

## **Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 13 April 2015**

**Present:** Duncan McIntyre (Chairman), Pat McIntyre (Secretary), Barbara Mckenzie, Ronnie Reis, David Shirres and Lynne Nelson

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

**2. Apologies** – Apologies were received from Douglas Robertson and Allan Melling.

**3. Adoption of Minutes from previous Meeting** – Minutes proposed by David Shirres and seconded by Ronnie Reis.

### **4. Correspondence received:**

Duncan spoke about a letter that had been received from Scottish Canals regarding mooring fees on the canal. They will come back to us with new rates when our fees next come up for renewal.

As we have a great deal of information our booking system, do we have to register under the Data Protection Act. David suggested he look into this and find out about rules, cost, paperwork, etc. **ACTION DS**

**5. External Meetings:** Duncan attended a meeting run by regarding training people on customer services. Duncan to look into this at a later date. **ACTION DM**

**6. Committee Reporting Structure Update:** This should be on the web site. David to confirm this at the next committee meeting. **ACTION DS**

**7. Website development:** This is now in the final draft stage. Elspeth Ross has asked for comments from people who have already taken part in an earlier survey. This has been designed to look attractive on tablets and mobile phones. John Aitken has integrated the booking system into the web site. This should be introduced at the end of April. David to put together an aqueduct guide containing information for passengers. This is on trial for one year and then reviewed. **ACTION DS**

### **8. Conveners' Reports**

#### **Premises: (AM)**

The new electric boat pump out equipment has been installed and tested. Allister Mackie has also made a splendid job of producing a cover/cupboard which looks completely in keeping with our premises. The new LUCS logo flag is due for delivery this week.

#### **Marketing (DM)**

The 40<sup>th</sup> birthday celebrations have been well publicised. The season started off well on the Easter weekend with a visit from the Edinburgh Model Boat Club.

The resurfaced driveway has been welcomed and admired by visitors.

Duncan to speak to Park Bistro re running a 'water taxi' service occasionally.

We have been asked if carers accompanying a passenger should receive discount.

Barbara to look into this. **ACTION BM**

**Tea Room:**

The season started off well in the tearoom. Mid week rotas have been drawn up by Anne Mackie. Later this week the tearoom will be decorated for the 40<sup>th</sup> birthday dinner.

**ACTION BM and PDM**

**Boats (RR)**

The reconstruction of Leamington is progressing well. The blinds have arrived. Barbara Braithwaite to do the 'Roses and Castles' paintwork on the door. Victoria's chimney has been fixed but Ronnie still to complete and seal the top half. New gang plank been completed for St Magdalene. It was decided that in the future we should work out a plan for boat repairs to determine how long they should be out of the water with regard to bookings.

**Bookings (DS)**

David thanked Allan for looking after the booking system while he was on holiday. After a St Magdalene booking 'no show' there has been an alteration to the booking system to say that confirmation has been sent. The Kelpies bookings are now live. Response has been slow. This is to be considered at the next meeting. Douglas is taking St Magdalene to the Kelpies opening day on 8<sup>th</sup> July. As a result of cancellations to Leamington self hire bookings, David to look into Terms and Conditions regarding our position. We will be sending a boat to Edinburgh Canal Fun Day on 27<sup>th</sup> June. Boat and drivers to be organised. .

**ACTION DS**

**Treasurer (DSR)**

The following figures were given by Douglas.  
The balance in the Bank of Scotland account is £40,060.43 (not including Land Trust cheque)  
Savings Account is £59,114.81

**Fun Day:**

Lynne has completed all paper work. Martine to see about music. Stall numbers still have to be confirmed. There may be some problem with the Learmonth gardens opposite as they are being altered. The extent of this is unknown at present. The trailer for the cardboard boat race needs reboarding. David has received confirmation of the Fun Day grant. Douglas to arrange insurance for Slateford for the day.

**ACTION DR**

**9. 40<sup>th</sup> Birthday Update:**

Most invitations have been accepted. David to take care of photography on the Friday evening and Saturday. Isobel Brydie, the Lord Lieutenant of West Lothian will officially open the day on Saturday. Mike Smith to act as compere for the day. Sixteen boats are now lined up for the flotilla. The Mel Gray Centre is being set up by David with photographs covering the canal's history.

**10. Any Other Competent Business:**

Stewart setting up boatmasters' training course with International Rescue for five candidates. Richard Millar is coming to our next meeting to discuss the vision of Scottish Canals and how we can help. Members to be contacted re availability for this meeting.

**THE NEXT COMMITTEE MEETING WILL BE ON**