

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 10 February 2014

Present: Mike Smith (Chairman), Duncan McIntyre (Vice Chairman), Pat McIntyre (Secretary), Barbara Mackenzie, Ronnie Reis, Allan Melling, and David Shirres

1. Chairman's Introduction – The Chairman opened the meeting and welcomed everyone along.

2. Apologies – Douglas Robertson, Treasurer

3. Adoption of Minutes from previous Meeting - The minutes of the last meeting were adopted. Minutes proposed by Allan Melling and seconded by Ronnie Reis.

4. DAMS: There were no DAMS.

5. Correspondence received: British Waterways had passed on information re a Health and Safety company to Allan Melling. Allan to look into this. **ACTION AM**

6. External Meetings: Lothian Canal Volunteers Group have postponed their meeting further.

7. Committee Reporting Structure Update: Reporting structure up to date. This has been passed to Bob Wigley to go on the web site. Barbara to speak to Chris and Karen re Fun Day. **ACTION BM**

8. Conveners' Reports

Marketing (DM)

Duncan has a meeting tomorrow with West Lothian Operational Services to discuss the opening of the John Muir Way. We should find out how the Society can become involved. It is proposed to have a Taster Day again this year before the start of the season. Jill Pattle from the local bookshop is coming along to hold a Children's Book Festival on that day.

Duncan to contact Alan Hayes regarding an insertion in the LUCS News re specific roles for volunteers. David feels we should have someone on board to push this and we should have a guide for volunteers' roles. such as Leamington dispatchers, opening tearoom, etc. to encourage preferably people living nearby. Duncan to have something prepared for next month.

The loyalty card will be introduced again this year. Marketing outlets will be the same as last year. Duncan to speak to Helen Rowbotham re signs on the canal. No response as yet re cruise ship passengers visits. **ACTION DM**

IT and Social Media: Allan has contacted Amanda Cahill, Scottish Canals IT Section. They are sending him their IT policy.

Social Media: David now has control of LUCS Facebook page. He has posted our opening dates on this and has already had a few responses.

David has received a request via Facebook from someone asking for donations to a raffle. David to speak to them personally, not through Facebook. There is general concern that whilst we willingly support local groups, at our discretion, by offering tickets as prizes, it could easily get out of hand unless requests are treated individually.

Treasurer (DSR)

Douglas provided the following figures:

The balance in the Bank of Scotland account is £59,151.99
Savings Account is £58,823.11

Boats, etc (RR)

Boats: Ronnie reported that Alex Inglis is progressing well with the canopy on and doors fitted. Mike has ordered aluminium tube which should come this week. St Magdalene is out of the water, new gear box has been fitted as well as prop shaft and couplings. The propeller has to be reconfigured. David Shirres to arrange this. The next step is to scrape and paint her. Mike spoke about the interior of St Magdalene for the coming season. Duncan to speak to Les re this. An indicative budget of £500 was agreed including painting the ceiling a lighter colour. The committee on Saturday will make decisions regarding this.

MCA: Scan needs to be done for an out of water inspection. A full inspection will take place. Mike Smith to speak to Andy Milner to do this within the next few weeks.

Driver Training: This is to take place when St Magdalene is back in the water. David suggested we have a definitive crew list for St Magdalene. This is to be done before the start of the season. Mike is taking templates for the top cover for the outboard for Alex Inglis to the engineers tomorrow.

New Boat: Mike to get in touch again with Northwich Boats.

ACTION DM, DRS, MJS

Tea Room (CAS)

Barbara and Anne Mackie have purchased material for new bench covers and Allister Mackie is fitting them. The original tables have to be re-varnished.

David feels that we need to specify the criteria for booking the tearoom. Duncan and David to draw up a Conditions of Hire for the tearoom for future bookings.

ACTION DM, DRS

Bookings and Education (DAJS)

Bookings: David reported that bookings are starting to increase. There have been a few education enquiries for St Magdalene in March when hopefully she will be back in the water.

David, now easing into his external funding role, spoke about funding for Fun Day and he mentioned the Arts Grant. He is to consult with Douglas Robertson and Mike Vickers on this. David is to visit West Lothian Gateway re funding opportunities for the voluntary sector.

Mike Vickers had spoken to Mike S about conditional grant funding for the driveway and asked that he discuss this with Jim Lonie.

ACTION DRS, MJS

Premises (DM)

Duncan said that the gutters in front of the tearoom need attention. This will be done soon.

We have switched to SSE from Scottish Power. We have applied for a rebate to Scottish Power for the VAT which we have overpaid as we were not taxed as a charity.

Workshop/Health and Safety (AM)

Workshop: We have two new grinders to supplement the ones we already have. Masks, gloves etc. have been replaced.

Museum/Events/External Talks

Museum: Elspeth Ross has been looking at replacing two glass cases as they are scratched and damaged. It is felt that this could be overcome by placing a cover on them for this season and perhaps next season they could be replaced. Another case is to have the back replaced.

Events: Mike spoke about the opening of the Helix and will speak to Richard Miller about our involvement e.g. LUCS having a stall there.

External Talks: Mike had given a talk to Bathgate Rotary which had been successful in publicising our existence. **ACTION MJS**

9. Any Other Competent Business

Duncan spoke about the new departure time for St Magdalene of 2 pm instead of 2.30. David to inform Chris Matheson-Deare of this change.

The Committee decided that allocation of drivers on Fun Day should be a committee task, reflecting the multiple tasks needed on that day which are controlled by the Conveners. **ACTION DRS**

The next meeting will be on Monday 10 March at 7.30 pm.