

# LINLITHGOW UNION CANAL SOCIETY

**Notes of Committee Meeting** held in the Tea Room 22nd November 2022.

Present: Lynne Nelson, Tom McPhie, Douglas Scott, Andy Eaglesfield, Ronnie Reis, Mike Smith, Peter Lewis

***The main aim of this Meeting was to establish readiness for the upcoming Annual General Meeting***, and related issues. The Draft Agenda for the AGM formed the framework for the following discussions, with an initial focus on ensuring candidates for key Committee posts.

## **New Committee population**

In addition to its reporting function, the main issue at the AGM is the formation of a new Management Committee, and the meeting discussed the identification, proposal and seconding of suitable candidates, to fill posts being vacated by current holders who do not wish to stand for re-election. (There is no automatic right to re-election and incumbents could be challenged and elections held, but history shows this to be rare). Ideally, the Committee should have a balance of experienced and newer members.

## **Candidates.**

A form will be placed prominently in the TeaRoom upon which candidates for office should put their names, with proposer and seconder. **(1)**

Officers required by law are:

Chairman, Vice-Chairman, Company Secretary, Treasurer.

Conveners of key Society activities — Boats, Fabric, Tearoom, Marketing, H&S, Publicity, Bookings, Museum, Membership, Public Functions, etc. — are represented on the Committee. Committee members may be co-opted if appropriate. Managers of particular functions may, as appropriate, report to the Committee through established channels without sitting on the Board, if appropriate.

To ensure reasonable distribution of workload, it is envisaged that certain roles (e.g. Vice-Chair) may be subdivided into particular aspects as circumstances dictate.

It was recognised that management of Fun Day, Special Cruises, External and Internal Social Functions should be planned during the “off” season, and that the attendees at the AGM should be encouraged to join in the creative fun and fellowship of these ventures. Details are for the New Committee to decide.

The following sections roughly follow the AGM Agenda sequence: Actions are in **bold ( )**. Text in *italics* is to indicate actions within the AGM.

## **AGM Location, Timing and Format**

Thursday 8th December 2022, at the Tea Room, Manse Road Basin, and on Zoom.

It was decided that the AGM should be a Live/Zoom hybrid, to encourage involvement of more distant members.. Joining Code will be promulgated nearer the date. **(2)** The necessary technology will be borrowed, installed and managed by PW. **(3)**

Tea / Coffee and mince pies will be provided to attendees after the AGM. **(4)**

## **Chairman's Welcome and Statement**

*Welcome to live and virtual attendees, with a very brief resume, outlining a successful year in the face of lots of changed and changing circumstances, overcome by the enthusiasm, and occasionally hard work done by so many in so many ways.*

## **Minutes of last AGM / Matters arising.**

Copies to be provided. MJS to contact Douglas Robertson to trace copy, and ensure distributed to Committee**(5)**

(Committee to review before AGM to pick out any points of controversy or for emphasis) **(6)**

*Seek queries /challenges and resolve.*

*Seek proposer and seconder for their veracity.*

## **Report for year to Sept 2020**

Copies to be distributed by electronic or physical means to all active and communicant members. Andy E to come up with best estimates for print run and distribution.**(7)**

David S to arrange print.**(8)**

Copies to be available at the door.

*Highlight any particular points of emphasis, and seek questions.*

## **Accounts for year / Independent Examiners' Report/Appoint Examiners**

Copies to be available on arrival **(9)**

*DS to Present, explain differences between Report figures and the Accountants' Seek approval for the Accounts.*

*DS to propose continuance of present incumbent, and seek approval of meeting.*

## **Appointment of Solicitors for coming year.**

*DS to recommend and seek approval of the meeting to retain current incumbent.*

## **Election of Officers and Members of the Committee for coming year.**

List of Nominees / Posts, nominators and seconders to be to hand by start of meeting.**(10)**

*MJS stands down*

## **Secretary??? takes Chair (10a)**

**Sequentially, Posts and Nominations, with nominators and seconders are read out, other volunteers from the floor sought, and if sole nomination, declare elected.**

*{If multiple candidates for same Executive post, ballot is required. How do we do this? I know we've done it but I've forgotten how...} (11)*

## **Proposals for next Season**

New Chairman outlines proposals / plans for the forthcoming year, and may hint at things beyond...( 12)

## **Other Competent Business**

There was wide-ranging discussion on various topics, notably the difficulties of accessing dry dock facilities at suitable times, liaison with Scottish Canals about maintenance of the Basin quayside, potential collaboration / joint activities / advertising initiatives with other organisations and local traders, museum links, the benefits of another pre-season Members' Day, opportunities for national publicity via One Linlithgow and Tour Groups. Plenty for the new committee to consider, and lots to keep volunteers amused...

Particular emphasis during the discussions was placed on the completion of the ongoing Health and Safety Strategy update.

*Cat McGee had expressed willingness to keep on with the ~Education remit, but needed a local contact: Andy offered to be liaison on this.*

## **ACTIONS.**

- |       |   |              |
|-------|---|--------------|
| (1)   | Cadidacy Form to be placed prominently in Tea Room, and publicised via electronic communications. | Action — PL  |
| (2)   | Joining Details to be circulated by email, etc.   | Action— PL   |
| (3)   | Zoom facilities to be installed for AGM   | Action — PL  |
| (4)   | LN to provision refreshments  | Action — LN  |
| (6)   | Look at last AGM minutes for any issues   | Action — All |
| (7)   | Estimate Annual Report print run and distribution needs, and advise DS                            | Action — A E |
| (8)   | Arrange Print, etc.   | Action — DS  |
| (9)   | Copies of A/cs and Ind Exam Reports for meeting   | Action — DS  |
| (10)  | Collate Nominee list  | Action — PL  |
| (10a) | Forgotten the exact procedure here: please advise MJS   | Action — DS? |
| (11)  | How do we run ballots??   | Action — All |
| (12)  | Advise DS of things in the pipeline   | Action — All |