

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 13 January 2014

Present: Mike Smith (Chairman), Duncan McIntyre (Vice Chairman), Douglas Robertson (Treasurer), 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 – There were no apologies.

3. Adoption of Minutes from previous Meeting - The minutes of the last meeting were adopted. Minutes proposed by Duncan McIntyre and seconded by David Shirres.

4. DAMS: There were no DAMS.

5. Correspondence received: Duncan spoke about a letter received for a donation for fund raising. It was decided to hand this over to Bob Wigley to pursue further. Ronnie had received a letter from MCA regarding paperwork for our boats regarding search and rescue arrangements for the Union Canal. Ronnie said this paperwork was on St Magdalene. Ronnie to look into this and perhaps email them. David said he had been asked if we wanted to become part of a network directory. David to forward this to Duncan. **ACTION DM, RR, DS**

6. External Meetings: LUCS was awarded a Business Excellence Tourism Award for 2013 on 29th November from West Lothian Chamber of Commerce. Duncan and Mike attended at Houston House.

7. Committee Reporting Structure Update: Mike spoke about Fun Day and as Karen and Chris Hunt are no longer willing to organise this we should start planning. Mike to speak to Chris and Karen. He also mentioned that Mike Vickers is no longer involved in external funding. David Shirres has agreed to take this on. Regarding external talks, Jim Lonie would like to give this up and Pat to speak to Elspeth about putting this on the website. David asked if we could involve more members in volunteering. We should have someone who would take on recruitment from the members. Duncan suggested having a day before the start of the season when members are invited with a view to volunteering. David suggested a person be appointed to contact members in terms of succession planning.

ACTION MS, DM PDM

8. Conveners' Reports

Marketing (DM)

Duncan is meeting with Suitable Signs at the basin tomorrow to arrange new signs for events, etc. for the coming season. He then distributed document showing pie charts done by Judy Gray as to customer satisfaction for last year. Duncan to visit Judy with flowers to thank her for her work in preparing these. David said British Rail are keen to foster relations with tourism sites. Duncan spoke about changing the leaflet for the coming year and colour coding the forms for comments. Duncan to speak to Scottish Canals. Cruise ships docking at Queensferry are interested in outings for passengers and Duncan to have further meetings re this. **ACTION DM**

IT and Social Media

IT: There had been an outage on the webcam but this has now been sorted. Alan to contact Scottish Canals re Highland WiFi. **ACTION AM**

Social Media: David to take over Facebook for the Society.

Treasurer (DSR)

Douglas provided the following figures:

The balance in the Bank of Scotland account is £59,151.99

Savings Account is £58,823.62

Douglas has received a cheque from ReUnion for Edinburgh Festival Flotilla evening at the basin for £502.50. Douglas suggested we should make a donation and £250 was suggested. Douglas to organise this. Duncan feels we should get canal user organisations together re organising events, etc. **ACTION DSR**

Boats, etc (RR)

Boats: Ronnie reported that Alex Inglis is progressing well. Davit installed at the weekend and now operational. St Magdalene's generator shaft has been sent down south and the pulley and drive end are to be sent. Allan Melling to do this. St Magdalene should be out of the water for repairs. The dry dock at Ratho is not available until March and Mike Ronnie asked about the polytunnel but Duncan said there was one in the yard. This is to be looked at at the weekend. Ronnie has been in touch with Caecutt Marine re the gear box. The Committee agreed to this purchase.

A discussion followed re refurbishment of St Magdalene. Easily moveable and flexible furniture would be ideal. Duncan to speak to Knowepark Caravans re flexible seating. It was agreed to have a meeting after lunch on Saturday to discuss the way forward. Mike had received information about a new boat from a company in Northwich. Mike to respond to them. **ACTION DM, AM, MJS**

Licensing: Mike to speak to Stewart Liddle re a date for Ronnie and Allan's test. ACTION MJS

Tea Room (CAS)

Very successful Christmas weekends in the tearoom. New tables now in place. The benches in the tearoom need recovering. Barbara to look into this.

ACTION BM

Bookings and Education (DAJS)

Bookings: David reported that bookings were quiet at the moment and produced a chart he had made up regarding persons opening up for hires. As it seems to be the same people all the time we should try to get more volunteers involved. Duncan mentioned that there were spare sets of keys which could be used by the hirer to lock up after the hire.

Premises (DM)

Duncan said that the ropes on the door of the fire need replaced. This to be done at the weekend. The tearoom floor to be resealed. Duncan to contact Timmins re temporary repair for driveway.

ACTION DM

Workshop/Health and Safety (AM)

Workshop: The workshop has been cleared and welding equipment moved to black shed. Allan has compiled a dossier of use regarding hand tools, etc.

Museum/Events/External Talks

The museum has been returned to original status after the Christmas weekends. No events planned until week before opening.

External Talks: Mike reminded the meeting to be on the lookout for a successor to Jim Lonie in the co-ordinator role.

9. Any Other Competent Business

Pat mentioned that six new members had also expressed an interest in volunteering, as drivers, tearoom, museum, etc. Tea room names and email addresses to be forwarded to Anne Mackie for inclusion in the tearoom rota.

ACTION PDM

The next meeting will be on Monday 10 February at 7.30 pm