



Minutes of LUCS Management Committee Meeting held in person in the Tearoom on Tuesday 8th February 2022 (Revision 01 Dated 12th November 2021)

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	<p>Present: Chris Matheson Dear (Chairman and acting minute secretary), Mike Smith (Vice Chairman), Lynne Nelson, Ronnie Reis, Tom McPhie, Cass McArdle (by mobile phone for first 25 mins), Andy Eaglesfield, Peter Lewis, Doug Scott</p>	
	<p>Chairman's Introduction: Chris Matheson Dear opened the meeting (in person in the tearoom for the first time in 2 years) and welcomed the attendees We remain with no minute secretary</p>	
	<p>Apologies: David Shirres</p>	Noted
1.0	<p>David Shirres Treasurers Report supplied :</p> <ul style="list-style-type: none"> • Accounts Report was presented with the bank balance at £45,168 only because of the new diesel engine purchase for Leamington (£5.5k) £1,190 has been received by the booking system to date • Wheel trips will run on the last Sunday from May to Aug, sold per table at £40 for one, £60 for two, £80 for three and £100 for four (persons) 6 tables will be let as a maximum until further advice from Scottish Govt (forecast by end Feb) • Battery operated boats will be let at £20/hr “as available” at the basin on a walk up basis in order to deal with operational management capacity • Room hire rate will be £12/hr for each of tearoom and MGC but customers should email in the first instance to allow assessment of Covid issues and availability of LUCS to manage • <i>This should allow the fact sheet to be concluded for issue</i> • Red Wheel Ceremony – will be on Fri 8 Apr at 14.00. All committee members are invited plus external figures (as well as Bob Wigley, Stuart Rennie, Barbara Braithwaite, Jim Lonie, Danny Callaghan and John Aitken). CMD will utilise DS list to issue invites. LN will facilitate catering on a short boat trip after the unveiling. Scottish Canals will seek listed building consent for the plaque 	DS/CMD/LN
2.0	<p>Andy Eaglesfield Membership and Health & Safety Report supplied</p> <ul style="list-style-type: none"> • Accident book will be made available in the key cupboard area for reporting all accidents <i>and also near misses</i> 	AE/CMD (MV)



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	<ul style="list-style-type: none"> • Membership report – work now continues on updating the database with members addresses and whereabouts. Around 50 members from whom we hold no address details will be moved to archive and no longer counted as active members. Life members will be lettered to confirm email/address as necessary • New members cruise may happen towards end of 2022 season • Reconditioned PC for member secretary to be pursued by Mauro Vecchi • Lifejacket and fire extinguisher testing will continue as discussed • Rotas’ for reception/museum (including 2 no. at weekends) will be drafted. We want visitors to go into the museum by default, as far as possible • Note to research fuel boom in basin 	
3.0	<p>Chris Matheson Dear General Reporting</p> <ul style="list-style-type: none"> • Stuart Rennie made a written proposal for the routine leaflet production/distribution spend for issue to tourist sites & offices. After discussion at the meeting and taking into account the cost, the value recovery and the increasing yield of social media, the consensus was to produce a date neutral leaflet at a capped reduced total spend of £1,500 for to the marketing volunteers to target. • Chris informed the meeting that he has now got Karen Henderson to engage with digital photo archiving in liaison with John Aitken and David Shirres • Chris will ask Cass McArdle again to advertise on social media for the roles of fundraising convenor and for education convenor in early/due course, as this is urgent • We need a fun day convenor for which nominations should be fed to CMD (fun day should have a membership stall) • David Shirres should convene a combined BML/Victoria driver meeting one evening in March at which all boat convenors should attend to lend comment • Note that Gordon Hewit is pursuing driver rotas and Lynne will oversee a tearoom rota • Lynne will perform a museum gift stocktake and procure gifts as necessary • Fatal accident incident at Park Farm and email from our member highlighted the challenge affording the emergency services in responding to a given location on the canal. Notwithstanding a grid reference protocol already in place, Stuart, Andy and David should liaise with external parties over future proofing reliability of location reporting. To be continued 	CMD/CMcA/DS/LN



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	<ul style="list-style-type: none"> • Stuart Rennie will meet Ron Smith of Burgh Beautiful over floral display on basin north bank beyond Dudley cat • Kayak event on Sun 24 Apr at basin – our bookings have been advised. (also Kayak event on the Loch on Flotilla weekend of 21 May, for info) • Stuart Rennie meeting new Linlithgow museum manager, Nicola McHendry • Email from donator (Jay Lamb) of a horse harness ring found in the canal, yielded knowledge that no correspondence to document the loan had been put in place. Danny Callaghan has now dealt with this • Reliance on Mauro Vecchi over IT management and booking system software was highlighted. CMD will consult to manage potential over-reliance on Mauro • Note of deaths of member Margaret Sclater (age 101) and Shaun Niven, Falkirk Wheel operations manager • Request from CMD for Basin Banter to be issued regularly – will consult marketing • Request from CMD for Ian Walker, Gordon Hewit and Willie Irvine to employ LUCS email addresses – will pursue • Cass, Peter, Willie Irvine, Allister Mackie currently sit on Flotilla subcommittee convened by Stuart Rennie. Minutes of these meetings copied to us would be appreciated 	
4.0	<p>Chris Matheson Dear Secretary Report : Adoption of Minutes from previous Meeting to be proposed by default by MS and seconded by default by DS</p>	CMD
5.0	<p>Tom McPhie Boat Report – Leamington will be pulled up slipway to inspect stern gland in advance of new engine installation. Target remains to be operational by 2 April</p>	TMcP
6.0	<p>Ronnie Reis Boat Report : St Magdalene – floor in kitchen and toilet area including back panel, removed following water ingress through roof. Joinery work being done by volunteer Les. Again, target remains to be operational by 2 April</p>	RR
7.0	<p>Peter Lewis Boat report : Victoria, work on fuel injector, air filter. Also Velcro fixings supporting windows will need maintenance</p>	PL



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7.0	Next meeting : On Tue 8 Mar 22 at 19.00 in tearoom and then Tuesday's on 12 Apr/10 May/MON 13 Jun (Marches on tue 14 Jun) /tbc in July/2 Aug (fun day on 7 Aug) /13 Sep/11 Oct/8 Nov/ AGM Thur 8 Dec	