

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 8 September 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 – Minutes proposed by Duncan McIntyre and seconded by Ronnie Reis.

4. DAMS: There was one DAM regarding donating a trip next year to someone organising a fund raising event for MacMillan. It was passed by a majority.

5, Correspondence received: Mike has received a letter from Kenneth Ferguson, an architect who has been commissioned by a lady who has a farm near Broxburn and who wishes to create a canal basin. Scottish Canals are supportive of this. There will be moorings and services. The architect is looking for advice from us. The committee agreed to this. Mike to contact him.

An email has been received from Lesley Young who works for Reunion canal boats and is seeking to build a network with similar organisations, The committee agreed to meet with her. Pat to email her.

Mike had a phone call from Ruairidh Murray of Cruise ships and they are having a meeting on 24th October. Duncan and Mike to attend this. Mike to respond.

ACTION MJS PDM

6. External Meetings: Mike had attended a Lothian Canals Volunteers Group meeting at which it was confirmed that the proposed Flotilla to Glasgow in October had been cancelled. The opportunity to be trained on lock-keeping on Wednesdays at the Kelpies still stands. David to email potential drivers.

Duncan attended the first meeting of Linlithgow BID last week. A committee is to be set up with another meeting this week.

ACTION DM, DAJS

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

8. Conveners' Reports

Marketing (DM)

Duncan spoke about the increase in passengers on Wheel Trips. Numbers are up on St Magdalene trips, Bluebell from Broxburn helped out with the aqueduct trip on August Wheel trip day.

IT and Social Media: Allan said that the webcam went out last Wednesday but has been repaired temporarily.

Social Media: David to put the Folk Night Cruise this Saturday on Twitter.

ACTION DS

Treasurer (DSR)

Douglas provided the following figures:

The balance in the Bank of Scotland account is £59,121.46
Savings Account is £58,874.38

Douglas said the Leader funding for the work boats is going slowly. He has a note of all money spent. They now require more detailed information re payments. Douglas to speak to our accountant Philip Bald to ask him to take this on. Duncan or Mike volunteered to deliver papers to him as required. **ACTION DSR**

Boats, etc (RR)

Boats: Ronnie reported that on Fun day Leamington had developed a prop shaft problem which had been repaired within the hour. During the outward wheel trip last Sunday there were problems with the throttle on St Magdalene. This was patched up and has since been working well. Victoria has gone through BSS checks and a few things need to be done. When work is completed Ronnie to send photographs of improvements and a certificate will be sent out. The refurbishment of Leamington was discussed and Duncan, Mike and Les to work on this. Mike distributed a drawing showing proposed changes. Duncan and Les to source materials.

Driver Training: Two people are being trained on Victoria at the moment and Duncan is to sit his test for driving St Magdalene.

New Boat: As no immediate work is planned David Shirres asked if St Magdalene would be available for Christmas Lunch cruises. It was decided that they go ahead. David asked if we should get some external expertise to advise on refurbishment of St Magdalene. Douglas asked about flexible seating and suggested we sit down and discuss improvements (work has already been done on this but not yet tabled) and if we should get an estimate for this. Douglas to do a one page report on this for the next meeting. **ACTION RR, MJS, DM and DSR**

Tea Room:

The tearoom had a very successful Fun Day with record numbers in the tearoom.

Bookings, Education, Funding (DAJS)

Bookings: David thanked Allan Melling for standing in for him re bookings while he was away. David explained that normally when the dispatcher does not turn up for a hire the hirer contacts Bob Wigley. Bob is in hospital at present and an alternative should be looked at. David to look into an answering service who could take this on and contact other dispatchers. He spoke about Wheel Trip online booking and will contact John Aitken to discuss automating this currently manual process.

We have had occasions where booked passengers have failed to appear and we have turned away other bookings because the trip was 'fully booked' but sailed with empty seats. Douglas to look into deposits being taken for wheel trips to discourage this.

Education: Quiet at the moment due to school holidays. Numbers declining somewhat, presumed to be because of funding limitations.

Funding: Douglas to put in application for funding for Fun Day. He has still to get a note of all expenditure. **ACTION DAJS, DSR**

Premises: (DM)

Duncan has spoken to James Timmins re driveway. Costs will increase before the end of the year.

The clearance of funding is now most urgent.

The toilets in the yard need to be refurbished. He put forward a few suggested improvements. Duncan to cost handdryers.

ACTION MJS, DM

Workshop/Health and Safety: (AM)

Workshop: The missing drill has been found in the workshop. The workshop tidy-up is well under way.

Health and Safety: All fire extinguishers are in place.

Museum/Events/External Talks:

Museum: Very popular and busy during the season.

Events: Mike and Ronnie spent a day with Michael Portillo and the BBC filming for a television programme about railways and canals.

Timothy West and Prunella Scales were at the basin at the end of August filming for Channel 4 for a programme on Great Canal Journeys. An interesting day with filming in the museum and the unfolding of an antique map in the tearoom.

External Talks: Mike has obtained a list of contacts from Bob Wigley. Mike to take this on for the coming winter season.

ACTION MJS

9. Any Other Competent Business:

Duncan had spoken to ADS signs and we have had over 10,000 hits on this to date. Next April is LUCS 40th birthday. Duncan to start a sub committee to discuss ways to commemorate this.

Since the introduction last year of proper Documentation Control. Mike said that all documents held here should be up to date and only the latest version used. The master record is in the Tea Room dresser and any out of date copies found should be destroyed, to save user confusion.

St Magdalene stern bilge pump has to be used frequently and Mike is investigating this.

Doors Open Day at the basin on Saturday. Mike to show people round.

St Magdalene seats to be moved for the Folk Cruise. This is to be done on Wednesday.

ACTION DM, MJS

The next meeting will be on Monday 13 October at 7.30 pm.