

Minutes Of LUCS Committee Meeting

7th February 2023, 1900hrs, Manse Road Basin

Present: David Shirres (DS) Chair, Ronnie Reis (RR), Peter Lewis (PtP), Andy Eaglesfield (AE), Mike Smith (MJS).

1. **Chairman welcomed all present. and noted the committee's concern about Doug Scott, whose recovery was proving complicated.**
2. **Apologies for absence were received from Doug Scott (DS) and Lynne Nelson (LN)**
3. **The Minutes of the last meeting (10 Jan) were approved.**

Matters Arising are addressed as tabulated below. Note that the item numbering does not always correspond with the sequence on the Agenda for this meeting. The Topics are, however, printed in **Bold** to help make them easily located elsewhere.

<p>KEY FACTS SHEET</p> <p>Whilst the KFS has been updated, there was much discussion on the clash between Party at the Palace dates and its potential impact on Fun Day, with concomitant effects on operational dates. See Fun Day section 9 below KFS still under review</p>	<p>Action 1.1 (DS) WIP Update KFS</p> <p>Action 1.2 (all) WIP Review impact of fixed events</p>
<p>Committee /Conveners' Roles and Responsibilities Update and issue Organisation Chart</p> <p>Approach Fundraiser with a view to recruiting (see also section 12 below.)</p>	<p>Action 2.1 (DS) Done</p> <p>Action 2.2 (AE) Done</p>
<p>Health and Safety Top-level documentation largely complete, with some Risk Assessments and Mitigation Procedures done or in development with specialists, who may need reminding). (See also Section 13(a) below)</p>	<p>Action 3.1(AE) WIP</p> <p>Action 3.2(All) WIP</p>
<p>IT Support AE contacted, and advised by SCVO not the right body Volunteering Scotland approached instead</p>	<p>Action 4.1(AE) Done new</p> <p>Action 4.2(AE) WIP</p>
<p>Communications Basin Banter published Notice Board established in MCG Committee Whatsapp Group, St Mag phone, master, set up.</p>	<p>Action 5.1(PtP) Done Action 5.2(AE/AM) Done Action 5.3(DS) Done</p>

<p>Winter Projects De-cluttering started, Black Shed done, local advice being taken Mooring upgrade, mooring rope up-skilling plans drawn up, timing and implementation to be decided, with Ian Walker. (See also Action 8.2)</p>	<p>Action 6.1, (AE lead) WIP Action 6.2 (All help) WIP Action 6.3 (MJS) WIP</p>
<p>Rubbish Disposal After review, improved bin segregation signage should suffice. To be sourced.</p>	<p>Action 7.1(PtP) WIP</p>

4. Incidents to report.

No new incidents to report.

Previous incidents:

Weedberg : Log updated, lessons noted to carry forward to pre-season Drivers Meeting.

Action 8.1 (GH) Done

Moorings : Logged, training developed to prevent recurrence.

Action 8.2 (GH) Done

Presentation to be arranged with IW. (See 'winter projects' above) **New Action 8.3 (MJS) WIP**

5. Items for Basin Banter

Peter encouraged to include specifically a 'welcome to newbies' section.

MJS offered memoir of ancient cruise for editor's consideration for serialisation.

Next issue imminent: all encouraged to find contributions

Action 9.1(PtP, all) WIP

6. Review of Office 365 setup and use of Sharepoint

There was discussion of how to use Office 365 to best advantage, with pruning of Sharepoint addresses to reflect current activities. (MJS requested a tutorial to rid him of his nasty Apple habit).

7. Booking Secy replacement / System User Manual / Customer Interface / Blue 2

7.1 Doug's recovery is much slower than expected, and he has wisely withdrawn from the position of Booking Secretary: a post which requires fairly continuous presence, good telephone skills, and fluency with the Booking System. All to seek possible replacement.

7.2 The task is made more difficult by the lack of a System User Manual, which would shorten startup time for any future incumbent.

7.3 It is further compounded by intermittent booking rejections, each of which involves active, sometimes lengthy intervention by the Booking Secretary, and gives a very poor impression of LUCS to the key player, the New Customer.

