

# Ladysmith Maritime Society Board of Directors Meeting

January 21, 2015 9:00 am – Noon  
Expo Building LMS Office

## Minutes

**In attendance:** Allan Gould, Betty Pearson, Jay Page, Rod MacNeil, Shirley Blackstaff, Jim Phillips

**Guests:** Sonny Hockey, Debbie Loewen, Marc Pettigrew

**Regrets:** David Grimstead, Bob Cross, Lane Befus

Rod Smith, Managing Director chaired the meeting

The revised agenda and the revised December 11, 2014 board meeting minutes were approved. New members will be brought forward at the next board meeting.

*The Board unanimously agreed to appoint David Grimstead to the board position vacated by Cliff Fisher. David has accepted the appointment.*

**Rod MacNeil** asked that a "Correspondence" agenda item be added as a permanent agenda item. It was agreed to by the Board.

**Betty Pearson** presented the **Treasurer's Report**. Betty noted that LMS has now passed the point in the reduction of the outstanding loan where more of each payment is going to pay down the principle than interest. Betty has been in discussion with the TOL over the costs associated with cleaning the Expo building washroom. LMS should be receiving a cheque for \$7,000 from the TOL for reimbursement of this expense. **Shirley Blackstaff** raised a question about the item "leasehold improvements" for the museum on the current balance sheet. Betty will contact our accountants and advise. It was pointed out that the revenue for Winter Seasonal Moorage was down from the budget forecast. A discussion clarified the process around Seasonal Moorage:

LMS is to give preference to Seasonal Moorage applicants within the marina catchment area but if no one from within the catchment area is waiting for Seasonal Moorage and there are others on the wait list it is fine to offer them Seasonal Moorage recognizing if someone from within the catchment area comes forward, they move to the head of the list. The same approach should apply to annual moorage. (To maximize marina revenue the reservation of marina space for seasonal moorage should not be greater than necessary.)

*Motion by **Betty Pearson** to accept the Treasurer's report – carried*

**Rod Smith** presented the **Managing Director's report** (attached). Rod advised the Board that it will be another month before the first set of refinished doors is installed on the Welcome Centre and another month after that before the second set is received and installed. Everyone is disappointed in the delay in delivery but the job will be finished before the busy season begins. A notice will be put up in the Welcome Centre letting people know what's happening.

There was a discussion about confidentiality and how items "in-development" should be handled in order to keep the membership informed while recognizing that there is an appropriate time for release of information in some cases. It was discussed that, where essential, some items would be handled in-camera (like staffing or contract issues) at the end of a board meeting and others might simply require some clarification as part of the proceedings of the board meeting.

Rod Smith updated the Board on the developments in a small-claims suit being brought against LMS by a former boathouse owner whose boathouse was destroyed in a wind storm after they removed it from LMS facilities in April 2010. The next discussion in the courts will take place in May 2015.

Currently there are two boathouse owners in the marina who are not in compliance with the contract requirement that they remove tires from the front of their boathouse. These boathouse owners will be contacted by email and informed that they must be in compliance before they will be allowed to renew their moorage agreement.

There was an animated discussion about sewage discharge from boats. The basic issue is that the Department of Transport (DOT) is considering reducing the **current** requirement to be three miles offshore before a boater can discharge sewage to a one mile limit. There are a number of other amendments to The Vessel Pollution and Dangerous Chemicals Regulations proposed by DOT. A number of organizations including the Georgia Strait Alliance (LMS partner in the Clean **Marine** BC Program) who have written DOT expressing their opposition to the proposed changes and a number of other organizations including the Council of BC Yacht Clubs (an organization viewed very positively by LMS membership) who have expressed their support for the changes.

The point was made that while LMS is concerned about what happens further afield, the focus of the organization is Ladysmith harbour and that our focus should be on what happens in our marina and in the harbour and reinforcing positive habits through education and accessibility of our pump out station.

**Betty Pearson** proposed the following motion: *That the LMS Managing Director send a letter to Minister Raitt (DOT) with copies to TOL, SFN and CRVD stating our concern that DOT not reduce the three-mile limit to one mile until such time as adequate consultation can take place and justification be presented. And that Sect. 96(4) be amended to specify a three-mile no discharge zone around available pump-out facilities. The letter should go out before the January 23, 2015*

*deadline for input. - carried*

Staff was directed to develop a plan that considered educational opportunities around sewage discharge regulations, accessibility to the LMS pump-out and current pump out practices within Ladysmith harbour.

