



Minutes of the Board of Directors Meeting July 9, 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"> • Attendance: Directors: Barrie McDonald, Tim Richards, Sonny Hockey, Betty Pearson, Michelle Frazer Guests: Executive Director: Tom Irwin 	
<ul style="list-style-type: none"> • Agenda: The agenda was approved with one addition. 	
<ul style="list-style-type: none"> • Approval of Prior Minutes: <i>Motion - Moved by Sonny Hockey that the minutes of June 11, 2013 with one correction be approved. Carried</i> 	
<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: <ol style="list-style-type: none"> 1. The Seafood Fest fund of \$4,000 will be saved for next year's event. 2. Tour boat income will likely be less than budgeted due to the boat being operated only on weekends. 3. Property tax rebate to be deposited into the "Reserve Fund" when received. Betty will correct a figure in the income statement and issue a revision. <i>Motion - Moved by Betty Pearson to accept Treasurer's Report with one correction. Carried</i> Barrie McDonald queried whether there was any flexibility in the budget for spending in certain areas. 	Betty Pearson
<ul style="list-style-type: none"> • Executive Director's Report – Tom Irwin Tom presented the Moorage Revenue status and advised as follows: <ol style="list-style-type: none"> 1. The seasonal revenue is down slightly due to annual contracts boats occupying seasonal spots. 2. Annual contracts are slightly high due to annual contracts boats occupying seasonal spots. 3. Seasonal boats occupying annual spots on docks "A" and "C" were discussed, with a consensus that individuals on the waiting list would have priority access to suitable long term moorage. Tom will discuss this situation with the Marina Committee. 4. Visitor night's number was discussed and Tom mentioned so far the number is very good. 	Tom Irwin



• **Executive Director's Report – Tom Irwin**

Michelle Frazer asked how to increase marina occupancy during "shoulder seasons". Betty Pearson suggested that advertising and rendezvous bookings should help in that regard.

Tom also presented his report to the Board Members. His report had three headings "Review of the past month", "Strategic connections" and "Looking forward".

In "Review of the past month" Tom advised that the Executive Director's Performance evaluation was complete, the marina management system and POS were complete and credit cards are now accepted. He also advised on "Dine on the docks", heritage vessels, harbour tours and food and beverage sales.

In "Strategic connections" Tom mentioned a number of people that he is contact with, such as Clayton Postings, Director of Parks, Mark Bunzel, reporter for Ports and Passages, Cathy Mailhot of Tourism Cowichan, and Geoff Millar, Manager Economic Development for the Province.

In "Looking forward" Tom mentioned that the website will be updated, a SFN summer student will begin this week, advertising for next year's publications deadlines are due this month and he will continue to liaise with committee chair persons.

Tom Irwin

• **Additional Business Items:**

Heritage and Cultural Centre – Shirley Blackstaff

At Shirley Blackstaff's invitation the Board Members toured the heritage & cultural centre in Unit M. Shirley explained future exhibits that are planned. Board Members were impressed with the progress of the centre to date.

Food Services, summer food events and alcohol policies – Tom Irwin

With regard to alcohol consumption at LMS events and by visiting boaters, Tom reported that one insurance company has declined to insure LMS on a yearly basis. LMS's broker is approaching another insurance company for a yearly policy. Meanwhile, LMS has to continue purchasing insurance coverage per event.

Tom also recommended that a policy regarding visiting boaters' and LMS members' alcohol consumption should be developed.

There was consensus at the Board that alcohol consumption by paid staff while on duty would be forbidden.

Marina Committee Report – Jim Phillips

Tom Irwin presented Jim's report to the Board Members and the following was advised:

1. The rental for the upstairs room at the Welcome Centre was discussed.
2. Mark Mercer's and Paul Notte's summer working hours were advised.
3. Usage of the rowboats by members was discussed and it was agreed that three required pieces of safety gear are to be permanently placed in the rowboats.
4. It was mentioned and agreed upon that the SFN student could be used to handle the rental process of the two rowboats.

Strategic Opportunities for LMS – Doug Bell

Barrie McDonald presented Doug Bell's report which addressed the new 'high-level' opportunities, directions, or priorities that LMS should build into its vision in order to better fulfill the purposes of our Society. A discussion ensued on topics regarding overtaxing volunteers, the importance of LMS participating in the Town's fall process to reexamine its waterfront plan, and whether additional staff is required.



<p>Strategic Opportunities for LMS – Doug Bell</p> <p>Michelle Frazer suggested that consideration be given to creation of a standing team that would consider major new initiatives.</p> <p>Barrie McDonald mentioned that the net benefit to the community needed to be an element of all our spending decisions.</p> <p>Tom Irwin and Tim Richards suggested that there were areas, such as volunteer coordination, that could benefit from having additional paid staff. It was noted that this would drive up costs and could create other problems and that the subject should be addressed in the context of next year's budget.</p> <p>Insurance premiums were discussed in relation to the budget and it was agreed that the Finance/Legal/Insurance committee meet in July or August to discuss insurance implications.</p> <p>Application for 2014 permissive tax exemption – Barrie McDonald Barrie mentioned that the application for next year's tax exemption would be sent this July.</p> <ul style="list-style-type: none"> • Other Business August Board meeting is cancelled and it was agreed that regular committee reports should be sent by email prior to September 10th meeting. 	<p>Betty Pearson Tom Irwin Sonny Hockey</p>
<ul style="list-style-type: none"> • New Members Membership applications from Julia Barton and Cim MacDonald were approved. 	
<ul style="list-style-type: none"> • Next Meeting – An all day session to be held at 9:00 a.m. on September 10th. The meeting was adjourned at 12:15 p.m. 	
<ul style="list-style-type: none"> • Addendum “The following resolution was approved between July 11 and July 15, 2013 by way of an e-mail poll of Directors. Seven affirmative votes were received, and two gave no response. The resolution adopted reads as follows: That any one of the Executive Director, the Wharfinger, and the Assistant Wharfinger may approve applications for membership in LMS subject to filling out an application form, receipt of the appropriate application fee, and reporting the names of the new members to the Executive Director so that the Board may be informed at its next meeting. Applications that the above individuals are not willing to approve must go to the Board for further consideration.” 	