

**LADYSMITH MARITIME SOCIETY**  
**Board of Directors' Meeting**  
**April 29, 2019 ~ 1300h to 1515h**

**Directors in Attendance:** Dan Lutz, Peter MacHardy, Alan Newell, Marnie Craig, Ron Dale, Joe Friesenhan, Bob Hogberg, Jeff Reichert, Art Rendell

**Ex Officio in Attendance:** Richard Wiefelspuett (Executive Director), Debbie Loewen

**Call to Order at 1:00 pm** D. Lutz

**Welcome to Interim Directors :** Joe Friesenhan and Jeff Reichert D. Lutz

**Approval of Agenda** moved by M. Craig - **Carried**

**Approval of Minutes of March 25, 2019** moved by B. Hogberg - **Carried**

**Treasurer's Report** A. Newell

Annual moorage in March was down slightly. The deposit to the Gaming account is a grant for C-dock replacement expenses over the next three (3) years.

**Business Arising & Executive Director's Report** R. Wiefelspuett

- a. **Employee Handbook** — Should add the LMS Charter rather the Mission and Vision statement and reflect vacation time and summer operation of 7 days per week.  
**ACTION:** P. MacHardy to reinstate the HR Committee and research employee benefits.  
**Dock Survey** — Pilings will be the primary task. We must replace our own foam before requiring the boathouse owners to do the same. **ACTION:** Read the report & send any comments to Richard, Bob or Jeff
- b. **Marina Update** — The Social Dock tent was repaired and returned to LMS today. It will be installed this week. It is recommended that it be dismantled each winter, by October 1<sup>st</sup>.
- c. **Pilings** — Four (4) wooden pilings on A dock were replaced last week with 60-foot steel pilings (30 feet in the sea floor). The wooden ones were not broken in the winter storm but their range of motion in the sea floor had widened, therefore could become detrimental in future storms. Two (2) will be covered by insurance. The plan is to replace all wooden pilings in the marina with steel. Zincs have yet to be installed.
- d. **Electricity** — Electric Safety Policy discussion is forwarded to next board meeting.
  - i. The Sea Life Centre will be wired for touch tanks and underwater lighting. A certified electrician will be guiding this project with volunteer assistance to lower costs.
  - ii. Stray current may be an issue in the marina. Measurements have been recorded in some A-dock berths.
- e. **Café** — The lease has been accepted and signed.
  - i. The Café re-opens on May 17, 2019. Hours of operation are Sunday through Wednesday 8:00 am to 3:00 pm and Thursday to Saturday 8:00 am to 8:00 pm.
  - ii. **Action:** Can we add dates for Music on the Dock and the café to Take 5?
- f. **Welcome Centre Acoustics** — An acoustic survey was done and 650 square feet of baffling was recommended. We will try installing 250 sq.ft. above the Marina Office desk to see if it helps.

- g. **Staffing** : We have received funding for three (3) students in the marina, each for a maximum of 35 hours per week. No word yet on an assistant for the museum. The Welcome Centre will be open seven (7) days per week with a rotating staff schedule.
- h. **Machine Shop Status** — With the departure of Kim Fowler we are unsure who our primary contact with the Town will be.
- i. **Retail Merchandise** — New stock has been ordered.
- j. **Advertising** — Richard will be added as an administrator of our Facebook account. Facebook is the key tool that Stz'uminus First Nation uses for communication with its community. **ACTION:** Dan, Marnie and Richard to meet in June to discuss rebranding of the LMS' image.
- k. **Heritage Grant** — Application was completed on time. This grant is for heritage vessels and festival programming.
- l. **Newsletter** — Will come out next week and should include information about the next four (4) months at LMS
- m. **Members' Meeting** — Planned for May 15, starting at 6:30, as an information evening.
- n. **Heritage Boat Festival** — Saturday morning opening ceremonies will include the Town of Ladysmith Mayor and Stz'uminus First Nation's Chief in attendance.
- o. **Ambassador Program** — The Saravan has been registered for six (6) festivals this season
- p. **Heritage Boat Policy** — postponed to next Board Meeting
- q. **Boat Models** — Twelve (12) model boats with a coastal reference were accepted for LMS. Richard hopes to connect with the Vancouver Boat Museum for a museum exchange.

#### **Terms of Reference for Heritage Committee**

M. Craig

Heritage should play a key role in LMS as this is the basis of our organization. The terms of reference were discussed. regarding whether this should be a Standing Committee of the Board or a committee of volunteers under the direction of the Executive Director. A display on "The History of Recreational Boating" Is being developed for the museum. **MOTION** by M. Craig to approve the terms of reference and establish a Heritage Standing Committee as presented. **Carried**  
**ACTION:** Send key concerns and suggestions to Marnie via e-mail.

#### **Staff Retention – general discussion**

- who and why do people get paid
- how to reconcile "dock talk" with actual activities
- need to enjoy working here and with volunteers
- purpose of the HR committee
- overall wellness of the Society
- how do we fill the void? We need more regular communication.  
Need to use the Chamber of Commerce e-blast
- Add a poster to the Welcome Centre window about café opening May 17

#### **Sewer**

B. Hogberg/J. Reichert

AJ is the most informed. LD Plumbing initiated the system for the season and trained their new staff member on the protocols. **MOTION:** by B. Hogberg to obtain quotes for pump out upgrade. **Carried**

**Next Meeting** will be held June 19, 2019 at 9:00am

**Adjourned** at 3:15 pm