

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 12 May 2014

Present: Mike Smith (Chairman), Douglas Robertson (Treasurer), Duncan McIntyre (Vice Chairman), Pat McIntyre (Secretary), Barbara Mckenzie, Ronnie Reis, David Melling and David Shirres

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

2. Apologies – 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: An email has been received from John Aitken re the perambulation of the boundaries taking place on Tuesday 11th June asking if the tearoom could be opened for tea and biscuits. The Committee agreed this and Pat and Barbara agreed to staff the tearoom.

David has received a thank you letter for the visit of LUCS to the opening night of the Kelpies. He will circulate this to the committee.

Duncan to speak to the webmaster re link with St Michael's Church.

6. External Meetings: Mike spoke about a brief visit to the basin by Richard Miller and David of Scottish Canals when they were looking at the residential mooring site.

LCVG are meeting this Wednesday at their HQ. Mike is attending this.

7. Committee Reporting Structure Update: No change on this meantime.

8. Conveners' Reports

Marketing (DM)

Duncan has received an invitation from Visit West Lothian to apply for the Scottish Thistle Awards. He has also received an invitation to the Open Day at Boness and Kinneil Railway on 28th May. Duncan and Mike to attend this.

Last Saturday Duncan and Elspeth Ross had a stall at Heritage and History Fair at Linlithgow Academy. There were lots of favourable comments re the history of the canal. We need an up to date display board and the committee agreed to the purchase of this.

There have been four recent Trip Advisor comments giving excellent feedback.

IT and Social Media: Allan reported on Highland WiFi, On 17th April we received an apology from them re absence of posters and instructions for us. These have now been received.

Social Media: David has had an enormous response from the pictures he took

at the Kelpies' opening. The steamboat rally has also had a few hits. He spoke about the smartphone app on the website. Should we maybe ask if a pupil from the Academy could be involved with this? He estimates this could be done within 12 to 18 months. The website is currently too wordy to lend itself to being mobilised, and might benefit from a fresh look.

Treasurer (DSR)

Douglas provided the following figures:

The balance in the Bank of Scotland account is £45,097.88
Savings Account is £58,852.12

Boats, etc (RR)

Boats: Ronnie reported that St Magdalene has had a new alternator fitted. Last Saturday St. Magdalene broke down on the way to the Aqueduct. A new filter has been fitted but Ronnie to look into the cause of this. Andy Milner's 'In water' report had a few issues and Ronnie has emailed him to show that these have been dealt with. He and Allan Melling have not received their Boat Driver's Licence and he has sent a reminder re this. Victoria has a leak in the external sump and this is being investigated. Victoria and Leamington both need some fresh paintwork. Mike mentioned that maintenance needs to be done on Slateford before Fun Day.

New Boat: Mike said that it appears that we do not need a double hulled boat. We should come up with a spec and submit this and find out if this is suitable. He is visiting Northwich Boats next Monday to move this forward towards design spec.

ACTION RR and MJS

Tea Room:

Mike to arrange a meeting re siting of pictures in the tearoom.

Bookings, Education, Funding (DAJS)

Bookings: David will do an analysis of bookings for the next meeting. Bookings are very busy, He has had an enquiry re a wedding on a boat, He is to follow this up. David asked if we should consider a Kelpie trip tying in with a Wheel Trip. It was decided to postpone this until next year as it could be inserted in our leaflet and an alternative boat arranged for the aqueduct trip.

Funding: We have received an Arts Grant of £420.

Education: There are safety trips for schools taking place this week.

Premises (DM)

We are still awaiting the result of the funding application for the driveway.

Workshop/Health and Safety (AM)

Workshop: Allan said that both the 'wet and dry' cleaners have broken down. He is looking to replace these.

ACTION AM

Health and Safety: Fire extinguisher checks are now due. First aid kits are being

replaced. Pat to check tearoom kit. Mike said that the workshop needs to be cleared and suggested getting a team together to do this. New volunteers to be instructed on workshop safety. Allan to put a copy of Health & Safety Policy on display.

Museum/Events/External Talks

Museum: Elspeth has received the birds in their cases back from Falkirk Museum. Mike spoke about a cartwheel tyre that has been donated by Joy Galloway. Duncan to look at placing this.

Events: The next big event is Fun Day. Douglas to arrange insurance for Slateford. .

External Talks: This is still being managed by Jim Lonie. Mike feels we should put something on the website to publicise these more.

ACTION DSR and DM

9. Any Other Competent Business

Duncan mentioned that the Queen's Baton Relay for the Commonwealth Games will be at the canal on 15th June.

He also asked about the Five Year Plan. This should be reviewed later in the season. The September Committee Meeting is to be set aside for this.

David had circulated an email regarding restricted mobility. There is no guidance on the web site for this. Mike to take this to a friend of his who uses a wheelchair to ask if the wording is suitable and contains the proper information.

He mentioned the letters from Fiona Hyslop. She would like to be kept informed on any initiatives. David to find out Fiona's availability for a trip with various local organisations.

ACTION MS and DRS

The next meeting will be on Monday 9 June at 7.30 pm.