

LUCS Management Committee

Minutes – 17 January 2013

Present: Mike Smith (Chairman), Pat McIntyre (Secretary), Duncan McIntyre, Catherine Smith, Barbara Mackenzie, Stephen Nixon, Douglas Robertson and Ronnie Reis

Apologies received from David Shirres and Allan Melling

1. Chairman's Introduction

The Chairman opened the meeting and welcomed everyone along.

2. Apologies – Apologies received from David Shirres and Allan Melling.

3. The minutes of the last meeting were adopted. Minutes proposed by Duncan McIntyre and seconded by Barbara Mackenzie

4. DAMS: There were no DAMS.

5. Correspondence received. Letter received from Helen Rowbotham (see later).

6. External Meetings.

The chairman had received various actions.

Scottish Waterways Trust have written to Mike. Steve? is coming to see us on 22nd January to discuss their role in the canal system.

Linlithgow Community Developments Trust is having a launch meeting at 2 pm on 2nd February in the Burgh Halls and Mike has asked who would like to join this meeting.

Scottish Lowland Canal Volunteer Group - Mike now represents LUCS on this group.

7. Confirmation of Diary

Ronnie Rusack (Scottish Lowland Canal Volunteer Group) has sent Mike an email re an event he is intending to hold in Edinburgh on 24th August during the Edinburgh Festival with boats spending the night of 23rd August at LUCS. Mike proposed we send Leamington in with the flotilla to Edinburgh.

The Twinning Association becomes ? this year and 50 people are coming to Linlithgow. They would like a trip in the morning of 30th March. This would be two trips of 25 people.

Deacons Night This year LUCS welcomes the Deacons on 15th June with our usual barbecue and hospitality.

8. Confirmation of Committee Structure

Elsbeth Ross reporting to Bob Wigley re Museum and Duncan McIntyre re WEB

Alister Mackie reporting to Duncan McIntyre re Premises

Chris Matheson-Deare will continue with weekend driver rotas

Jim Lonie will continue on mid week driver rotas

Driver report should be reported through Ronnie Reis

Bob Wigley to continue with weekend museum rota

Jim Lonie to continue with mid week summer museum rota
Tea Room – Anne Mackie reporting to Catherine Smith
Membership – Dennis Franks reporting through Douglas Robertson
Town Management Committee – Colin Galloway reporting through the Chairman
Driver Training – this is with Jan Colligan.

A doctor needs to be appointed to certify new drivers of St Magdalene. We need to have all medicals done before the start of the season. Duncan, Allan and Ronnie have not yet received confirmation of their application to drive St Magdalene. Mike to contact Jan Colligan re this.
Action MS

9. Conveners' Reports.

Marketing Report (DM)

The Chairman acknowledged the fact that John Aitken had done a first rate job for LUCS.

Duncan circulated the numbers for the Christmas Grotto weekends. Overall attendances were good but the weather affected the second weekend. Catherine asked if a deposit should be made for the Christmas lunch trip. David Shirres to speak to John McLachlan on managing the risks re the Christmas lunch cruise bookings.

Duncan has given the marketing summary he received from John to Mike. He spoke about distribution of leaflets. He has had a meeting with Landmark re next season's leaflet. It was proposed to have an Open Day on Sunday 24th March offering free boat trips to encourage people to come to the canal. Duncan to arrange a subcommittee meeting to discuss marketing.

Helen Rowbotham had contacted LUCS with regard to promotions during February and March on Scottish Canals by the towpath noticeboards. Duncan to respond by 23rd January.
Action DM/DAJS

IT/Social Media

Mike asked Stephen Nixon to become involved with facebook on behalf of LUCS. Mike also mentioned that he had been asked if we had a twitter account and he is waiting for John Aitken to come back to him on this.

Treasurer's Report (DSR)

The amount in the Santander bank account is £58,734.95
Bank of Scotland account £35,887.99

Douglas said that he has still to reconcile the monies from the Christmas weekends. He asked if the safe could be made more easily accessible next Christmas.

Boats, etc (RR)

Ronnie said he had various 'to do' lists for the three boats for the coming season. He is concentrating on the canopy to shelter Victoria and Leamington while they are being painted. MCA inspection is due and work to be done on St Magdalene in the near future. Some work has also to be done on Leamington. Three quotes have been received for repairs to Alex Inglis. This will be decided soon. St. Magdalene to be run up on the slipway and painted under the bow for the start of the new season.

Training

Jan Colligan has given Mike a list of the current status of St Magdalene drivers and Jan is to find out the status of present drivers who are doubtful. Mike has reread the details of driver experience for St Magdalene and crew certification. The Crew Training Certificate should be filled in when a driver takes out St Magdalene. This should be put on the driver check list to make sure that their crew has the appropriate certification. We probably need more training for St Magdalene crews. First Aid training should be renewed every three years.

New Boat (MJS)

The current position is that Mike has sent a copy of the draft spec for the boat to Peter Freebody & Co. and has received a phone call regarding sizes, etc. They will come back to Mike hopefully within a few weeks.

Tea Room (CAS)

Nothing much to report. There will be a social evening for all volunteers on 1st March. Catherine to ask Bob to send email out to museum and driver volunteers. Catherine will email tearoom volunteers. New tablecloths should be ready for the new season.

ACTION CAS

Bookings and Education (DAJS)

New booking system - not quite up and running but will be soon.

Real time access to bookings in the tearoom – David suggests a tablet computer could be installed in the tearoom.

PVG – No need for us to register for this.

Charters – requests to be made to Ronnie

Rosters – this has been dealt with.

Bookings are light at the moment. Mike asked how schools were approached. Do we contact them? Ronnie Reis to email David Wood to ask about this. **ACTION RR**

Premises (DM)

The new floor cleaning machine has been a great success. Tea room ceiling to be painted and ventilation in the attic. A new freezer has also been sourced for the tearoom.

Workshop/Health and Safety (AM)

The webcam has been unreliable since before Christmas. Allan to fix this. Workshop work is ongoing. Gang plank on Leamington is being replaced. **ACTION AM**

Museum

Elsbeth has started covering the boards with the new material.

Events

Barbara has had some thoughts about the coming season including the possibility of

themed cruises.

External Talks

Jim Lonie to continue doing this for the time being.

Any Other Competent Business

Succession Planning Conveners to think about how various posts can be handed down. Mike asked Stephen Nixon to help advise on transport for the new boat. Duncan asked if we could put together a Mission Statement for LUCS. This already exists in the Articles of Association but a one-line statement from this would suffice.