



Minutes of the Board of Directors Meeting
January 14, 2014, LMS Office

Call to Order: The meeting was called to order at 9:10 a.m.	Action By
<p>• Attendance: Directors: Shirley Blackstaff, Cliff Fisher, Sonny Hockey, Rod MacNeil, Betty Pearson, Tim Richards</p> <p>Regrets: Carlos Pereira, Bob Cross, Jim Phillips</p> <p>Guests: Dianna Fisher, Barrie McDonald</p> <p>Business Manager: Rod Smith Marina Manger Tom Irwin</p>	
<p>• Agenda: The agenda was approved with one correction and one addition.</p>	
<p>• New Members Membership applications from Bob & Debra Cross, Tony Bryant, Bill McLaren, Gerry Yellowlees & Joan Etheridge, Tom Holmes, David Finlayson, Randy & Jo-Anne Hamel, Richard Ryce, Brian & Therese Saunders, John Dul & Peter Taylor, John Vicars, Doug Lewis & Patricia Worthington, Thomas Cook, David Hill-Turner & Brenda Uhryuk and Rene & Christina Tomljenovic were approved.</p> <p>Sonny Hockey will look into creating a list of members and their boat names for distribution to LMS moorers.</p>	Sonny Hockey
<p>• Approval of Prior Minutes: Motion - Moved by Tim Richards that the minutes of December 10, 2013 with one correction be approved. Carried</p>	
<p>• Treasurer's Report – Betty Pearson Betty presented the treasurer's report and advised that with regards to the management letter received from Palmer Leslie re: Sept. 30, 2013 financial statements, no major problems were discovered during the Review Engagement process. The items identified in the letter have been resolved.</p> <p>Motion - Moved by Betty Pearson to accept Treasurer's Report. Carried</p> <p>2013 – 2014 Budget:</p> <p>Betty reported that the fire claim has now been settled. In the settlement LMS will receive \$40,000 subject to the insurance deductible of \$2500 and the lawyer's fee.</p> <p>The budget for the coming year was discussed with regards to the dock extensions and moorage rates.</p> <p>Tom Irwin discussed the waiting list of moorers and income expected from the addition of 4 new slips.</p>	



<p>• Treasurer's Report – Betty Pearson</p> <p>Motion - Moved by Betty Pearson that for 2014-2015 there will be a 2% increase in the annual moorage rate, summer rates to equal annual rates and winter rates to be unchanged. Carried</p> <p>The Finance and Marina Committees will review the decision on the visitors' mooring rate.</p> <p>The rates are: Open moorage annual year-in-advance \$6.77/ft./mo. or monthly payment \$7.24/ ft./mo. Covered annual year-in-advance \$0.47/sq.ft./mo. or monthly payment \$0.50/sq.ft. mo. Summer seasonal - same as open moorage (above) Winter seasonal payment-in-advance \$8.00/ft. month or monthly payment \$8.50/ft./mo.</p> <p>Motion - Moved by Betty Pearson to place all funds recouped from the January 2011 fire mediation process against the principal of the outstanding loan; and continue the present monthly payments of \$2,110. Carried</p> <p>This will reduce the amortization period of the loan and allows the greatest saving of interest.</p>	
<p>• Marina Manager's Report – Tom Irwin</p> <p>Tom presented the Marina Manager's report and the revenue comparison numbers to the end of December 2013.</p> <p>In the report Tom discussed damage caused by the recent cold snap and means to mitigate future damage, servicing of the pump-out and HVAC equipment, moorage waiting list, boat house inspections, breakwater incident and their temporary repairs and detailing future repairs, and food and beverage operations. Tom advised that he is the founding director for the new BC Ocean Boating Development with the other directors being Geoff Millar of Cowichan Economic Development and David Mailoux of the Nanaimo Harbour Authority.</p> <p>Tom also detailed plans for the visitors' dock extension and south dock (A) extension.</p> <p>In the budget portion of the report Tom advised that the visitor numbers for the fall were up significantly over previous years, currently there are three boater groups slated for before June 1st, annual contract moorage is projected to increase above projected numbers and winter seasonal is expected to stay at projected values.</p> <p>Tom mentioned that Jim Phillips sent a copy of the boathouse inspection checklist to Board members.</p> <p>Barrie McDonald left at 10:50 a.m.</p>	<p>Tom Irwin</p>
<p>• Old Business</p> <p>Rod MacNeil would review the constitution and by-laws and report at a later date. His concern among other points is that the committees are not specified in the constitution.</p> <p>Rod recommended and the Board agreed that a standing committee be established to handle the 'Maritimer' tour boat.</p>	<p>Rod MacNeil</p>



