

## **Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 12 October 2015**

**Present:** Duncan McIntyre (Chairman), Allan Melling (Vice Chairman), Pat McIntyre (Secretary), Barbara Mckenzie, Ronnie Reis and Lynne Nelson.

**1. Chairman's Introduction** – The Chairman opened the meeting and welcomed everyone along.

**2. Apologies** – Apologies from Douglas Robertson and David Shirres.

**3. Adoption of Minutes from previous Meeting** – Minutes proposed by Allan Melling and seconded by Barbara Mckenzie.

**4. Correspondence received:** Duncan has received a few requests from organisations asking for donations of canal trips for prize draws. These have been sent out.

**5. External Meetings:** There have been no external meetings.

**6. Reporting Structure Update/Membership Database** David has converted the membership database onto an Excel spreadsheet. David and Allan to speak to Dennis Franks to confirm that this is the best approach.

**7. Funding for new boat:** David has taken on funding for the new boat. Douglas, Mike Smith and Duncan have agreed to this. The committee agreed with the treasurer's proposal that we would go for a £50,00 donation from LUCS, £75,000 from West Lothian Leader and £25,000 from other sources.

**8. Pricing Structure:** This needs to be looked at before the new leaflets are printed. Hire of Leamington to be £150 for whole day and £80 per half day (see website for Terms and Conditions). For charters it should be see website at bookings.org.

### **9. Conveners' Reports**

#### **Premises: (AM)**

John Aitken has the new web cam which is waiting to be fitted. The fire extinguishers are being serviced tomorrow. There is a problem with the central heating boiler. The plumber to be contacted. Allan has heard from Andrew Stevenson who is coming to look at the quayside. The new dresser for the MGC to be ordered. **ACTION AM**

**Marketing (DM)** Duncan has met with Peter Wilson re cruise ships docking at Queensferry. It is hoped to organise tours of Linlithgow including the canal centre next year.

The first winter talk will be on 30<sup>th</sup> October with David Shirres giving a talk on Russian railways. Leaflets to be printed for Christmas cruises. **ACTION DM**

#### **Tea Room:**

The installation of a new sink unit for the tea room is still being investigated. The next occasion will be the Christmas opening.

### **Boats (RR)**

The new voltmeter has been installed on Victoria. The prop shaft on Victoria has been secured. Ronnie has been in touch with Jem Engines to see if she needs overhauling. St Magdalene is in the dry dock at Ratho. Work is progressing well. The MCA survey is to be done on Thursday. The new lettering is to be put on. Leamington is due into dry dock on 16<sup>th</sup> October. The rudder is to be repaired. Colin G engine is now working and is now in use. A toilet has still to be fitted on board.

### **Bookings (DS)**

In discussion with John Aitken four prospective contractors have been selected re pre-payment project. David and John hope to meet them on 23<sup>rd</sup> October to explain exact requirements after which they will submit quotes, possibly by mid-November. When these are received a meeting of the sub-group will be convened to decide which contractor to appoint. David produced some statistics re bookings – St Magdalene charters remain the same at 35. Victoria charters up from 9 to 19. Leamington bookings were down due to time for refurbishment but July and August showed an increase from 40 to 42. Room hire increased 99 to 109.

### **Treasurer (DSR)**

The following figures were given by Douglas.

The balance in the Bank of Scotland account is £68,363  
Savings Account is £59,248

### **Fun Day: (LN)**

The date for next year's Fun Day is 14<sup>th</sup> August. There had been a request from Party at the Palace to change our date but they have agreed to change theirs. Lynne to contact them.

**ACTION LN**

### **10. Any Other Competent Business:**

Duncan asked Allan to get Gordon Hewitt to look into new first aid kits.

Artie from Northwich Boats is in Czechoslovakia to see about the potential new boat and let us have a note of cost.

Re Data Protection Act – LUCS is now registered under the Data Protection Act which enables us to use data from individuals who have consented to this for marketing purposes. We need to produce a policy and David is happy to produce this. The policy will need to spell out how we will use data from the booking system for marketing.

Preparation for the AGM on Thursday 3<sup>rd</sup> December will be looked at in the November committee meeting.

**NEXT COMMITTEE MEETING WILL BE ON MONDAY 9 NOVEMBER 2015**