

LADYSMITH MARITIME SOCIETY
Board of Directors' Meeting
Thursday, January 21, 2021 ~ 09h30 to 11h00
<https://global.gotomeeting.com/join/973665557>

Directors by GoToMeeting: Marnie Craig (Vice President), Ron Dale, Kelly Daniels, Dan Lutz (President), Alan Newell (Treasurer), Jeff Reichert (Secretary), Art Rendell, Nadine Wong

Absent: Allison Brind

Ex Officio by GoToMeeting: Debbie Loewen, Patrick McEvoy, Richard Wiefelspuett

Call to Order at 9:32 a.m. – Lutz

Approval of Agenda – Lutz

- Approved as circulated.

Approval of Board Minutes of 2020-12-11 – Reichert

- Moved by Jeff Reichert to approve minutes. Carried.

Board Approval of Draft Minutes of AGM 2020-12-09 – Craig

- Moved by Marnie Craig to acknowledge that the Board has reviewed and accepted the minutes as presented. Carried.

Business Brought Forward

- **Gangway security status** – Wiefelspuett/McEvoy

- 2 proposals have been received
- Difference in price and esthetics
- Quote of \$15,000 including access FOBs and hardware
- Chain link style \$8000 for gate alone
- To be installed on land side of the gangway
- Locked from dusk to dawn only
- Staff to ensure Town and Emergency Services are consulted and return with recommended design and budget.

- **Grant(s) application status** – Wiefelspuett

- Gaming grant application for museum and open boathouse was declined.
- Same project submitted to CERIP program with response anticipated soon.
- Car Shop and Loci Shed joint application also submitted through CERIP program.
- Possible grant application for floating office is being considered through CVIRB program.
- BC Gaming has festivals/events grants as well as capital items (we typically get one every 3 years). If cash reserves are 50% or more of operating costs, they do not usually approve grant applications for events.

- **Member renewals** – Wiefelspuett

- The online platform is basically ready. Renewal notices will include a link to access their account which has a link for payment.
- Can we place a membership renewal link on the website as other societies have done?

Treasurer Report and set-aside Resolution – Newell

- Proposed Resolution: Given that the financial impact of any major business interruption will
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be mitigated by current LMS insurance coverage, future contributions to the Emergency Fund are to be suspended indefinitely.

- **Motion** by Alan to accept this resolution. Carried.
- This revision should be recorded in the policy manual for the future. ACTION: Policy and Procedures Committee and Secretary.

Review of Board Committees for 2021

– Lutz

- **Finance**
 - Treasurer, Betty Pearson & John Craig
- **Human Resources**
 - President, vice president and Alan Newell
 - To maintain and update human resource policies.
 - Should include policies for volunteers including insurance and safety.
- **Policy and Procedures**
 - Art Rendell, Nadine Wong, Executive Director and one more opening
- **Heritage**
 - Marnie Craig, Jeff Reichert, Bob Hogberg, Executive Director
 - Policy framework completed in 2012-2014 is being expanded upon which will be brought to the board.
 - Includes policy and procedures of heritage vessel group although those are being brought forward by a separate group.

