



## LUCS Management Committee

Minutes – Wednesday 15<sup>th</sup> August 2012

**Present:** Mike Smith (in Chair), John Aitken, Duncan McIntyre, Barbara McKenzie, Elspeth Ross (Secretary), Catherine Smith.

- 1. Chairman's Introduction** (read by MJS in the absence of RCW)
  - WL Leader Grant re Alex Inglis. Mike Vickers, RCW & MJS attended a meeting on 090812 at WLC titled 'Managing your Grant'. **Action – RCW has produced a timesheet**

### Meetings Attended

- LCVG. Linton McBurnie of Scottish Canals has requested, via EASL, that LUCS members record the amount of time spent on volunteer work.

### Meetings Diary

- None.

- 2. Apologies:** Bob Wigley, Duncan McIntyre, Douglas Robertson.

- 3. Adoption of Minutes of meeting of 17<sup>th</sup> July 2012**

- Proposed AM, Seconded JA, with amendment: Page 3, AOB item 3, should read – 'Meeting Agenda's. DAJS raised the point that it was impossible to have in-depth discussions about major issues at normal committee meetings. Also, if not at basin on a Saturday, committee members can miss information/discussions about important issues. **Action – Agreed in principle to hold additional committee meetings, first Meeting in October to discuss 'general strategy'**

- 4. DAM's**

- 230712 – Projector loan to LFFA. **Agreed.**

- 5. Dates for 2013/2014**

Dates agreed. **Action 1 – Publish in next e-bulletin and member section of website**  
**Action 2 – ER send committee members draft dates 2014**

- 6. LUCS Articles of Association**

Recent request was made to alter specific areas of Articles of Association. After discussion it was agreed that committee would take no action.

- 7. Actions from previous Minutes, Reports and Issues for following month**

#### Museum & Website (ER)

- Installation of spotlight for 2-man saw. **Action – Completed**
- ER voiced concern about recent acquisition for museum without her knowledge. **Action 1 – It was agreed that museum policy be revisited by ER and circulated more widely**  
**Action 2 – It was agreed that a Manual be produced, containing all policies, procedures, etc., and placed where all members can access**

#### Workshop & Health & Safety (AM)

- Life preservers. All have been found. **Action – They will now be tagged**

#### Marketing (JA)

- Visitor survey. A survey of all visitors was conducted on Saturday 11<sup>th</sup> August. It was agreed that we would conduct at least one (amended) survey each season.
- Website link to accommodation website. **Action – Agreed we will put a 'widget' (link) on the LUCS website to accommodation website in return for a reciprocal arrangement**
- Recording of Visitor/Passenger numbers. **Action – Agenda item for next meeting to discuss best way to collect and collate information**



## LUCS Management Committee

- VisitWestlothian. There will be a visitor survey of the whole of WL during September and October. Ensure LUCS survey is in September, but not Folk festival weekend.

### **Tearoom (CS)**

- Fun Day. Provisions have been ordered.
- Volunteers. Shortage of volunteers this year.
- Problems of tearoom closing early when quiet and closing late when visitors arrive close to 5pm. **Action 1 – Notice to be put on door stating that last orders taken at 4.45pm**  
**Action 2 – Tearoom door can be closed at 4.45pm**

### **Premises (DMcI)**

- Driveway resurfacing. Estimate very reasonable. **Action – get 2 more estimates**
- Tearoom windows. Expensive to replace and alternative solution now being implemented. **Action - Shutters to be fitted with yale locks**
- Falling masonry in museum. **Action – Problem fixed**

### **Boats and driver training (MJS)**

- Mooring posts. Some posts are badly rotten. **Action – Continue replacing with wood**
- Victoria. Although alternator problems are fixed, weekly checks are necessary.
- Driver training. DAJS ready for boatmaster test in near future.
- New boat.
  - Boat that came up for sale recently has now been sold. MJS hopes to meet with new owner to discuss limitations, etc. of this type of boat re LUCS.
  - MJS had recent meeting with Lochgilphead boatbuilder and is now of the opinion that LUCS should be looking for a steam driven boat to hold about 8 people. During discussion and questions from DAJS, ER left the meeting.

### **Agenda items not covered before Minutes Secretary, Elspeth Ross, left.**

### **Bookings and Education (DAJS)**

### **Treasurer & IT (DR)**

- 8. Correspondence received**
- 9. AOB**
- 10. Date of next meetings:**