

# Ladysmith Maritime Society

## Board of Directors' Meeting Minutes

**June 27, 2018**

### **In Attendance**

#### Directors

Dan Lutz  
Alan Newell

Peter MacHardy  
Art Rendell

Rod Mac Neil  
Marnie Craig

Bob Hogberg

Janet Skinner

### **Ex-Officio**

Marc Pettigrew

Debbie Loewen

### **1. Call to Order**

Meeting was called to order at 9:00 AM. Two interim Board Members, Marnie Craig and Bob Hogberg were introduced. Each provided a brief summary of their background and experiences. The Board welcomed the newcomers!

### **2. Adoption of Agenda**

The agenda was adopted with the addition of "Treasurer's Report".

### **3. Adoption of Minutes - May 25, 2018**

The minutes were adopted as presented.

### **4. Treasurer's Report**

A. Newell advised that revenue from visitor moorage (year to date) is up over last year. There are no extraordinary expenses to report at this time. Alan reminded the Board of its obligation to contribute to the Emergency Reserve Fund annually (\$20,000).

### **5. LMS Reports**

#### Festivals and Events:

The Heritage Boat Festival: the festival was a success. There was full attendance and good interaction with the boat owners.

Kids Pirate Day: attendance est. at 1600-2000 people; Cap'n Jack was again a huge hit, arriving on the SV Thane. Special thanks to retiring chief pirate Gerry Beltgens; thanks to the sponsors (RBC, Town, Rotary, Kinsmen, Chronicle); and thanks to Downtown Business Association participation in the treasure map.

Dine on the Docks: 2 events so far: i) The Feast of Pirates, and ii) Mexican Nights. A Salmon Dinner (hosted by a 3rd party) is scheduled for July 28th – all events sold out.

Tours: Tour Boat operators are needed. One of the three trained this year has resigned. Tours are scheduled Wednesdays through Sundays. There should be consideration of having tour volunteers agree to volunteer for two years due to the cost of training (\$750/person).

Car Shop: Volunteers are busy cleaning the shop after all the work done over the winter. The Board was advised that water is coming in from the road. The volunteers can complete the required repairs pending approval from the Town of Ladysmith.

Youth on the Water: The Ladysmith Yacht Club, Power Squadron and LMS are working together and are supportive of the opportunity for local and First Nations youth to attend a Personal Craft Operator Certificate course.

Sea Life Celebration: This year's event is scheduled for August 12, 2018.

Membership and Volunteers: As with many local Societies, LMS is struggling to recruit new volunteers. Consideration should be given to re-vamping our brochure and on-line presence.

Insurance: A. Newell advised that all LMS insurance was recently renewed at a cost of approx \$40,000.

New Members: Three new members applications were approved: i) Peter Doyle (Vancouver), ii) Bruce Thompson & Alicia Palka (Edmonton), and iii) Patrick & Dorothy Durban

Correspondence:

- KPD Report – report to the town is due
- BC Gaming Report - BC Gaming asked for additional information on 2017 report.
- Ladysmith Parade - LMS to have its tour boat participate in the Ladysmith Parade on the August 2018 long weekend.
- Clean Marine - LMS needs to complete and submit its self-assessment.

Marina Report: M. Pettigrew's Report was well received and appreciated by the Board.

## 5. C-Dock

The Board re-affirmed its support for REPLACING C-Dock. The Insurance Company has confirmed that LMS has adequate coverage for staff and volunteers should they be involved in the construction.

C-Dock priorities are: i) complete the design/costing for C-Dock, ii) complete the application for capital funding and start talking with lenders. These are on the critical path and must be completed by July 15, 2018. In or addition LMS to confirm what approvals are required for the design and by whom (engineers, Fed. Gov't, Town of Ladysmith, others).

## 6. Alternate Vessel Policy

The draft revision to the Alternate Vessel Policy dated June 27, 2018 was approved by the Board.

**MOTION: The revision to the Alternate Vessel Policy dated June 27, 2018 (approved by the Board) be added to the 2019/2020 Moorage Contracts .**

**MOTION PASSED: UNANIMOUS**

## 7. Recruitment

Recruitment for the Executive Director to commence.

The draft position description was approved with one revision (delete "external financing").

A Recruitment Committee consisting of D Lutz, P MacHardy, M Craig and J Skinner was struck.

**MOTION: A budget of \$2000 for recruitment advertising was approved.**

**MOTION PASSED: UNANIMOUS**

### **8. Waterfront Plan (WAP)**

P MacHardy and D Lutz to be the key contacts for LMS with the Town of Ladysmith and First Nations regarding the WAP. P. MacHardy and D. Lutz to met with the Mayor and Chief to express LMS' interest in continuing involvement with the WAP.

### **9. Policies and Procedures (P&P)**

P MacHardy advised that the P&P Committee has been struck (P McHardy, A. Rendell, J Skinner). The new Board members were invited to participate. A Table of Contents has been drafted. The priorities determined: policies related to a) Human Resources and b) Health and Safety. With their permission, the LMS P&P Committee will use the LAFF policy template.

### **10. Orientation Package**

P MacHardy circulated a draft of the Orientation Package. Peter to present the package to the newest Board members who will then provide feedback. All other Board members are to review and provide input/observations to Peter.

### **11. Adjournment**

Meeting was adjourned at 11:11 AM.

**NEXT MEETING: September 19, 2018 \*\* (date revised in subsequent e-mail)**

**PLEASE HOLD: OCTOBER 26, 2018 FOR VOLUNTEER APPRECIATION NIGHT AT EAGLE HALL.**