

**LADYSMITH MARITIME SOCIETY**  
**Board of Directors Minutes – LMS Boardroom**  
**March 25, 2019 1000h-1200h**

**Directors in Attendance:** Dan Lutz, Bob Hogberg, Ron Dale, Alan Newell; Art Rendell & Marnie Craig by “Go to Meeting”

**Ex Officio in Attendance:** Richard Wiefelspuett by “Go to Meeting”, Debbie Loewen

**Absent:** Peter MacHardy

**Call to Order at 9:58 am :** D. Lutz

**Approval of Agenda:**

add “Presense and Security of Welcome Centre”, and add “Sewage System”

**Approval of Amended Minutes of February 25, 2019**

moved by R.Dale - **Carried**

**Treasurer’s Report:** A. Newell

\$165K grant has been approved from BC Gaming Funds, an appreciated and welcome contribution to maintenance of marine infrastructure.

**Business Arising & Executive Director Report:** R. Wiefelspuett

- Operations Plan 2019** - Priorities and next steps as discussed.
- Marina Policies** - Priorities and next steps as discussed.
- Approval of Employee Handbook – Motion:** by Alan Newell with changes suggested by Bob Hogberg. **Carried.**
- Job Descriptions – Action:** Send comments to RW.
- Marina Manager** – a candidate has been selected effective May 8<sup>th</sup>
- Summer Students** – grants not confirmed yet
- Docks Condition Survey Results** – Richard will seek clarifications from the surveyor.  
**Action:** Richard, Art & Bob to follow up with surveyor after April 6.
- Moorage** – Owners are responsible for their boats and boat houses. Hull and Machinery Insurance is a requirement of the moorage contract. Special circumstances to be managed by the Executive Director. Research on these issues to continue.
- Acoustics Survey** – baffles and cloud hanging will be installed and tested.
- Heritage Boats Policy:** - deferred
- Moss Boat Models** – ED to follow up with the family.
- Oyster Bay Café 2019 lease and Dine on Docks:** Overall lease is agreed. OBC staff will do clean DOTD dishes.
- 2019 brand/advertising strategy/memorabilia** – key elements are underway
- Volunteer initiative/fair** – postponed until mid April. **Action:** Meeting between ED and program leads I needed.
- Meeting with TOL** – a productive meeting was held with Mayor Stone.
- Festivals update w/ Rendell and MacHardy** – festival planning is well underway. Various issues are being managed.
- New members:** No new members.

- **Correspondence:** SARS seeking annual donation; approved. They will refurbish the “Kids Don't Float” facilities.
- **Security and Presence: Action:** Bob & Dan to work with Debbie for this weekend. Richard can adjust upon his return. A meeting with LiveAboards on security procedures was recommended.

**Strategy and Operational plan:** D Lutz

A two-page draft integrating strategic and operational plan will be circulated to the Board for input. The document will be used in communication with stakeholders.

**Sewage:** The on-site manual needs attention. **Action:** On the next LD Plumbing & Heating semi-annual/ quarterly inspection, Bob Hogberg will participate and advise the Board.

**Interim Board Members – see email of March 14 from Peter:**

**Motion** by D.Lutz to appoint John Friesenhan and Jeff Reichert as interim Directors. **Carried.**

**Machine Shop Status:** LMS was pleased with meetings with Town staff and the Mayor. LMS awaits the minutes of the March 18<sup>th</sup> Town Council Meeting, and further discussions. This summer, to accommodate construction in the Machine Shop, LMS will move 80% of administration activity to the Welcome Centre.

**Next Meeting:** Monday, April 29, 2019 at 1300h D Lutz

**Adjournment:** 11:43 a.m.