

LADYSMITH MARITIME SOCIETY
Board of Directors' Meeting
February 25, 2019 1000h - 1200h

Directors in Attendance: Dan Lutz, Peter MacHardy, Alan Newell, Marnie Craig (via Skype), Ron Dale, Bob Hogberg, Art Rendell (via teleconference)

Ex Officio in Attendance: Richard Wiefelspuett, Debbie Loewen

Call to Order at 1004h

D. Lutz

Approval of Agenda

moved by B. Hogberg **Carried.**

Approval of Minutes of January 14, 2019

moved by P. MacHardy **Carried.**

Approval of Treasurer's Report

moved by A. Newell **Carried.**

Business Arising & Executive Director Report

R. Wiefelspuett

- **Operations Plan 2019:** RW presented an operational plan framed against strategic objectives. Discussion ensued on "in house," actions required, responsibilities, monies, and how to monitor progress & success. **Motion** by D. Lutz to approve the plan as presented. **Carried.**
- **Marina Policies:** This is an example of the style for LMS policies. We will work with the new marina manager to implement policies presented. The marina policy manual we purchased was instrumental in format and wording. Security is an issue and needs to become a separate policy. Live-aboards, security cameras and RCMP have been helpful to date. Details will come at a later date.
- **Employee Handbook:** HR Consultant in Nanaimo has reviewed it for proper info regarding labour standards, etc. Please read carefully and send detailed comments to Richard. This will assist in finding the type of staff we want.
- **Job Descriptions:** Reviewed by HR consultant. RW will continue to formulate job descriptions. Marina Manager position has been advertised. Richard to create short list, circulate to Board and begin first conversations with candidates.
Action: send comments on job desc. to RW by March 4 for redraft by following Monday.
- **Docks condition survey:** being conducted today and tomorrow.
- **Welcome Centre:** cracks on apron are merely shrinkage cracks and of no concern until cracks flow vertically.
- **Snow storm:** Live-aboards and other shovelling volunteers will be given gift cards for their help. The marina was poorly prepared for this; no tools for snow. We also need a maintenance plan and we need to be on the Town's priority plowing list so that staff and boat owners can access the assets at the marina.
Moorage agreements must clearly state owner responsibilities for their boats and boat houses.
Action: Debbie to follow up.

- **Acoustics survey** of Welcome Centre: Reverberating sound is not absorbed quickly. Standard is .6 to .7 secs; ours is 1 second. Baffles and cloud float to be added.
- **Machine shop:** We have been granted permission to re-enter. We do appreciate the Town's concern for our safety but it has caused interruption.
Machine shop space reallocation/reply to Town: The art gallery has been given the entire top floor. LMS supports the design subject to: low-cost option of not moving anyone; who will be paying for the renovations; exit regulations; rezoning; etc.? **Action:** Town needs a letter.
- **Heritage boats policy:** deferred to next meeting
- **Staff report/options on co-location:** doable but review not completed yet.
- **Marina report/2019 cafe lease:** Berths are full for April 2019. Pettigrew and Gawiuk will be out of the marina by end of next week. Cafe lease not yet signed but conditions have been agreed between parties. DOTD will increase to \$22 per ticket.
- **2019 brand/advertising strategy/memorabilia – Action:** needs attention by MC and RW
- **Correspondence/summer students:** Three summer grants at 16 weeks at 35 hours per week at \$15 per hour. Online applications and more detailed process than in the past, Students must apply via the government website. We cannot commit to hiring until funding has been approved. Commit to hiring one student with our own funds in light of needs.
- **Volunteer initiative/fair:** Open house style with fixed times to show the opportunities. Richard will seek assistance from our main volunteers. Peter to advise Richard re: vendors to help advertise the event; i.e., LAFF, Chamber, etc. Date to be determined.
- **Staff retention:** deferred to next meeting
- **New members:** Family of Christine Woolfries, Glenn, Theo & Django Caseley. APPROVED.

Outsourcing of LMS Payroll

A. Newell

Palmer Leslie CPA have been doing our payroll for about a year and a half but feel there are more reasonable options for us. The other vendors are roughly half our current cost. ADP is affiliated with RBC so would be best bet. We should wait until Debbie has time to assist with the change.

Motion: by A. Newell to approve transfer of payroll function to ADP. **Carried.**

Messages to Town

D. Lutz

Does our 10-year-old mandate still represent our purpose? We need to be consistent in our message to the general public.

Motion: by D.Lutz to approve messaging as discussed. **Carried.**

Interim Board Members

P MacHardy

Action: Agreed that Peter to lead on approaching potential interim Board members.

Next Meeting: Monday, March 25, 2019 at 1000h-1200h

D Lutz

Adjournment: 1200h moved by R Dale. **Carried**