**Debbie** and **Marc** presented the **Marina Happenings** report (attached)

**Board Priorities.** There was a review of the Board Priorities spreadsheet and a desire on the part of the Board to see a condensed version that identified key strategies. Allan Gould raised the possibility of a one-day Board session to look deeper at priorities and the vision of LMS and there was general agreement to proceed in that direction. In the meantime Rod Smith was asked to come back to the Board with a summary of identified priorities.

**Election of Officers.** There was a brief discussion about LMS not having an “Executive” but rather Officers of the Board and that it was important that any decisions made by the Board would include the opportunity for all members of the Board to consider the information and vote.

A proposed slate was put before the Board: Betty Pearson – President; Allan Gould – Vice President; David Grimstead – Treasurer; Bob Cross – Secretary.

***Rod MacNeil** moved to approve the proposed slate – carried.*

There was a discussion about the committee structure of LMS and Rod Smith was charged with the task of proposing a list of committees as part of the priorities process.

**Board Meeting Schedule.** The Board agreed to the following schedule: meetings on the second Tuesday of each of the months of: February, April, June, September, November and an AGM in December (providing the financial statements are available at that time). In addition the Board would like to see one or two general members meetings during the current fiscal.

**Other Business:**

**Many thanks to Niels Wiese for the Clean Marina preparations now ready for the next step toward certification.**

The Volunteer Report was received by the Board with a big thank you to **Dianna Fisher** for all her work welcoming and tracking our volunteers.

**Betty Pearson** brought forward a proposal (that was discussed at a previous board meeting) to develop a process for annual moorers to opt-into a revenue sharing arrangement that would

see moorers enjoy 50% of any visitor moorage revenue received by LMS when the visitor uses an annual moorers slip. There was a discussion about the proposal.

*Motion by Betty Pearson for adoption of the above program and for staff to come back to the Board with the details of how this would work in time for it to be included in the contract renewal process. - carried*

**Correspondence:** Rod Smith reminded the Board that we had a gift certificate for moorage in Cowichan Bay. It will be used as a door prize at a later date.

There being no other business the meeting was adjourned at 12:50 pm

**Next Board meeting – February 10, 2015**

## Ladysmith Maritime Society

### Managing Director's Report to the Board for January 21, 2015

#### **Happy New Year!**

2014 went out like a polar bear – some beautiful sunny days but frozen pipes as well. It was pretty quiet so we managed thanks to the careful oversight by Marc and Debbie and some key volunteers and we believe we have a system in place now. 2015 came in like a...well what do you call it when your staff and volunteers come down with the flu, bronchitis and pneumonia? Fortunately there is light at the end of the tunnel.

#### **Welcome Centre Doors**

The first set of refinished and refitted doors complete with John Marston artwork, "Coastal Balance", should arrive any day now for installation. The second set will be in place by the end of February. We are striking a team to help coordinate what will be a very important harbour celebration. Volunteers?

#### **Website**

The new LMS website launched December 15<sup>th</sup> and so far the reviews have been very positive. We know there are things that need changing and updating. Please send me your comments and observations. Cheryl Bancroft has been trained on the site and ready go, (once she gets back from the sunny, warm place she is right now), first week in February I think.

#### **Arrrrrgh!!!**

Gerry Beltgens has taken on the Chair of the Kid's Pirates Day. Seems a perfect fit to me. More than once in the marina Gerry has been spotted with a bird on his shoulder. You are our hero Gerry and the kids will love ya.

#### **Machine Shop**

The Town of Ladysmith has begun the process of redevelopment of the Machine Shop building. There is a strong feeling on Council that this building is a key community asset. The process should be

announced shortly but as I understand it there will be a project manager retained to oversee the process – more later.

Speaking of the Town...did you notice that when you drive down the road to the marina you no longer lose your coffee cup? That's right...the Town graded the road. Apparently we will be on their schedule now. Yahoo!

### **Keys**

The rekeying of every LMS lock (that we know of) was completed in December. Thank you Debbie for a tremendous amount of work and coordination. Your attention to detail made for a smooth changeover. There is a prize for the person who guesses how many locks we have. If you need a key or access please see Debbie. There is a sign-out procedure and absolutely no copying of these please.

