

# 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.

