

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 9 June 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 – David pointed out an omission in the minutes regarding an action on him. The minutes were then adopted. Minutes proposed by Allan Melling and seconded by Barbara McKenzie.

4. DAMS: There were no DAMS.

5. Correspondence received: An email has been received from Caroline Thompson MSP Green Party who takes a keen interest in community organisations and volunteering. Pat to reply to them inviting her to come and visit us. David has received an email from Fiona Hyslop's PA to attend a meeting of the Town's Heritage Groups. Mike to attend this next week. David asked if we were still going to have a canal trip with various local organisations. This will happen in the near future. We have received an email from Mid Calder school thanking us for the donation of a family boat trip on the canal for their school fair. **ACTION PDM**

6. External Meetings: Mike has visited the boat builder in Cheshire. He has written a report on this which will be circulated. These boats are built in the Czech Republic. They will build whatever we design (i.e. with a naval architect). When the design is accepted this can be built. Mike will circulate a report on the pros and cons of this. The only agency that have to approve this is the MCA with prior notification re the process. We will have to think about how much money we have to invest on design work. David asked what we would do with St Magdalene. Can we do something jointly with Scottish Canals. Douglas said we should take the amount of money we need to run the society and a contingency and see if we can afford this. Barbara suggested we go back to a smaller group to consider this. **ACTION MJS**

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

8. Conveners' Reports

Marketing (DM)

Duncan said that at the start of last season we started a loyalty card giving discount for further trips and it was agreed to do this again this year. We are also carrying on with four for the price of three on St Magdalene. Duncan has spoken to 1940 Society and they are prepared to lend us a boat when we have a Falkirk Wheel trip to give us additional spaces for the aqueduct trip when we just have Leamington doing this. Mike and Duncan went along to the Open Day at Bo'ness and Kjinneil Railway on 28th May along with various other organisations. They have invited blackhanders to visit them on 5th July.

IT and Social Media: Allan has nothing to report this month.

Social Media: David has progressed the website with Elspeth and he has done an analysis of the website. He is getting together with Elspeth in July to discuss the future of the website. Elspeth feels that the ownership of the website is the onus of the committee. Mike feels this should be more about letting people know about us and what we do. We should make the structure easier to use. David suggested that he and Duncan get together on this. Douglas suggested that we may have to take professional advice on this. Duncan has a contact he will speak to.

Treasurer (DSR)

Douglas provided the following figures:

The balance in the Bank of Scotland account is £45,062.21
Savings Account is £58,852.12

Douglas has asked if he can be emailed when we are ordering from outside firms so that he is aware when invoices come in.

Boats, etc (RR)

Boats: Allan and Ronnie have received their Boat Master's licence. Boats are doing well but some floor planking needs to be looked at on Victoria. An electric cool box will be purchased by Ronnie for St Magdalene. The passenger sheets have now been printed and are in the admin centre. St Magdalene's exhaust was leaking but this has now been fixed and a new filter fitted and exhaust repaired. Leamington's boat hook is missing and David asked to be kept informed as soon as these things are discovered and he can follow it up. Ken Denver is purchasing a new one. Mike spoke about safety measures for Leamington going to the Wheel and David said there is a notice on the boat covering this. Douglas to ask Scottish Canals for three life jackets. Duncan said that Leamington needed some renovation at the end of this season. This was agreed. Duncan to speak to Les Duff about this. Douglas suggested we cost this out and take it to Scottish Canals. Duncan is now under driver training for St Magdalene. Mike to get in touch with Andy Milner re passenger certificate.

ACTION RR and MJS

Tea Room:

We have been asked to open the tea room on Wednesday 11th June for people taking part in the Perambulation of the boundaries of the town.

Duncan suggested we should sell scones to those passengers on the aqueduct trip as required. This was agreed.

Bookings, Education, Funding (DAJS)

Bookings: David has done an analysis of last year's bookings. St Magdalene figures are down for May but Leamington is very successful. David will email document to the committee. He has asked for a reserve booking secretary As he is away occasionally. Mike has tried to contact Peter Nixon but has not had any reply as yet. Mike to contact Alister Mackie on this. David will prepare a briefing document.

ACTION DRS

Education: Trips are going well this season.

Funding: David asked if we should be looking for funding from new sources.

Workshop/Health and Safety:

Workshop: The workshop tidy-up is starting on Saturday. Duncan asked if people who borrow items would fill in the sheet so that we can keep track of them.

Health and Safety: New tool and heating procedures are now in the workshop. Douglas is concerned that people should be encouraged to carry out the policies and Allan to get together a tick list and people to sign it. Fire extinguishers are still waiting to be inspected. Allan to purchase new first aid kits.

ACTION AM

Museum/Events/External Talks:

Museum: Mike said that the new layout of the museum was very much improved.

Events: Mike spoke about the Queen's Baton Relay which is taking place at the canal on Sunday 15th June. Victoria is being used for the baton carrier from Preston Road to the basin. He has contacted Scottish Canals asking if boats could be moved from the north side of the basin during this time. He feels we need two people on the boat.

External Talks: Mike has had a request from someone in the Rotary Group of Edinburgh Park. He enjoyed the classroom talk when he visited with a school and would like to use this for a presentation he is doing. It was decided to agree to this with a mention of LUCS added. Allan to look at putting this on the video.

ACTION AM

9. Any Other Competent Business:

Following on an enquiry re the age we start to charge for children on boats it was agreed to look at the museum handbook and check there.

Mike has spoken to Emma Hunter who is in a wheelchair regarding our policy on restricted mobility. With a few small amendments what we have is correct. This will go on the website.

There will be an in service day for teachers coming for a talk. Duncan and Mike are talking to David Wood. This will be done after the school holidays.

Duncan asked about the five year plan. This will be discussed at the August committee meeting.

We have been nominated for Thistle Awards.

Douglas asked about the siting of the pictures in the tea room. We will look at this after the Marches Day. David offered to donate some frames to the society.

The next meeting will be on Monday 14 July at 7.30 pm.