There seems to be an issue involving the System interface with Paypal, which Blue2 are unable to resolve. There was much debate about Blue2's preference to use Stripe to process the payments, and their charge to make the change. (It is important to note that such a change will be invisible to the Customer, who can continue to use his / Her Paypal account, or Credit Card, for booking: it is a change purely in the internal mechanism — the only change to the customer and to LUCS should be a virtual removal of rejected payments).

It was agreed that negotiation with Blue2 should be re-opened with a view to negotiating a reduced fee. Resolution, however is vital. DS to progress with any assistance required.

8 Marches

Without Martine's traditional inspirational role, the meeting discussed alternative Artistic Directors and manufacturing organisers. All to help seek candidates.

Decision as to the theme is required as soon as possible.

Deacons' Night: confirmation of catering and boat commitments required

Appointment of LUCS Deacon and MyLord: volunteers to be appointed.

9 Fun Day

Confirmation of date: concerns raised over clash with Party in the Park, in terms of traffic, road closure, noise...views being sought from Council re roads. Need to amass evidence and reach firm conclusion, before publication. Peter to contact Council

**Action 9.2(PtP)
Done**

Given uncertainty of date, DS to book out boats for all candidate weeks.

Action 9.3(DS)

POST-MEETING NOTE: Council advice makes 6th August clear choice.

First Aid cover for Fun Day: Peter to seek suitable provider, given International Rescue's withdrawal from this role.

Action 9.3(PtP)

Water Safety to be provided by LUCS: to be further considered

Action 9.4(All)

10 Boat Refurbishment

Planning for actions needed prior to April visit to Dry Dock, and for works to be carried out there, to be prepared for discussion at next meeting. **Action 10.1(All)**

Plea for people to undertake work at Dry Dock to be issued nearer the time. Via Basin Banter?

Action 10.2(PtP)

11 Pre-Season Preparations

Electric Boats: There is a need to refine and simplify the fitting-out and dispatching of the Electric Boats, to enable them to be handled in an easy, quick way by staff not dedicated solely to that task.

Meanwhile previous dispatchers to be contacted for their views .

Action 11.1 (AE)

The operational duration between charges is not yet known, and this will be a vital factor in planning. A tethered trial to be carried out to find out how often batteries need to be changed.

Action 11.2 ()

Rosters. Gordon H is preparing first issue of Driver Rota. Ann has circulated Tearoom volunteers.

Action 11.3

12. Funding Status

Status generally satisfactory: “ring-fencing of ‘New Boat Fund’” discussed. An issue to be borne in mind, and applied with pragmatism. The accumulation to be covered by a note in the Accounts, when presented. Grant application for Victoria Electrification and Refit is in preparation: Work breakdown structure prepared and in process of being estimated. A revised specification has been sent to suppliers for quotation.

Charges for Room Hire discussed. Key Facts Sheet to be updated.

Action12.1 (PtP)

13 (a) Health and Safety (See also Actions 3.1 and 3.2 above)

Top-level documentation largely complete, with some Risk Assessments and Mitigation Procedures done or in development with specialists. Andy co-ordinating and prodding where needed). Ensuring that formal requirements for ship and shore do not clash requiring significant effort .

**Action13(a)1(AE)
WIP**

13(b) Boats

The following actions have been completed:

St Magdalene fuel feed issue resolved.
New roof struts fitted to St Magdalene port top hatch.
New Jerrycan acquired. Suggest that remaining original become a future Museum exhibit, being a WW2 veteran.
Colin G interiors light and ladder fixed.
Charging rota for Electric boats batteries established.

Continuing actions

**Action 13(b).1(RR)
WIP**

Operating Instructions for Colin G in preparation.
St Magdalene injectors to be sent to Jem Engines for refurbishment.
The new Bowser Hose requires the fitting of an elbow at the pump to prevent kinking.

Use of Colin G to cut back overhanging branches near Friars Brae?
Authority to cut back to be sought

Action !3(b).2 (AE)

13(c) Publicity

LUCS presence on “Discover Linlithgow” app being enhanced.
Teardrop banners being investigated and sourced.
Leafleting, — particularly targeting of — under review.

**Action 13(c)1(PtP)
WIP**

14 Any Other Business

Repairs to the Black Shed roof, floor in Tearoom, fencing in Yard discussed briefly, and will be further addressed at future meeting.