

**Ladysmith Maritime Society
Board of Directors Meeting
Wednesday, September 11, 2019**

Attendance: Dan Lutz, Alan Newell, Marnie Craig, Ron Dale, Bob Hogberg, Jeff Reichert, Art Rendell

Regrets: Joe Freisenhan, Peter MacHardy

Ex officio: Richard Weifelspuett, Debbie Loewen

Call to order – Lutz, at 10:00 am

Approval of Agenda – R Dale brought request for dragon boaters to have their wind up in Welcome Centre; LMS cannot confirm due to renovation of admin office.

Approval of Minutes of June 19, 2019 – Motion by A Rendell, **Carried.**

Business Arising

Donated vessels

– Newell

- Based on research, LMS can dispose of vessels that have been donated to LMS, including auction of a donated item. In cases such as the Responder, a conversation with the donor would be appropriate.
- **Action:** accountant and legal opinion to be sought by A Newell for confirmation
- the *Glaspur* has been returned to Harry Blackstaff
- Heritage Boat Policy – Wiefelspuett & Hogberg
- Draft HBP was presented.
- **Motion:** by Art Rendell to accept the draft policy, with additional material to be circulated and reviewed prior to next meeting. **Carried.** **Action:** Additional material to be circulated and reviewed prior to next meeting. Wiefelspuett & Hogberg
- Concept presented for conversion of *The Cutter* to an "electric launch" for future public cruises. Board agreed to an exploration of fundraising for the project, e.g. \$200,000. If not raised by fall 2020, the project will be dropped and disposal of the vessel to proceed. **Action:** Wiefelspuett

Human resources (HR) committee

– Newell, Lutz & Wiefelspuett

- Board assessments and self-assessments due to Debbie by Sep 30; results to be presented for discussion at next board meeting. **Action:** Board
- **Motion** by A Newell to approve the revised Director's Declaration on Sep 18, electronically. **Carried**
- Governance Framework approach includes HR policy, staff handbook, employment agreements and job descriptions. Framework documents to be reviewed regularly by the Board. Employment agreements and performance reviews will be confidential to the HR committee. Job descriptions will be public documents
- **Motion:** by J Reichert to accept draft HR policy in principle to be approved at next board meeting. **Carried.**

- Benefits Plan Options: do nothing, install a benefit plan for LMS employees or provide a cash payout during the year for medical/dental expenditures
- **Motion:** by A Newell that LMS provide full-time employees with benefits at an estimated cost of \$10,000 to \$15,000 and instruct HR committee to present a complete proposal at the next meeting. **Carried.** **Action:** HR Committee

Treasurer's Report

– Newell

- contingency total to be a percentage of our permanent moorage
- Recommendation to add minimum \$20,000 to the contingency fund this fiscal year.
- LMS will consult the membership regarding ending the annual contribution to the reserve fund given improved insurance coverage. **Action:** Newell

LMS communications/Brand

– Craig

- Brief history of LMS brand and Logo presented
- Seeking guidance on direction of our corporate image
- **Motion:** by A Rendell to accept, in principle, the swoosh to be the basis of where we want to go with Marnie coming back with some tweaks to it. **Carried,** **Action:** Craig

Break: 11:59 am to 12:07 pm

Executive Director's Report

– Wiefelspuett

- RW reported on Machine shop renovations, docks, pilings, flotation, electrical Survey, how the landlord/tenant issue pertain to live-aboards), sewage upgrade, and fall priorities for C-Dock.
- Membership Applications: Chuck Forrest, Bill Drysdale and Gennie Vlchek of Ladysmith; Guy & Louise Massey and Pieter, Hilda-Marie & Joao van Zyl, all of Nanaimo; Jeffrey and Cynthia Shaw from Highland, Utah; and David Skelhon of Vernon. **Motion:** by B Hogberg to approve new members as presented. **Carried.**
- Correspondence – Quentin Goodbody, acting president of LDHS, seeking our support for their presentation to the Town regarding use of the space in the renovated “Machine Shop.” M Craig, LMS heritage rep, met with him as well.

Next Three Months – Lutz

- D. Lutz provided a listing of key dates toward the AGM.
- A strategic planning process can be led by Brian Carruthers. Initial activity will be a survey of Board members, and discussion of LMS vision, mission, major opportunities and programs.
- **Motion:** by A. Newell to schedule a strategic planning process with Brian Carruthers at a budget of \$10,000. **Carried.**

Next scheduled meeting: Wednesday, October 9, 2019, 9:00 am to 12:00 pm

Motion: by R. Dale to adjourn at 1:05 p.m.