



## Minutes of the Board of Directors Meeting June 11, 2013, LMS Office

Call to Order: The meeting was called to order at 9:00 a.m.	Action By
<ul style="list-style-type: none"> <li>• <b>Attendance:</b></li> <li><b>Directors:</b> Barrie McDonald, Tim Richards, Doug Bell, Cliff Fisher, Sonny Hockey, Betty Pearson, Michelle Frazer,</li> <li><b>Guests:</b> Mark Mercer, Shirley Blackstaff</li> <li><b>Executive Director:</b> Tom Irwin</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Agenda:</b> The agenda was approved.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Approval of Prior Minutes:</b> <i>Motion - Moved by Sonny Hockey that the minutes of April 9, 2013 be approved.</i> <span style="float: right;"><b>Carried</b></span></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Treasurer's Report – Betty Pearson</b> Betty presented the Treasurer's report and informed the Board Members of the following:               <ol style="list-style-type: none"> <li>1. The Town has now sent payment for the cleaning of the Expo Building's washroom.</li> <li>2. LMS has received Grants-in-aid from the Town of \$1,500 for Festivals and \$1,000 for Museum projects</li> <li>3. An application for HST rebate has been forwarded to CRA.</li> <li>4. "Gas Tax" monies to offset the cost of the pump-out station, \$59,709.38, have been received from the Town. These funds have been placed in the "Emergency Reserve" account.</li> <li>5. Betty also mentioned that the emergency reserve amount is \$84,753.</li> </ol> <p>Tom Irwin queried whether LMS or the Town is responsible for the replacement or maintenance of the sewage system equipment. The Board determined that LMS is responsible for the sewage system equipment. Sonny Hockey recommended, and the Board Members agreed, that we obtain a Machinery Policy quote from VIIC.</p> <p><i><b>Motion – Moved by Betty Pearson to donate \$2,000.00 to Ladysmith and District Marine Rescue Society; and \$500.00 to Western Purple Martin Foundation.</b></i> <span style="float: right;"><b>Carried</b></span></p> <p><i><b>Motion – Moved by Betty Pearson to rename account #937870 at Ladysmith &amp; District Credit Union to "Reserves" to better reflect the funds held in that account.</b></i> <span style="float: right;"><b>Carried</b></span></p> <p><i><b>Motion - Moved by Betty Pearson to accept Treasurer's Report.</b></i> <span style="float: right;"><b>Carried</b></span></p> </li> </ul>	<p>Sonny Hockey Tom Irwin</p>



<ul style="list-style-type: none"> <li>• <b>Executive Director's Report – Tom Irwin</b> Tom presented the Marina Report to the Board Members. Tom's report detailed a review of accomplishments achieved over the last two months, his connections and agreements with a number of sponsors, clubs and the Provincial Marine Tourism representative, also Tom's view of what LMS should be doing in the future.</li> </ul> <p>Tom mentioned that he is still trying to recover 18 sheets of mini mesh from the contractor.</p> <p>Sonny Hockey suggested that a donation be made to the authors of the open source programs used for the Marina Management System. Tom will follow up on this suggestion.</p> <p>Tom suggested, and Doug Bell endorsed, the idea that LMS should participate in a limited role in the Provincial Marine Tourism Initiative. Doug recommended that 2 LMS members become involved.</p> <p>Tom also presented a chart detailing a comparison between the budgeted and actual revenues derived from moorage, a marina utilization chart and a guideline for strategic planning.</p> <p>Tom advised there were 12 visitor boat nights in April and 52 in May.</p> <p>With regards to the marine utilization chart, it was suggested that a schematic of the docks' layout be added.</p> <p>The process for preparing the 2013-2014 budget was discussed. Tom will issue an e-mail to Board members and Committee leaders summarizing in detail the information required, key dates, and individuals from whom input is required.</p> <p>Doug Bell requested that Board Members provide Tom Irwin with their vacation plans for July and August.</p> <p>Mark Mercer left at 10:45a.m.</p>	<p>Tom Irwin</p> <p>Tom Irwin</p> <p>Doug Bell</p>
<ul style="list-style-type: none"> <li>• <b>Additional Business Items:</b></li> </ul> <p><b>Finance/Legal/Insurance Report</b> Betty Pearson presented her report to the Board Members.</p> <p><b>Marina Committee Report</b> Tom Irwin presented Jim Phillips's report to the Board Members and the following was noted:</p> <ol style="list-style-type: none"> <li>1. Food serving in the Welcome Center has now been approved by VIHA.</li> <li>2. Paul Notte's and Debbie William's employment situation will be formalized.</li> </ol> <p><b>Heritage Vessels</b> Tim Richards presented his report, which included an update on the heritage vessels, boat use policy and operating procedures of heritage vessels by LMS members. Tim also mentioned that the rowboat trial was well received by participants.</p>	



<ul style="list-style-type: none"> <li>• <b>Additional Business Items:</b></li> </ul> <p><b>Heritage &amp; Cultural Centre</b>          Shirley Blackstaff expressed Marnie Craig's and her thanks to the volunteers who assisted with the Heritage &amp; Cultural Centre to date, especially those who worked many hours to make it ready for the LMS Heritage Day - June 8th, so the public could have a peek at the work in progress. The interest and positive responses from those that came in to see the beginnings of the new project was encouraging. It was also mentioned that a grant was received for a summer student to help with the Heritage &amp; Cultural Centre work.</p> <p><b>Festival</b>          Cliff Fisher presented his report on the two events, which took place in June. Cliff mentioned that revenue from the events would be listed separately under the Festival budget heading.          Barrie McDonald queried whether, in accordance with our Constitution, we should be more proactive in encouraging non-LMS heritage vessels to moor at LMS marina. Tim Richards and Tom Irwin will investigate insurance implications.</p> <p>Cliff advised that Robert Cross would be the next Festival committee chairperson.</p> <p><b>Evaluation Timing and Process for Executive Director</b>          A sub-set of 5 Board Members comprised of Barrie McDonald, Doug Bell, Jim Phillips, Michelle Frazer and Betty Pearson will be responsible to evaluate Tom's performance and recommend a salary decision by June 30<sup>th</sup>.          Other Board Members should e-mail Barrie McDonald with their views by June 18<sup>th</sup>.          Tom Irwin will provide Barrie McDonald with a written assessment of his performance by June 18.</p>	<p>Tim Richards Tom Irwin</p> <p>Dog Bell Jim Phillips Michelle Frazer Betty Pearson Barrie McDonald Tom Irwin</p>
<ul style="list-style-type: none"> <li>• <b>Other Business</b></li> </ul> <p>Betty Pearson showed mock-up copies of pamphlets created by Gillian Murad displaying the history of the Society. Marnie Craig will be involved in coordinating the information.</p> <p>Gillian Murad will be meeting and greeting new members.</p>	<p>Marnie Craig</p> <p>Gillian Murad</p>
<ul style="list-style-type: none"> <li>• <b>New Members</b></li> </ul> <p>The Board approved via e-mail membership applications from Wayne &amp; Nancy Maxted, David Scott, Peter &amp; Catharine Barter, Jim &amp; Debbie Gawiuk, Tom &amp; Jean Keevil, Dan Vircik and Russell Hann.</p>	
<p><b>Next Meeting</b> – to be held at 9:00 a.m. on July 9<sup>th</sup>.</p>	
<ul style="list-style-type: none"> <li>• The meeting was adjourned at 11:50a.m.</li> </ul>	