### **Breakwater**

Now that we have extended the visitor dock 150 feet there is a concern that our current breakwater set-up may not be sufficient to provide enough coverage. We have engaged a marine engineer, Hugh Tuttle, to look at that issue for us and the first meeting took place with Hugh January 13, 2015. He is working on some recommendations that will be brought to the Board at a later date.

### **Environmental Assessment**

In November the LMS Board reaffirmed its desire to have LMS take a leadership role in addressing environmental concerns in Ladysmith Harbour. One of the initiatives agreed to was to become certified under the Georgia Strait Alliance Clean Marine BC Program. We signed on and have begun the process. Thanks to uber-volunteer Neils Weise we have completed the first step – a self-assessment of current practices which will be reviewed by the GSA staff as a step to being certified at the first level. Thank you Neils for many, many hours of work.

### **Moorage Contract Renewal**

A reminder to everyone that moorage contract renewal is coming up soon. Renewal contracts will be out mid-February and will include a much stiffer penalty for not providing all the information required in a timely manner. Last year renewals dragged on forever increasing costs that eventually get passed onto moorers. It is everyone's best interest to get the information back in on time.

### **Charity Law**

As part of our due diligence process we have begun to work with Vancouver-based charity law lawyer Michael Blatchford to make sure we are in compliance with current charity law. There have been a number of changes to charity law over the past few years. This effort is just to ensure LMS is in compliance. Updates will be brought to the Board at each Board meeting.

### **Priorities**

It was good to work with Board members over the past month on establishing priorities for LMS over the next 18 months to 3 years. There are some exciting opportunities ahead and I look forward to working with the new Board on addressing these.

**Happenings at the Marina – January 16, 2015**

- During the high tides and high wind period Lots of logs were gathered and removed by Dave the tugboat operator.
- An out board and can diesel fuel was stolen Christmas eve. RCMP are currently investigating
- Slip identification (# posted on dock & end of finger) is complete on docks D, E & F
  - dock C is almost complete
  - dock A yet to be labelled
  - C & A docks scheduled to be complete this Tuesday
- Power meters have all been matched to breakers
  - 5 of the **new** meters are still not recording any usage even though people are using
  - John from Indora Electric said he would come back to look at them; still nothing
- Café has been quiet
- LMS Welcome Centre was closed for 5 days over the holidays
- A number of rendezvous booked: 1 each in April & June, 2 each in May, July & Aug
- Debbie & Trudy have been off sick; Debbie is on the mend but Trudy is still battling her pneumonia
- Early fall close call; Jay found a charging battery in Club 13 ready to set a fire
- During winter hours shed 13 will be open during office hours, locked otherwise
- During summer hours we currently plan to have the shed locked 24-7. Access will be by a sign out key picked up at the marina office.
- Two quotes for the construction of 8 new fingers are currently being evaluated. These will be installed by LMS. Looks like we have a good quote but are now looking at cost of hauling away old fingers and the mess behind the boathouses
- 1 of 3 quotes has been received for utilities pavilion replacement.
- All door locks have been changed; keys logged & signed out by only a few people
- Large key tags were donated by Debbie's husband for keys to be signed out; maybe the car shop can engrave them for us?
- The next step for security is to get all moorer's a magnetic access card in hand. Via a \$20 deposit.
- All visitors will be issued the numeric code for after-hours washroom access upon their arrival.
- The numeric code will change monthly.
- A garage door opener has been installed on the golf cart shed. This was generously donated and installed by Warm Valley Doors.
- Folding seats have been installed in the two showers.
- The heat trace that has been installed performed well in the last cold snap. A,B and C docs still need to be blown out during cold snaps. A complete procedure has been developed for this and is now on record.
- Short slips have been difficult to fill during winter months; we are looking at removing a dock & lengthen some of them. Many different aspects need to be considered and analyzed prior to deciding if this would be feasible /viable.
  - 11 moorers seeking seasonal (5 have not paid) but only 2 are in our catchment area

- 26 annual seekers are in the area with only 2 over 40 ft long; the problem is that we do not have any 25 to 40 ft slips available
- Ice sales (Sep 1/14 to Dec 30/14): sold 114 bags plus any used for in house events (Dine of the Docks, volunteer parties, café, etc) which were not recorded.
- Pump out sales (Sep 1/14 to Dec 30/14): only 14. A new cover has been installed on the pump out station on the end of B dock.