

Ladysmith Maritime Society

Board of Directors Meeting Minutes

September 19, 2017

In Attendance

Directors

Gerry Beltgens
Dan Lutz
Peter MacHardy
Rod MacNeil (President)

Alan Newell (Treasurer)
Paul Nowlan (Secretary)
Art Rendell
Janet Skinner

Staff

Debbie Loewen
Marc Pettigrew
Rod Smith



Absent

Allan Gould (Vice President)

Meeting began at 9:02 a.m. and was chaired by the President

Agenda – approved by consent

Minutes of June 13, 2017 meeting – approved by consent

Approval of New Members

Chad Barnett, Ladysmith
Charmaine Campbell, Ladysmith
Dale & Dee Dee Coull, Ladysmith
Ferdinand Johns, Oak Harbour, WA
Gregory & Linda Henley, Ladysmith
Tim & Helen Hornett, Ladysmith
Wayne Maxted, Nanaimo

Kevin & Donna McNeill, Ladysmith
Kimberly Nakahara, Ladysmith
Else Marie & Werner Ostermann, Nanaimo
Martin Pearson, Ladysmith
David Skelhon, Coldstream BC
Wayne & Susan Watt, Ladysmith

Treasurer's Report – presented by A Newell (see attached)
Visitor moorage continues to be strong, 37% over budget ytd.

President's Report – presented by R MacNeil (see attached)

- The *Sudbury* will be back in the water soon to make room for storing of two golf carts.
- Vancouver boat show was same as always.
- Port Townsend boat show was a great show. LMS should plan on having a display booth there next year.
- Lake Union classic boats want to come to LMS
- Passagemaker magazine want to do a feature article on the *Saravan*. They actual sought her out themselves.

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

Discussion occurred regarding winterizing the sewage and water systems, and upgrading the sewer system.

Marina Report – presented by M Pettigrew

- 5 year repair and maintenance plan was presented, with thanks to Jim Phillips and Keith Gillanders for their assistance in putting it together.
- 2017/18 items are in the proposed budget
- A proposal to replace the breakwater and C dock was circulated.
- New breakwater is a necessity but what are the options in regards to the Town's new waterfront plan?
- Priority for repair/replacement seems to be C dock, breakwater and then A dock
- Options need to be presented regarding summer marina to help alleviate distraction from the café, etc.
- Volunteers are needed to help keep costs down when building the new fingers for C dock

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Motion by P MacHardy that the operations team bring forward a plan regarding replacement of C dock and issues potentially associated with its replacement, to the October 2017 meeting. Carried.

Museum Report (see attached)

Report prepared by Shirley Blackstaff was received for information.

Heritage Boats Report – Included in President's report.

Special Events Reports

Heritage Boat Festival – presented by A Rendell

The format may change slightly upon review of Port Townsend boat show information. Betty Pearson has asked to step back even more in the future.

Kids' Pirate Day – presented by G Beltgens

2018 will continue in the same format as 2017. Thank you to Rod MacNeil for arranging to use the *Sudbury* for the float in the Ladysmith Days parade.

Correspondence – presented by R Smith

- Thank you card from LaFF – Ladysmith Family and Friends
- Bill Drysdale has been cleaning the railway and paths to town and would like the support of LMS. A request for volunteers could be included in the next LMS Newsletter.

Constitution Report (see attached)

Report prepared by A Gould was received for information.

Draft Budget – presented by R Smith (see attached)

The draft budget was received for information. Annual moorage to go up by 1.5% - cost of living. Short discussion regarding moorage rates was held.

Motion by P MacHardy that the operations team do a complete evaluation of all moorage rates and bring to the October 2017 meeting. Carried.

Board Committees

Finance Committee – presented by A Newell (see attached)

Discussion was held regarding the purpose and role of this committee.

Motion by G Beltgens that LMS does not need a finance committee. Defeated.

Motion by P MacHardy that LMS establish a finance committee of up to three (3) Board members, invited to serve at the pleasure of the Treasurer. Carried.

Human Resources (HR) Committee – presented by P MacHardy (see attached)

Motion by P MacHardy that an HR committee be approved, consisting of three Board members with roles and responsibilities generally as described in the attached report, except that the President is not required to be on the committee. Carried.

HR Committee will consist of P MacHardy, R MacNeil and J Skinner.



Proposal for Orientation of new LMS Board Members – presented by P MacHardy (see attached)

Motion by P MacHardy to move forward with a “new board” orientation presentation, generally in the proposed format. Carried.

Proposal for LMS Executive Director Job Description – presented by P MacHardy (see attached)

Motion by A Rendell that the Executive Director job description be referred to the HR committee, in consultation with the Executive Director. Carried.

P MacHardy offered to prepare a document on the role and responsibilities of Board members.

LMS Forward Plan – presented by D Lutz (slide presentation)

P MacHardy suggested a vision statement: “to inspire and serve the community by connecting people to a vibrant waterfront.”

It is imperative for our future that LMS build strong relationships with both Stz’uminus First Nation and the town of Ladysmith.

The Waterfront Plan Work Group will be looking at building relationships, preparing a communications plan, and exploring scenarios for marina development.

Governance Manual – presented by A Newell (see attached)

The Board agreed that the outdated policies identified by Alan are rescinded. Alan will continue working on the Governance Manual and will consider incorporating Peter’s work on role and responsibilities of Board members.

Other Business

Volunteer appreciation night to be set up in October or early November, as venue allows.

Next Board Meeting – Budget Meeting - **Wednesday, October 11, 2017 - 12:00 pm to 2:00 pm**

Motion by R MacNeil to adjourn. Carried.

Adjournment – 11:42 a.m.

AGM

The tentative date for the AGM is Wednesday, December 6, 2017 – 7:00 pm.