

LADYSMITH MARITIME SOCIETY
Minutes of the Board of Directors' Meeting
Thursday, April 22, 2021 ~ 1330h to 1500h

Directors by GoToMeeting: Allison Brind, Marnie Craig, Ron Dale, Kelly Daniels, Dan Lutz, Alan Newell, Jeff Reichert, Art Rendell, Nadine Wong

Ex Officio by GoToMeeting: Richard Wiefelspuett

Call to Order at 1330h

– Dan

Approval of Agenda

– Dan

Approval of Board Minutes of 2021-03-25

– Jeff

Motion by Jeff to accept the Minutes as distributed.

CARRIED

Treasurer Report

– Alan

Financial reports are looking good at this point and forecast for summer is positive.

Business Brought Forward

• **Financial Authorities**

– Alan

- Financial Approval Levels for Annual Budget, Disbursements, Purchase Commitment, Contracts, Trade Accounts and Revenue presented previously. Approval levels prepared in accordance with the bylaws.
- ACTION: Debbie to create a list of trade accounts.
- Moved by Alan to adopt Financial Authorities as presented with the addition of trade accounts.

CARRIED

• **Museum Workplan**

- Two quotes received for replacement of floatation, both being close to budget.
- Richard is reviewing the quotes.
- Jeff is working with Car Shop volunteers to add a guard and otter proof one side of the boathouse and add an exit door.
- Museum could open without the exit door with some additional COVID restrictions.

• **Interim Office Plan**

– Richard/Art

- Plan is for temporary office space in the upstairs of the Welcome Centre for 4 LMS workstations and dedicated food prep area for the restaurant.
- ACTION: Richard to retain designer.
- Consideration for moveable office partitions in lieu of fixed partitions.
- ACTION: Jeff, Art, Richard to meet next week.

• **Strategic Review**

– Kelly

- Plan has been printed and copies available at the Welcome Centre.

New Business

• **Strategic Plan Dashboard and Champions Update**

– Dan

○ **Community Collaboration**

- Kelly, Richard & Dan met with town staff and have sent a letter for topics of further discussion.
- Meetings have occurred with mid-island heritage group.
- Spring newsletter issued.
- Update letter sent to Town Council.
- Video call with David Grimstead regarding town's Official Community Plan
- ACTION: Group to collaborate with Chamber of Commerce and Tourism.
- Work placement being considered for indigenous youth.
- ACTION: Alison to share contact for SFN

○ **Volunteers and Members**

- Volunteer membership survey coming out soon.
- Kids Pirate Day well along with letters sent to schools, filming of 3 acts, Marnie working on advertising.

- Need to discuss use of amphitheater or school for drive by event on June 6.
- Sea Life Celebration being tentatively scheduled for mid August.
- Budget is available for volunteer appreciation dinner in the fall.
- **Operations and Infrastructure**
 - Art, Nadine working on Policies and Procedures
 - ACTION: Jeff, Richard to meet on Asset Management Plan.
- **Maritime Heritage**
 - Steering Committee for Arts and Heritage Hub have met, with LMS and LDHS doing a joint presentation. Artist Studio being moved to where the upper parking lot is, pending geotechnical. Parking is proposed for south west corner of Hub. LMS and LDHS also met individually for follow up meeting and stressed need for pedestrian and vehicle access to the Car Shop and Loci Shed.
 - On line archives may be stalled due to availability of summer students.
 - C.A. Kirkegaard was launched with coverage from Take 5 and Chronicle.
 - Take 5 has done interviews for the Kirkegaard and will continue with the other boats with completion scheduled for mid June.
 - Virtual Heritage Boat Festival scheduled for July 11 with videos released during the week prior. Boats will be sailed past Transfer Beach with narrator suitably located on the beach.
 - The Northern Light, Saravan, Kirkegaard and Sudbury participating in the LYC sail past.
- **Public Access and Security**
 - ACTION: Pat/Richard to contact the town regarding road maintenance and dust control.
 - Vehicles are parking overnight in the lower parking lot, causing the parking lot to be full.
 - ACTION: Pat/Richard to meet with live aboard customers. Consider ticketing and towing.
 - Consider painting lines for more parking.
 - Consider parking on other side of concrete barricades.
 - ACTION: Kelly, Alan and Richard to meet to discuss as part of the town collaboration meeting.

Executive Director Update/Correspondence/New Members

– Richard

- Financial dashboard presented.
- ACTION: Debbie to correct the allocation for Lady B outboards.
- Some cancellations for rendezvous.
- Security gate is in the works.
- On Track Media is working on consistent logos and websites for the three virtual events.
- SFN dancers will participate in the Sea Life Celebration.
- Oyster Bay café expected to be operating June to mid September.
- Torqeedo Outboard project is in the works with electric outboard being installed in the un-named rowboat, to be available for rental mid May.
- Application has been made for 4 summer students.
- Gaming Grant funds are still available for the virtual festivals.
- Possible projects for Gaming Grant Environmental Stream might include LED lighting for the boathouses and Museum or mobile pumpout. Deadline is 31 August.
- Motion by Kelly to apply for projects in the Gaming Grant Environmental Stream and bring a list of possible projects to the next meeting.

CARRIED

Upcoming Board Meeting Dates

- Thursday, May 20, 0930h
- Thursday, September 16, 0930h
- **Adjournment** – moved by Alan and Marnie to adjourn at 1520h CARRIED