

## **Ladysmith Maritime Society**

www.ladysmithmaritimesociety.ca

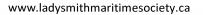
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### Minutes of the Board of Directors Meeting February 11, 2014, LMS Office

Call to Order: The meeting was called to order at 9:10 A.M. **Action By** Attendance: **Directors:** Shirley Blackstaff, Bob Cross, Cliff Fisher, Rod MacNeil, Betty Pearson, Jim Phillips, Tim Richards. Regrets: Carlos Pereira, Sonny Hockey **Guests: Business Manager:** Rod Smith Marina Manger Tom Irwin Agenda: The agenda was approved. **Approval of Prior Minutes:** Motion - Moved by Betty Pearson that the minutes of January 14, 2014 be approved. Treasurer's Report – Betty Pearson Betty presented the Treasurer's report and advised that proceeds from the fire settlement should be received within a week and that the net proceeds will be applied to the outstanding loan. Motion - Moved by Betty Pearson to accept Treasurer's Report. Carried Marina Management Committee Report - Jim Phillips Jim noted that it has been a busy time on the docks over the past few weeks with maintenance issues and projects. The team has also been working on a new boathouse policy and spending a considerable amount of time on rewriting the moorage contract after receiving legal advice. Good strides have been made in the development of a plan for food service at the Welcome Centre with expected service to be from 7:00 am to 2:00 pm seven days a week and a return of the Dine on the Docks series with a seafood theme. Cliff Tom Fisher expressed a desire to talk with the committee about how the integration of paid staff and volunteers would work around the Festivals. Tim Richards expressed an interest in Jim seeing the structure and detail of how the Marina Management Committee is set up and functioning. The Board received the report.





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#### Marina Manager's Report – Tom Irwin

Tom related that the cold weather has presented some challenges but that preparation prior to the last cold snap resulted in no necessary repairs to the water system. A long-term solution needs to be developed prior to next year. Pump out equipment has been serviced and local servicing is now available. The John Horton night was a resounding, sell – out success. The development of connections with local carpenters through the recent dock extension work will result in new resources for future work. Friday and Saturday work parties continue working on the Visitor Dock extension and south & north dock replacements. Work on the breakwater will take place Feb 12-15. Safety plans are being implemented as presented. Dock work is on schedule and on budget. Tom presented a schedule for the visitor dock extension that would see the project complete around March 3, 2014. Revenue projections are on target.

Tom

#### Business Manager's Executive Summary:

Rod Smith thanked the Board and other volunteers for making themselves available to introduce Rod to the organization. Rod listed a number of meetings with community stakeholders. Rod and Barrie met with artist John Marston and reaffirmed LMS's desire to complete the Coastal Balance project. There was a discussion about communications during which Tim Richards strongly suggested that LMS should get on with a revamp of its website and introduce new social media components in order to effectively market the organization's offerings and communicate better with members. Rod noted that a newsletter had been sent out to about 700 contacts through the marina management system and agreed to undertake engagement with a number of website designers including Bob Johns who has given so generously of his time to the current website. Rod stated that a security concern about the Heritage Harbour Centre had been addressed and that the space is now covered under Price's Alarm System. Young Canada Works grants have been submitted and a number of grant deadlines will be met over the next two months.

Rod

Rod

President's Report

Tim Richards expressed his concern that there be a proper archive system in place for all LMS documents and that the archive be located off site. Tim noted that over the past few months that some members had lost loved ones and that LMS should develop an appropriate policy for acknowledging their loss. Tim directed staff to come back to the Board with recommendations. Tim also advised the Board that recently we acquired excellent 17 foot lofting for a Whitehall and that it is now in the Shop.

Rod

Rod

Rod

Volunteer Program Update

Cliff Fisher stated that the first monthly meet & greet went well. Three new members were treated to presentations from staff and lead volunteers followed by a discussion and tour. Cliff also noted that we could probably work on our presentation a bit. Data processing and the new volunteer recording system are going well. Sign-up sheets for volunteers will be located in all volunteer areas. Meet and Greets are the last Wednesday of each month at the Welcome Centre. Cliff suggested we should invite "old" members to an M&G and give them a tour.

Cliff

Cliff

#### Heritage Afloat!

Shirley said she has a great committee of 60 or so volunteers working hard to make the day a success. A number of print materials are in development and it will be a great land and water open house. (See attached report). Rod MacNeil reported that the tour boat outboard has been refurbished and that everything is ready to go.



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Other Business Shirley noted that a coal diorama for the Heritage Harbour Centre is being completed by a talented, dedicated group of volunteers in Duncan and that the construction of the model coal ship is now underway.	
Rod Smith read a letter from the boat shop volunteers thanking Tim Richards for his contribution to the Heritage Vessel Committee and requesting that as Tim has taken on additional responsibilities as the President of the Board that another Director replace him on the Committee.	Tim
There was a discussion about a strategic document "Charting the Course." Tom has the document and will circulate it to the Board and Rod S.	Tom
• Moorage Contract  Jim Phillips stated that the moorage contract review was at the point where there was a little bit of clarification required from our lawyer and some consideration to be given to opinions from insurers but once that is done we should have a document that will serve the organization better. We will then send a message out to moorers letting them know the contract is coming. There was a discussion about setting up a moorers meeting to provide information on the contract changes.	
New Members     Membership applications from Richard & Anne Feilden of North Saanich; Reggie     Genest of Ladysmith and Niels Weise & Lin Sheffield of Ladysmith were approved.	Debbie/Anne
Next Meeting – to be held at 9:00 a.m. on March 11, 2014.  The greating was a discoursed at 10:10 m.m.	
The meeting was adjourned at 12:10 p.m.	