

Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 14 March 2016

Present: Duncan McIntyre (Chairman), Douglas Robertson (Treasurer), Allan Melling (Vice Chairman), Pat McIntyre (Secretary), Barbara Mckenzie, Lynne Nelson, Johnny Green, Gordon Hewit

1. Chairman's Introduction – The Chairman opened the meeting and welcomed everyone along. He intimated that Anne Lennon had resigned from the committee.

2. Apologies – There were no apologies.

3. Adoption of Minutes from previous Meeting – Minutes proposed by Allan Melling and seconded by Gordon Hewit.

4. Correspondence received: No correspondence has been received.

5. External Meetings: There were no external meetings during the month.

6. Committee Reporting Structure: Allan is in the process of compiling this. A group is to be formed re funding. Duncan to ask Mike Smith if he would consider taking on external talks.

7. Five Year Plan Review: This was last reviewed in August 2015. Next review will be August this year. Amended plan is attached as separate document.

8. Governance: Committee members should sign document confirming they are suitable to serve as a Director/Trustee/Committee member. Gordon gave a copy of this document to each member for signature. He has a document to read re committee members' responsibilities. Barbara also recommended PQASO document.

9. St Magdalene Replacement: After some delay Johnny Green has now been contacted by Artie of Northwich Boats who is now available to work on our new boat proposals with 3D design. Duncan has been invited to the Leader launch at Oatridge this week. It is our intention to apply to them for funding. He has also been invited on 18th April to a Leader exhibition.

10. Conveners' Reports

Premises: (AM)

The outside of the buildings in the yard have been painted. The wall at the top of the driveway needs to be repointed. Allan to speak to Scottish Canals to see if they have any responsibility for this. **ACTION AM**

Marketing (DM)

Everything is up to date for start of season. Publicity and press announcements to be done for next week. Mike Smith to be asked to contact producer of TV canal programme to ask if we can use this in our publicity material. **ACTION DM**

Tea Room:

The installation of a new sink unit for the tea room has been completed. Tea room kitchen to be cleaned this week in preparation for opening. The floor is to be re-sealed this weekend. We have been asked if we would like to purchase a second hand coffee machine which offers lattes, etc. It was suggested that we ask for a demonstration of this before any decision is made.

Boats (JG)

Victoria: Still needs to be painted – the bad weather having delayed this. Funnel needs to be looked at.

Leamington: has gone through BSS test. A few issues re compliance with fuel pipes. After repair photographs need to be sent to obtain certificate.

St Magdalene: Domestic Safety certificate is up at the end of this month.

Colin G: A new volunteer has been working on outboard motor and is willing to service this for us. To be used for cutting down branches, etc. on Wednesday.

Slateford: Needs framework raised.

Lochrin: Space to be found for mooring. The question arose re LUCS volunteers working on her on a personal basis (not LUCS) as to insurance cover. Johnny to find this out. **ACTION JG**

Bookings (AM)

The new automated system is still to be tested. Allan's phone number to be put on for email bookings as at the moment it is still under Bob Wigley's number.

Treasurer (DSR)

The following figures were given by Douglas.

The balance in the Bank of Scotland account is £57,078.12
Savings Account is £59,315.53

Douglas to arrange Slateford insurance for Fun Day. The second part of the payment for the website has been made. Lynne has received £500 from her employers under their volunteering policy. Douglas is applying for his £500 under the same scheme.

Fun Day: (LN)

All paperwork done. The new Gala Queen has to be contacted. New speaker system to be tested by Allan Melling. **ACTION LN, AM**

11. Any Other Competent Business:

It was decided to discontinue issuing the LUCS News and just produce the Annual Report. Johnny is willing to put out an e-bulletin. Paper copies will be available to those who require them.

A new safe has been purchased for the museum.

NEXT MEETING WILL BE AT 7.30 PM ON MONDAY 11 APRIL 2016