and June 13, 2017 in the Expo Building Board room.

Adjournment – *Motion: Fisher made a motion to adjourn. Carried*

Next Meeting – Tuesday, February 14, 2017 upper room in the Welcome Centre.