

Ladysmith Maritime Society
Board of Directors' Meeting Minutes **March 7, 2018**

In Attendance

Directors

Dan Lutz

Barrie McDonald

Janet Skinner

Peter MacHardy

Doug Bell

Art Rendell (by phone)

Rod Mac Neil

Alan Newell

Ex-Officio

Rod Smith

1. Call to Order

Meeting was called to order at 1:35 PM

2. Adoption of Agenda

Agenda was adopted without changes.

3. Scope of Responsibilities for the Board of Directors/Board

D. Bell lead a discussion on the responsibilities of the Board of Directors.

Using a BoardSource document entitled *What are the Basic Responsibilities for Nonprofit Boards* as a basis, the Board members agreed that the list was 85% consistent with the LMS Board's understanding. Board members are to send their proposed changes/additions to J Skinner for incorporation. The Board to finalize at a future meeting.

Action: Board members

4. Scope of Responsibilities for Executive Director

It was agreed that it is the Executive Director's responsibility to articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

There was a motion made to put on hold all existing work to revise the Executive Director job description and not recommence without full Board approval and after consultation with the Executive Director. **MOTION CARRIED.**

5. Accountability of the Board (How are we doing?)

Item deferred to future meeting.

6. Confidence in the Executive Director to carry out responsibilities

There was consensus that the Board members have the confidence in the Executive Director. The President/Board Chair, with input from Board members, and after consulting with the Executive Director to prepare performance evaluation criteria.

Action: Dan Lutz and Board of Directors

7. Identify Next Steps

- 7.1 A list of potential Board priorities to be drafted by A. Newell for discussion at the April Board meeting.

Action: A. Newell

- 7.2 Meet with potential consultant Gavin Parryman in March.

Action: D. Lutz, A. Newell, J, Skinner

Next Meeting:

- **Regular Meeting: April 4, 2018 @ 9:00 - 11:00**