

LADYSMITH MARITIME SOCIETY - Board of Directors' Meeting Draft Minutes
Thursday, October 20, 2022, 09:00 am – 11:00 am

Directors present: Peggy Barnett(PB), Marnie Craig (MC), Ron Dale (RD), Kelly Daniels (KD), Dan Lutz(DL), Alan Newell (AN), Jeff Reichert (JR), Art Rendell (AR),
Directors absent: Allison Brind (AB)
Ex Officio: Richard W. (RW)

- 1) **Call to Order** – KD- 0905h
- 2) **Approval of Agenda** *) – KD - moved by AN, approved
- 3) **Presentation by Angus Matthews, MMBC – Dorothy – (15 minutes, Q&A)**
 - message of “thank-you” to LMS for the temporary home for the Dorothy
 - Robert Lawson recognized for significant work on the history of the vessel
 - LMS Car Shop volunteers are much appreciated; MMBC will pay the bills
- 4) **In Camera - Foreshore Lease Update – Discussions with Parties and Lawyer - KD**
 - motion by RD to move In Camera. Approved.
 - motion by RD to close in Camera session. Approved.
- 5) **Approval of Board Minutes of 2022-09-08** *) - DL
 - motion by DL to approve the minutes as distributed. Approved.
- 6) **Treasurer Report** *) – JR
 - discussion to minimize reported income and recover property taxes
 - motion by JR to accept the Report as presented. Approved.
- 7) **2022/23 Budget Draft** *) - JR / RW
 - direction to substantially increase legal costs to \$40k
 - direction to add \$20k to museum, sealife and education development budget
 - inclusion of a \$1500-2000 donation to SARS is recommended
 - intention is to engage summer students on all summer activities
 - due to lack of time, remainder of budget discussion deferred to Thursday, October 27th at 0930h in the Welcome Center.
- 8) **2023 Festival and Events Calendar Draft***) – RW
 - add AGM dates for 2022 and 2023, Heritage Week, Ladysmith Daze Parade and redistribute.
- 9) **Members’ Information Meeting – 3 November 2022** – KD
 - meeting to be at 7pm.
- 10) **AGM – Date: Thursday, 8 December 2022** - KD
 - AGM date changed to December 9th 7-9pm
- 11) **Business Brought Forward**
 - Project DD0132 – Open Boat Shelters – Update distributed – RW
 - Policy and Procedures Manual – Approval *) – DL
 - That the Board approve Sections 1-6 of the Policies and Procedures, and the Employee Handbook as no comments have been received since [June 23rd](#).
 - And further the Board approve the following parts of Section 7 as policies already in implementation :

*) Refer to Next Cloud – Board of Directors / Meeting Folder for supportive documentation

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- - 7.1.4 Charitable Society
- - 7.4 Prime Contractors and Past Directors Resolution
- - 7.7 Moorage
- - 7.8 Boathouses
- - 7.9 Liveboards
- - 7.10 Heritage Vessels
- - 7.11 Purple Martins
- - 7.12 Programs and Events
- And further that the remaining parts of Section 7 be delegated for drafting by the Executive Directors for consideration at the January, 2023 Board Meeting. Namely,
- - 7.1 Standard Operating Procedures (smoking, animals, incidents, etc)
- - 7.2 Occupational Health and Safety (WCB compliance, First Aid Training)
- - 7.3 Marina Maintenance Manual
- - 7.5 Staff Job Descriptions
- - 7.6 Volunteer Program
- motion by DL to approve sections 1-6, and selected sections of chapter 7 as above, incorporating the comments of JR on use of rowboats. Approved.
- **DL will update and distribute the Policy Manual.**

12) Executive Director Update – RW

- Operations and Marina *) – project summary and draft staff org chart distributed
- New Members Approval *) – not completed. An email for approval was subsequently sent by the ED.

Next Meeting –

- **27 October 2022, 09:30am to approve budget**
- **17 November 2022, 09:00 am – 11:00 am**

Adjournment – to October 27th

LADYSMITH MARITIME SOCIETY - Board of Directors' Meetingcontinued
Thursday, October 27, 2022, 09:30 am – 11:00 am

Directors present: Peggy Barnett(PB), Marnie Craig (MC), Ron Dale (RD), Kelly Daniels (KD), Dan Lutz(DL), Alan Newell (AN), Jeff Reichert (JR), Allison Brind (AB)
Directors absent: Art Rendell (AR)
Ex Officio: absent Richard W. (RW)

1) Call to Order – KD- 0935h

2) 2022-23 Budget Approval – JR

- a. adjusted budget presented and discussed.
- b. **Motion by JR for a 2% moorage rate increase. Approved. The categories of rates will be reviewed and a simplified proposal for 2022-23 to be developed by the ED and Treasurer.**
- c. Motion by JR for a \$2k donation to SARS be added. Approved.

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d. Motion by JR for approval of the budget as distributed and discussed. Approved.

3) The modified organization chart distributed by the ED was discussed. Concern was expressed on the increase in staff and the outsourcing of bookkeeping not fully covering the role of Operations Manager. Job descriptions are needed for all existing and proposed positions, and those descriptions included in the Policy Manual. Concern was expressed on management and re-design of the web page. Concern was expressed on the absence of two signatures as required in the Bylaws Section 7.2, "A contract or other record, including cheques on the Society's bank account....must be signed by any two the president, vice-president, secretary, treasurer, executive director and operations manager..." **The Human Resources Committee will follow up with the Executive Director.**

4) Power Meters: ED requested to bring a proposal on power billing to moorers to the next meeting.

5) Volunteer Insurance >80 years. The current volunteer insurance is applicable to volunteers over 80 years of age when they are assigned to "administrative duties". Volunteers need to be advised, and the need for communication and perhaps waivers brought forward. DL to note in Policies and Procedures Manual. **Issue referred to ED and Volunteer Coordinator to bring back a proposal.**

6) HRC will distribute the ED Performance Criteria and Review to the Board for input.

7) The President advised the Board he was requesting PB and DL to conduct a review of a recent moorage and customer service issue.

8) Meeting adjourned at 1100h.

9) NEXT MEETING: **17 November 2022, 09:00 am – 11:00 am**