Champion Updates

- **Heritage, Arts and Heritage Hub and LMS/LDHS** – Craig, Reichert, Wiefelspuett
 - LMS/LDHS (Ladysmith & District Historical Society) have been meeting mostly weekly.
 - Joint grant proposal submitted for Car Shop and Loci Shed renovation.
 - BC Heritage Week is February 15 – 21. LMS/LDHS will highlight information on website and Facebook. Possibly some games for participation. LMS is unable to open any facilities although will look at having the heritage boats on display.
 - Concern for timing of Museum floatation project.
 - Harbour Heritage Centre will likely not be reopened for at least 2 more years due to construction (or lack thereof).
 - Marnie and Quentin Goodbody (LDHS) appointed to steering committee for the Arts and Heritage Hub and Machine Shop.
 - Currently working on LDHS / LMS joint audio/video presentation regarding needs and desires for the Arts and Heritage hub and Machine Shop.
 - Developing electronic storage of LMS archives.
 - John Dul has set up a folder on LMS Google Drive.
 - Jeff Reichert currently has edit privileges and has set up archive and working folders.
 - Suggest that other board committees might benefit from shared working folders. Jeff can set up working folders and can transfer ownership as required.
 - ACTION: Jeff, Dan & Marnie to pilot this effort and draft a policy for storage of electronic files.
 - **Infrastructure (office)** – Rendell
 - Welcome Centre second floor currently being used for offices of Executive Director and Operations Manager while renovations are underway in Machine Shop.
 - Still necessary to use Machine Shop offices but too much time and inconvenience in travel between Machine Shop and Welcome Centre. Welcome Centre second floor office are shared with café operations in summer.
 - Marina admin requires a quiet space for proper management.
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- **Motion** by Art for the infrastructure group of Art, Bob & Richard to research and cost out options for temporary office space and bring forward a proposal to the next Board meeting. Carried.
- **Policies and Procedures** – Rendell
 - A template for Policies and Procedures was presented at the November 2020 Board meeting.
 - Alan has gathered a 30-page document of known policies, with a table of contents, to use as a starting point.
 - Existing policies and procedures need to be pulled into proposed formats.
 - Heritage Vessel policies and procedures were updated but need to be formatted.
 - A staff handbook and HR procedures already exists.
- **Relations** – Lutz/Newell
 - Dan, Alan, Richard, Kelly and Allison
 - Brainstorming our value proposition for relationships.
- **Volunteers** – Dale
 - Volunteers including liveboards have been active in heritage boats, banners, dock repairs and snow removal. However volunteer hours dropped from 10,000 hours in 2019 to 5,000 hours in 2020.
 - Nadine has shared her ideas and will be working with Ron
 - Elly Smith (Wayne Smith's wife) has been approached about the role of Volunteer/Events Coordinator
 - The volunteer database is part of the Marina Management System (MMS) .
- **Public Access and Security** – Newell
 - Parking improvements seem unresolvable at the present time as the Town has been unresponsive.
 - Retaining wall failure and repair could jeopardize access to the lower level and power to the marina.
- **Strategic Plan** – Daniels
 - Good idea to review a strategic plan on an annual basis, especially for the benefit of new board members. First Strategic Plan completed in 2019 and adopted for discussion and action in 2020.
 - Two options presented for consideration with option A recommended. Option A includes cursory review and confirmation of Vision, Role and Values and conducts a comprehensive review of the strategies in each focus area.
 - **Motion** by Kelly that the board review and update its 2021 Strategic Plan during February according to option A. The Chair can call meetings as needed. Carried.

Executive Director Update

– Wiefelspuett & Co.

- **Operations and Marina**
 - Patrick provided an excellent, extensive report of all that has occurred in the marina since his last report including status of occupancy, grant opportunities, boat house deficiencies, fire extinguisher certification, dock safety upgrades, new water pump, proposed switch to aluminum anodes for pile protection for cost savings, training for stray current detection, snow removal procedures, LED conversion for Welcome Centre, security camera on Shed #13, No Trespassing signage and solar powered security lights.
 - Richard presented bar graphs for financial performance.
 - **ACTION:** Board members to send feedback to Richard regarding improvements to this report
 - Richard presented dashboard performance metrics for marina focus areas.
 - **ACTION:** Need to add metrics for Heritage & public access. Also missing are membership and volunteers.
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- Standard moorage agreement – proposed amendments
- ACTION: Board to respond to Richard with comments or agreement regarding the proposed changes.
- Maritime festivals will be primarily virtual.
 - Heritage Boat Festival – Art, Richard, Jeff and Robert Lawson
 - Kids’ Pirate Festival – Peter
 - Sea Life Celebration – Marnie
- Looking for flexible commitment for Oyster Bay Cafe
- **Correspondence**
 - LMS Nominees for Ladysmith OCP Committee, Richard, Kelly – Town to make appointments
 - LMS Nominees for Arts & Heritage Hub Committee - Marnie
- **New Members Approval**
 - Steven & Barbara Schwartz, Seattle WA
 - Jim Wright & Ivana Sittaro, Ladysmith BC

Motion by Ron Dale to approve these new members. CARRIED.

- **Town’s public service committee**
 - Richard was invited to make a presentation.
- **Museum Floatation**
 - Floatation is budgeted but awaiting response from CERIP grant for museum improvements.
 - May have to inquire through CERIP regarding emergency work.
 - ACTION: workplan for museum floatation be presented at the February Board meeting.

Set Board Meeting Dates

– Lutz

- All meetings to begin at 09h30
- Tuesday, February 23 – focused on strategic plan
- Tuesday, March 23
- Thursday, April 22
- Thursday, May 20
- Thursday, September 16

Adjournment – moved by Ron Dale to adjourn at 12:39 p.m. CARRIED