

LADYSMITH MARITIME SOCIETY
Minutes of the Board of Directors' Meeting
Thursday, May 27, 2021 ~ 1000h to 1230h

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

Ex Officio by GoToMeeting: Richard Wiefelspuett

Absent: Allison Brind

Call to Order at 1000h – Dan

Approval of Agenda – Dan

Approval of Board Minutes of 2021-04-22 – Jeff
Motion by Jeff to accept the Minutes as distributed. CARRIED

Confirmation of Email Motion

To approve Northrup/Priestly family membership – Carried 2021-04-27

Treasurer Report – Alan

Financial report presented. Large GIC investment turned over at 1.59%.

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.
 - Trade accounts are being added and final version will be included in Policy Manual.
- **Museum Workplan** -Richard/Jeff
 - Working with preferred vendor for replacement of floatation.
 - Project will be \$35,000 after GST rebate vs. budget of \$31,500.
 - Jeff is working with Car Shop volunteers to add a guard and otter proof one side of the boathouse and add an exit door.
 - Marnie is looking into additional exhibits and wall mural for boathouse side.
 - Long term plan is to fill in floor of boathouse and move boats to dedicated open boathouse.
- **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.
 - Fixed clear panel demising walls will be considered in lieu of fixed partitions.
 - Board room table area will be available until July opening of the cafe.

New Business

- **Strategic Plan**
 - **Community Collaboration** Dan
 - Kelly presented scope of a 2030 Development Plan which includes meeting with the town to establish a steering committee, consultation with the community and membership, retaining a consultant and development of a concept plan for the marina.
 - Dan summarized recent meetings and correspondence with the Town regarding the contract for DL2016 and unresolved payments for the years 2015, 2016 and 2017. Richard and Dan to research DL2016 legal costs and pursue concept of capital investments in lieu.
 - Alison/Kelly are developing an approach to working with SFN including interaction with elders, SFN paddle club, possible video of war canoe paddlers etc. Summer student to be interviewed.
 - **Volunteers and Members** Ron/Richard
 - Volunteer membership survey ready to go out.

- Multiple volunteer contact lists will be reviewed so that survey can go out in June.
- **Operations and Infrastructure**
 - Art and Nadine presented current Policies and Procedures blackline document.
Motion by Art to delete items as noted, which duplicate the Bylaws. CARRIED
 - Art and Nadine will seek input to review and/or add other sections.
 - Richard presented approach to Asset Management Plan (AMP), which includes asset inventory, prioritization, creation of AMP, implementation, and ongoing updates. AMP expected by Sept 2021 for 21/22 budgeting.
- **Maritime Heritage** -Marnie/Jeff
 - Heritage Archives are being developed on LMS Google Drive although this may not be the best long-term solution for Heritage and other LMS archives and files. A student will be required to scan and transfer files from various sources to the LMS Google Drive. A work description has been sent to Richard for action.
 - 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. Geotechnical testing complete and awaiting report. Parking is proposed for south west corner of Hub.
 - C.A. Kirkegaard was launched with stability testing complete and compliance report submitted to Transport Canada. Small Vessel Operator Proficiency tests booked into July so there may not be additional qualified operators for this season.
- **Public Access Parking and Security** - Art
 - 6 liveaboards are currently allowed to use lower lot due to personal reasons. Some Dogpatch residents are also currently using lower lot in violation of parking signs. Town has been nonresponsive to bylaw infractions.
 - Some discussion on lighting for upper lot although now included in scope of Arts and Heritage Hub.
 - Pat has had discussion with the Town on expanding the lower lot but delayed due to retaining wall issues.
 - Motion by Art to paint lines and document complaints registered to Town. CARRIED

Executive Director Update/Correspondence/New Members – Richard

- Security gate is installed, FOBs required after hours, Ladysmith emergency services have access.
- Oyster Bay Café opens 1 Jul and closes 31 Aug with extended liquor area to be negotiated.
- Torqeedo Outboard installed on the un-named rowboat, with protocol for renting in the works.
- 3 summer students hired and possibility of one SFN student.
- Preparations for virtual festivals proceeding with possibility of in person events as health rules easing. Festivals include Kids' Pirate Days, Heritage Boat Festival and Sea Life Celebration. Gaming Grant funds can be used for wages of event coordinator.
- Possible participation in Home Town Tourist weekend, June 19-20, with Treasures From the Bilge Swap Meet and Heritage boat tours all dependent on health guidelines.
- Motion by Kelly to accept new members Ken & Peggy Barnett-Nanaimo; Mark Evans & Shelley Beckett-Ladysmith; Marcel & Helena Edel-Ladysmith. CARRIED

Upcoming Board Meeting Dates

- Thursday, June 24, 0930h
- Thursday, September 16, 0930h
- **Adjournment** – moved by Art to adjourn at 1230h CARRIED