

Ladysmith Maritime Society

Board of Directors Meeting Minutes

June 13, 2017

In Attendance

<u>Directors</u>	Alan Newell (Treasurer)
Gerry Beltgens	Paul Nowlan (Secretary)
Allan Gould (Vice President)	Art Rendell
Dan Lutz	Janet Skinner
Peter MacHardy	<u>Staff</u>
Rod Mac Neil (President)	Debbie Loewen



Meeting began at 9:00 a.m. and was chaired by Rod MacNeil.

Agenda – approved by consent

Minutes of May 2, 2017 Meeting – approved by consent

Approval of New Members

Jessica and Gordon Joyce	Ladysmith
Nicky Taylor	Ladysmith
John and Michelle Surtees	Ladysmith
Shanon McKibbin	Ladysmith
Donna Payne	Ladysmith

Treasurer's Report (Received in attachment to agenda.)
Financials will be emailed to Directors on a monthly basis.

President's Report (Received in attachment to agenda.)
Books donated to LMS by the Parliamentarian who lead a workshop for the LMS Board on roles and responsibilities.

There have been incidents of dumped garbage, theft and vandalism. Rod Smith will bring these matters to the Town's attention.

New Directors

Two Directors were appointed to fill vacancies on the Board: Peter MacHardy and Janet Skinner.

LMS Forward Plan (Report received in attachment to agenda.)
Prior to the meeting, Dan distributed a list of strategic initiatives and asked recipients to score each action under two categories: Important? Doable? Dan collected the responses and prepared a summary for discussion later in the meeting.

Volunteer Management Report (Received in attachment to agenda.)
The Executive Director expressed support of the idea to hire a volunteer coordinator. Final decision was not made. However, Rod will prepare a grant application that could cover this position.

Executive Director's (ED) Report (Received in attachment to agenda.)

Marina Report (Written report received at meeting.)

- Two items were stolen from visiting vessels, with owners aboard. New surveillance system assisted in identifying the offender who is known to RCMP. Police will approach her about it.
- LMS needs to help influence the town to enforce the parking laws more regularly.

- New electric solenoid installed in pump out has not been working properly. A pneumatic valve is to be installed shortly to replace the electric one.
- Future work related to winterizing the sewage and water systems needs to be decided by the end of summer.
- Would it be possible to set up a volunteer schedule to do regular clean up of the marina?

Constitution Report (Verbal report)

- Allan Gould is halfway through the transition process. The Registrar's Office has created a different numbering system for bylaws. Numbering is not as important as wording, so he will proceed.
- After the transition filing is completed, Allan will work on new by-laws.

Board Committees

- It was decided that, at minimum, finance and human resources (HR) committees are necessary.
- Finance committee report was attached to the agenda. No final decision was made.
- HR committee already exists, consisting of the President, Vice President and Treasurer.
 - Meet on occasion, primarily regarding ED review
 - All other staff is sole responsibility of the ED
 - Do we have a standard for staff recognition; skill-set requirements for board and staffing; etc.?
 - Job descriptions: these should be created by the ED with the Board approving/finalizing them.
 - Peter MacHardy has offered to write a proposal for the HR committee, including role and responsibilities, to present at the next board meeting.

Museum Report

- Shirley Blackstaff presented her new idea for a Sea Life Celebration Festival to be held August 12, 2017 from 10 to 2. It will offer free tours, hands-on activities, marine biologists, games, snacks, lunch.
 - It was suggested that marketing should include LaFF and the Resource Centre because they already have a strong influence with children in the community.
- The Museum will now be open daily from 10 to 4 but more volunteers are needed as greeters. Shifts would be 2 hours each.

Heritage Vessels Report (Included in President's Report.)

Special Events Reports

Heritage Boat Festival (Report received in attachment to agenda.)

Kids Pirate Day (Report received in attachment to agenda.)

- Rod Smith & Gerry Beltgens will get together to discuss changes for next year.
- Bringing the "pirates" in on the *Saravan* was a great addition.
- There should be more build up of Dine on the Dock (DOTD) and the day itself. It was fun for adults to dress up.
- Posters need to be ready early May to allow families to plan ahead.

Correspondence

Kind letter and donation from Seattle Yacht Club.

LMS Forward Plan - Continued

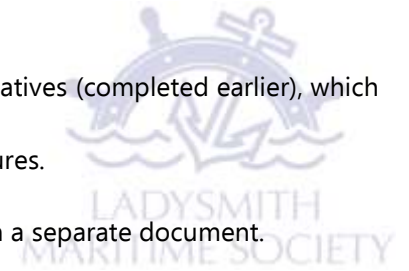
Mission Statement and Vision Statement

- Dan presented examples for each statement. This was followed by a round table discussion asking for comments and an indication of preferred statements.
- Revised draft Mission and Vision statements will be brought to the next Board meeting.

Strategic Initiatives

- Dan presented the compiled scores (Important / Doable) for the Strategic Initiatives (completed earlier), which were also categorized under Operations, Planning and Relations.
- Discussion on each Strategic Initiative identified next steps and success measures.

Dan took notes of the preceding discussions, which are attached to the minutes in a separate document.



Next Meeting – Tuesday, September 19, 2017

Motion to adjourn by Rod Mac Neil, carried.

Adjournment – 11:51 a.m.