

# Ladysmith Maritime Society

## Board of Directors' Meeting Minutes                      **Sept. 17 , 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

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

Meeting was called to order at 9:00 AM.

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

The agenda was adopted as presented.

### **3. Adoption of Minutes - June 27, 2018**

The minutes were adopted as presented.

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

A. Newell provided a the Treasurer's report for the current year.

A. Newell provided a draft of the 2018/19 budget. Items highlighted include: (1) a reduction in moorage due to space not available on B dock - space will be used to accommodate boats during C Dock replacement; and (2) a possible increase in expenses due to (questionable) revenue sharing with the Town The 2018/19 final budget to be presented to Board for approval at the October Board meeting.

### **5. LMS Reports**

Written reports were provided to the Board in advance of the meeting. All reports were thorough and informative. The Board thanks the authors and all involved in the various activities. Their commitment and generosity of time directly led to the very successful year LMS enjoyed.

There were a few questions/comments raised:

Tours and Car Shop:

- Water drainage at the car shop continues to be a concern. LMS can do the physical work, however approval from ToL is required.
- The KIRK: long term plans for the Kirk need to be finalized. Does LMS want the vessel to be converted to a tour boat? Depending on decision and changes required, DoT approval may be required to ensure compliance with the Steamship Act.
- For the Maritimer Tour Boat: 2-3 more skippers required for next summer.
- The uptake on education tours has been excellent. S. Blackstaff and her staff/volunteers has done remarkable work.

#### Membership:

- Ryan and Jennifer Walter were approved (pending payment of membership fee).
- Myles Thorpe and Tammy Gentry & Dave McKeown were approved.
- Drysdale, Forrest and Villeneuve were approved by e-mail during the summer 2018.

#### Correspondence:

- LMS received a thoughtful note of thanks and a donation to demonstrate much they enjoyed their time at the Celebration of Sea Life, and how welcoming the staff and volunteers made them feel.
- LMS received a \$500 donation from an individual. He was updating the electronics on his boat, sold the old electronics and generously donated the proceeds to LMS.
- J. Craig has volunteered to lead a working group (WG) to review the parking and parking security issues at LMS. The WG will submit findings and recommendations to the Board. The Board expects to use the recommendations in future discussions with the ToL. Bob Hogberg has agreed to participate on the working group.
- C. Bancroft responded to LMS' request to share her files for LMS logos, photos, and various graphic designs. LMS will confirm to Ms. Bancroft that the Board supports her proposed approach. LMS needs to implement a policy that ownership of such intellectual property is included in future contracts/agreements.

#### Marina Report:

The Board advised M. Pettigrew that the executive level and layout of his report was much appreciated.

### **6. C-Dock**

The Board was advised that plans for C-Dock were still in the design/re-design phase. M. Pettigrew is in the process of acquiring a trailer frame that will be used to build C-Dock in stages. An estimated time of 3 months for the build, and 2 months for the installation are anticipated. As a result of the delay in the design and drawing phase, A. Newell has contacted the Bank as requested an extension to the end of October regarding the C Dock replacement loan.

On Sept 9, 2018 the following motion was made and approved (by a majority) by e-mail:

The Board approves securing a loan from the Royal Bank of Canada (RBC) in the amount of \$330,000 to cover the cost of replacing C-Dock as offered in the proposal letter from RBC dated

August 23, 2018. The Board also authorizes the Treasurer and President to execute the necessary documents on behalf of the Ladysmith Maritime Society.

## **7. Executive Director Recruitment**

Recruitment for the Executive Director underway. Competition closed Aug. 17, 2018. Interviews are concluded. Reference checks are underway. It is expected that an offer will be made to the successful candidate before end of the month.

Reviewed and agreed to terms of offer of employment letter.

## **8. Board Recruitment**

P MacHardy as Vice President of the Board assumes the lead for Board recruitment. Any Board member not wanting their name to stand in the upcoming Board election are to advise Peter by e-mail.

## **9. Heritage Building Space Requirements**

The space allotted LMS in the concept design is inadequate and presented information why LMS required almost 50% of ground floor space. The ToL would like to meet with LMS and have a discussion regarding future plans (WAP, and Heritage Building).

In addition the Ladysmith Expo Trail Committee is developing their plan to enhance access to/through Ladysmith. LMS has not yet been contacted regarding the plan or the impact on LMS. D. Lutz will make contact and arrange a meeting so LMS can better understand the Committee's objectives and their plan.

## **10. Fall Meeting Schedule**

- Oct 11, 2018 Special All-Members Meeting (By-laws)
- Oct 15, 2018 Board Meeting (Budget)
- Oct 26, 2018 Volunteer Appreciation Event
- Nov 14, 2018 Board Meeting (AGM Preparation)
- Dec 5, 2018 AGM
- Dec 10, 2018 1st meeting of the new Board

## **11. Policies and Procedures**

P. MacHardy advised work was suspended over the summer, but has not resumed. He is in process of converting the LAFF template to meet LMS requirements.

## **12. Forward Plan Status/Next Steps**

The Board reviewed the status of the priority items outlined in the Plan.

## **13. Adjournment**

The meeting was adjourned at 11:35 AM.

NEXT MEETING: October 15, 2018