



Minutes of LUCS Management Committee Meeting held in person in the Tearoom on Tuesday 13th September 2022

DRAFT

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Mike Smith – MS (Vice Chairman), Ronnie Reis - RR, Tom McPhie - TM, Doug Scott - DSc, David Shirres – DS (Minute Secretary)	
	Chair's Introduction: Mike Smith welcomed everyone to the meeting which is the first since Chris Matheson Dear resigned as Chair. Everyone wished to record their thanks for the work Chris had done as Chair and wished him well for the future. MS noted that there were many issues that need to be progressed and advised this meeting would focus on the urgent issues.	
	Apologies: Andy Eaglesfield, Peter Lewis, Lynne Nelson	Noted
1.0	Treasurers Report: Was circulated before the meeting and shows that for the financial year to date, with only one month remaining, income has exceeded expenditure by £13,623 The basin activity report shows that, although there was a slow start to the season, visitor numbers are now at pre-Covid levels	Noted
2.0	MCA Surveys and Audits Membership and Health & Safety Report supplied DS report that after rescheduling surveys following the Ratho dry dock survey, MCA visits have been arranged as follows: 27th Sep – St Michael in water inspection and DSM audit – MCA surveyor Karen McCartney-Clarke 6th Oct – St Magdalene out of water inspection at Ratho – MCA surveyor – Andrew Dewar 31st Oct – St Magdalene in water inspection – MCA surveyor – Andrew Dewar will attend As a result, St Magdalene will be out of certification between 15 th and 31 st October. This means there can be no 40-seat boat charters during any Halloween cruises The following actions are required for these visits <ul style="list-style-type: none"> • RR to chase Seagull trust for an invoice for the dry dock • Allister Mackie to ensure no faults on St Michael, PA system is a particular concern • DS to issue revised crew training and accident reporting forms that were deemed necessary following the LUCS self-check audit 	RR AM DS



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	<p>Agreed that it was essential that boating incidents were considered by the committee and appropriate investigations undertaken. TM offered to lead such investigations as he is qualified to do so.</p> <p>The incident involving St Michael and boat at entrance to the transhipment basin was discussed. At the time it was noted that the boat owner was to contact LUCS. It was agreed that no action was required unless he does so.</p>	
3.0	<p>Halloween cruises</p> <p>As the new owners of the Narrowboat Farm no longer wish to participate in Halloween cruises, the issue of whether LUCS should run Halloween cruises, and if so how, was raised.</p> <p>It was agreed that there were no other suitable weatherproof venues, hence any such cruises will have to be out and back cruises of a maximum of an hour's duration given that young children are on board.</p> <p>DS is to circulate a proposal for discussion at the basin on 17th September. If this is acceptable LUCS will run Halloween cruises.</p> <p>MS to contact Martine Stead about the decoration of St Michael.</p>	<p>DS MS</p>
4.0	<p>Santa cruises</p> <p>Agreed that these should be run on the two weekends before Christmas essentially in the same manner as last year.</p> <p>However, consideration is to be given to Santa operating from the back of the boat to allow 10 tables to be sold on each cruise, noting that this means would require presents to be stored in the toilet which would not be available for public use. All concerned to be consulted on this proposal for a decision at the next meeting.</p> <p>RR to find out how many toys are required so that DS can place an order for the required number of toys.</p>	<p>RR DS</p>
5.0	<p>AGM and Annual Report</p> <p>It was decided that the AGM will take place on Thursday 8th December. Prior to that it was felt essential that one of the committee should be minute secretary for the meeting. MS to approach suitable candidates.</p> <p>All need to canvas potential future committee members and office holders. It was considered whether Zoom meetings might make committee membership more attractive for volunteers who lived some distance from Linlithgow. It was felt that in-person meetings were more preferable, though some Zoom meetings could be held if next year's committee wished to do so.</p> <p>DS advised that next year would be his last year as Treasurer.</p> <p>DS agreed to take on the production of the annual report which must be available for the AGM. He is to issue a schedule of who should produce what and the timescale for its production.</p> <p>MS to approach Chris Matheson Dear to see if he wishes to contribute to the report.</p>	<p>MS</p> <p>All</p> <p>DS</p> <p>DS</p>



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<p>6.0</p>	<p>Booking System and Resourcing Bookings</p> <p>Concern was expressed about the process for making bookings. There have also been issues arranging member's bookings.</p> <p>DS felt that too often members approached him or DSc to ask about bookings when the information was readily available in the booking system. Log In: info@lucs.org.uk Password: BK1975</p> <p>Issues raised included:</p> <ul style="list-style-type: none"> • Possible unmanned bookings • Late requests for volunteers • Late notice of advice of bookings after volunteering for one • Assigned volunteers not aware of booking changes <p>DS and DSc recognised these concerns but felt that, given the number of bookings, the process generally worked very well and that those involved in taking and resourcing bookings had a demanding role. However, there is potential to cause bookers significant inconvenience and things could always be improved.</p> <p>It was agreed that DS should arrange a meeting with MS. DSc and Willie Irvine to consider these issues and recommend improvements.</p>	<p>DS</p>
<p>7.0</p>	<p>IT Support</p> <p>DS advised that the booking system had been out of action on 12th and 13th September and that it was eventually restored by Blue2 who, when advised, responded quickly.</p> <p>He advised that Blue2 were in the process of updating the booking system and server software which latest software updates to future proof it for the next few years. They are also progressing outstanding minor issues with the system</p> <p>However, since Mauro's departure, LUCS has no fully competent IT support for which the requirement is shown below. All concerned to consider potential candidates for such support for which there should be a request in the next Basin Banter.</p> <p>Requirement for IT support - LUCS IT support is required to manage user accounts, security, backups, software updates and to ensure reliable operation of the LUCS website, server, digital archives, booking system, Microsoft 365 software and IT hardware. The LUCS systems are hosted by Fasthosts, with the booking system running on a Ubuntu virtual server employing the Symfony framework (PHP & MySQL).</p>	<p>All</p>
<p>8.0</p>	<p>Date of next meeting</p> <p>11th October 2022 at 19:00 in the LUCS Tea Room</p>	