<p>LMS Insurance Update – Sonny Hockey Sonny reported that a meeting would be held with Barb DeRuiter of VIIC on Wednesday January 15th. He also recommended the LMS should purchase Business Interruption insurance. It was agreed to ask Barb DeRuiter to provide quotes for various deductible amounts ranging from \$50,000 to \$100,000. Once the quotes are received, a decision would be made whether to purchase this type of insurance. Some members of the Board feel that the emergency fund would cover any income loss.</p> <p>DL2016 Representatives Betty Pearson advised that LMS should recommend new DL2016 representatives to the Town of Ladysmith. Rod Smith was recommended as a representative and with either Doug Bell or Barrie McDonald to stay on for continuity.</p> <p>Castings for Welcome Centre Doors Tim Richards reported that John Marston has yet to receive the go-ahead to cast the door handles. A discussion was held as to possible grants available to cover the cost and whether to combine the cost of the handles with the cost of other artwork. Rod Smith will investigate this possibility.</p> <p><i>Motion – Moved by Tim Richards that LMS take immediate steps to execute fully its agreement with John Marston regarding production of the carving and casting for the doors of the Welcome Centre, and that a concrete proposal be brought back to the Board for approval.</i> Carried</p> <p>Letter from R & M Lawson Tim Richards notified the Board of a letter LMS received from Mr. Lawson regarding the payment of moorage fees in excess of his boat length. Tim advised that the issue is being resolved.</p> <p>Draft Volunteer Program Dianna Fisher presented a draft report of LMS’s volunteer program. Once approved by the Board, copies will be posted on LMS’s website, Welcome Centre and presented to new members.</p> <p><i>Motion – Moved by Cliff Fisher to accept the LMS Volunteer Program “in principle” based on the outline on pages 5-6-7, less the “possible tangible benefits” outlined on page 6.</i> Carried</p> <p><i>Motion – Moved by Cliff Fisher that the Board strikes a committee under Rod Smith on the further development of the Volunteer Program (as approved) to define the data entry & record keeping functions along with budget needs to implement the program and to define the Lead volunteers and their duties as outlined in the key volunteer positions on page 8.</i> Carried</p> <p>Shirley Blackstaff expressed her concern that “lead” volunteers might not always be thanked for their effort. Dianna Fisher assured Shirley that this would be addressed.</p> <p><i>Motion – Moved by Shirley Blackstaff to thank all those members that participated in creating the LMS Volunteer Program.</i> Carried</p>	<p>Rod Smith</p> <p>Rod Smith</p> <p>Rod Smith</p>
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<p>Heritage Afloat Update Shirley Blackstaff reported that the first Heritage Afloat meeting went well and that volunteers for the event have come forward. The next meeting is scheduled for Thursday, January 16th at 9:30 a.m. in the LMS Office.</p> <ul style="list-style-type: none">• Other Business <p>Tom Irwin reported that a lady boat owner fell in the water while trying to board her boat. An incident report was filled out and will be kept on file.</p> <p>Betty Pearson advised of a donation of several outboard motors. A tax receipt was issued to the donor.</p>	
<ul style="list-style-type: none">• Next Meeting – to be held at 9:00 a.m. on February 11, 2014.	
The meeting was adjourned at 12:10 p.m.	