

Ladysmith Maritime Society

Board of Directors Meeting Minutes

November 8, 2017

In Attendance

Directors

Gerry Beltgens
Dan Lutz
Allan Gould (Vice President)

Peter MacHardy
Rod Mac Neil (President)
Alan Newell (Treasurer)
Paul Nowlan (Secretary)

Janet Skinner
Staff
Marc Pettigrew
Rod Smith

Absent – Art Rendell

Meeting began at 12:01 p.m. and was chaired by the President.

Gerry Beltgens arrived at 12:11

Peter MacHardy arrived at 12:53

Agenda – approved by consent

Minutes of October 11, 2017 Meeting – approved by consent

Approval of New Members

Dave and Nancy Franz
Frank and Mary Anne Hajer

Treasurer's Report – presented by Alan Newell

Alan presented the AGM reports for the Treasurer and Finance Committee.

Alan and Rod Smith responded to questions about the 2017-2018 Budget.

Executive Director's Report – presented by Rod Smith (attached)

Rod met with the Mayor and Council members regarding the Waterfront Plan and discussed future breakwater replacement. There followed a discussion of the Waterfront Plan and the potential for LMS to participate in developing an expanded community marina.

Rod is arranging a formal meeting with Council to present a report on LMS activities in 2017.

Nominating Committee Report – presented by Allan Gould

Two nominations for Director are expected.

Follow-ups from Board Meeting Minutes

Status updates were provided on the following items arising from previous Board Meeting:

June 2017

- Volunteer Management Initiative and volunteer coordinator – Smith
Rod has identified a candidate for the part-time paid volunteer coordinator position.
- Constitution and Bylaws – Gould
Allan provided a hand-out of the draft LMS Bylaws and asked for volunteers to review the content. The Bylaws will likely be approved by the membership at a Special General Meeting in 2018.
A report will be presented at the 2017 AGM.

September 2017

- Finance Committee and its Terms of Reference – Newell
A report will be presented at the 2017 AGM.
- HR Committee, Terms of Reference, and the ED Job description, including recent correspondence from the ED – MacNeil, MacHardy, Skinner
The Committee will be meeting to continue work on these items.

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- Board Orientation Presentation – MacHardy
Work is underway.
- Waterfront Plan Work Group – Smith, Beltjens, MacHardy
The Group will continue to identify opportunities for LMS to participate in the Waterfront Plan approval and implementation process.
- Governance Manual – MacHardy / Newell
A report will be provided at the next Board meeting.

October 2017

- Liability issues, and their mitigation, related to LMS acting as a contractor on construction projects – Smith
Rod met with the insurance broker. Liability is covered under the current LMS insurance policy.
WCB assessment documents are available for review.
Rod will consult with an OHS officer who is experienced in marina operations, and report back to the Board.
- Breakwater replacement in context of Waterfront Plan – Smith
See Executive Director's Report.
- Wave action research for breakwater design – Pettigrew
Marc will look for existing research, as well as opportunities to borrow monitoring equipment.
- Forward Plan – Lutz
A report will be presented at the 2017 AGM.
The mandate for the Forward Plan Work Group ends at the 2017 AGM. Dan will reform the group and continue work on the Forward Plan through 2018.

AGM Agenda – Paul Nowlan (attached)

Content and wording of motions was discussed and agreed on.

Treasurer's Report and Financial Statements will be printed and handed out at the AGM. Other reports will not be printed, but will be posted on the LMS website.

Correspondence

Two letters offering to donate a RIB (rigid inflatable boat) with outboard motor to LMS.
See below under Other Business.

Other Business

An individual offered to donate a RIB with 30 HP outboard motor and trailer.

The Ladysmith and District Marine Rescue Society offered to donate their previous marine rescue vessel complete with engines and other equipment.

Both offers will be kindly accepted.

Next Meeting – Friday, December 8, 2017 – 9:00 to 11:00 a.m. in the LMS Board Room

Directors will elect the President, Vice-President, Treasurer and Secretary at the meeting.

Motion to adjourn by Rod MacNeil - carried.

Adjournment – 2:05 p.m.