

**LADYSMITH MARITIME SOCIETY**  
**Board of Directors' Meeting**  
**Thursday, March 26, 2020 ~ 9:00 to 11:00 am**

**Directors by GoToMeeting:** Marnie Craig, Ron Dale, Bob Hogberg, Dan Lutz, Peter MacHardy,

Alan Newell, Jeff Reichert, Art Rendell

**Ex Officio by GoToMeeting:** Debbie Loewen, Richard Wiefelspuett

**Call to Order** at 9:06 am

– Lutz

**Approval of Agenda** – Lutz

**Signing of Directors' Declaration** – due to the COVID-19 not all directors have signed.

**Motion:** by Lutz to post modified declaration and remove signed copy from website. **Carried**

**Approval of Board Minutes of February 20, 2020**

– Craig

**Motion:** Approve minutes as circulated but with the Dashboard Chart as an attachment.

**Carried**

**Business Arising:**

- **LMS Schedule for 2020** – Staff to update all LMS event dates. **Action:** Wiefelspuett to circulate updated 2020 schedule to board. Six Dine on the Dock (DOTD) events have been scheduled. The Oyster Bay Café lease has not been signed due to COVID-19.
- **Strategic Plan Dashboard** – Lutz  
Updates were given for the 5 Strategic Plan objectives regarding the accomplishments over the last 30 days. Future Plans for the next 30 days were discussed.

**Treasurer's Report**

– Newell

- Reports to end of February are up to date. Previous reports for October 2019 through January 2020 should be destroyed.
- Moorage revenue is fairly close to overall plan but we can expect a drop in near future. Slight reduction in annual moorage due to vessels being sold and wait-listers not accepting offers.
- Transition to the new financial system was more complex than expected. Thank you to Debbie and those who assisted her in this process. There are still some new components yet to be finalized.

**Executive Director's Report**

– Wiefelspuett

- **2020 Renewal/M&R Projects Update**

C and CC docks were replaced. Mini-mesh will be secured at later date by staff and volunteers. The project remains very close to the budget. Half the GST will be recovered in spring. As the plumbing subcontractor has been infected with CoVid-19 project completion is still uncertain. Newell expressed congratulations to Wiefelspuett and all participants involved in the C dock project.

Harold Engineering will be working on pump out upgrade. Key issues are not capacity but are related to the internal sensor. Separation of pump out and the septic holding tank is more critical. A hot water supply and grease trap in the kitchen were also installed to help decrease the frequent filling of the holding tank.

All wooden pilings should be replaced as financially feasible. All LMS boathouses have been inspected and flotation is required for both the museum and shed 13 this year.

Additional locks were installed by Harry Blackstaff on back doors of Museum.

- **CoVid-19**

LMS Welcome Centre was closed for business on March 21. Live-a-boards were requested to social distance, left supplies to disinfect the showers and requested when ill, to remain on their vessel and contact 811. The Town has been involved in the wording of our requests posted at the top of the ramp. Transient moorage is open with payment over the phone or online. LMS is abiding by public health advice with regard to our facilities.

**Motion** by MacHardy to cancel both Heritage Boat Festival (May 30) and Kids' Pirate Day (June 6). **Carried.** **Action:** Richard to consult with Town to determine their limitations regarding visitors to the town.

## **Board Policies**

- **LMS Policy Book** – Lutz

The heritage vessel section, one of four, requires further updates. MacHardy suggested using LaFF Policies and Procedures as a guide for our purposes/requirements. This is a 'living document giving us a starting point. **Action:** Reichert will send his current work to Craig and MacHardy.

**Motion:** by Hogberg to accept policy book as presented to be used in final policy and procedure manual. **Carried.**

- **Website/Marketing proposal**

– Craig

Jfry Craig is reviewing of LMS' website, Facebook, hits, analytics, etc. The purpose of our digital image was discussed. The Suzuki website which was suggested as a model would be an expensive upgrade and require daily staff upkeep. The Ladysmith Chamber of Commerce was suggested as a potential model.

**Action::** Craig will develop an online presentation

## **New Members** – Wiefelspuett

There will be no spring members' meeting. **Action:** Wiefelspuett will send new member applications by email for approval.

**Next Meeting** – Thursday, May 7, 2020 9:00-12:00 pm via GoToMeeting.

**Adjournment** – Hogberg moved adjournment at 11:49 am