

## **Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 10 June 2013**

**Present:** Duncan McIntyre (Vice Chairman) Douglas Robertson (Treasurer) Pat McIntyre (Secretary), David Shirres, Ronnie Reis,

### **1. Chairman's Introduction**

The Vice Chairman opened the meeting and welcomed everyone along.

**2. Apologies** – Apologies received from Mike Smith, Catherine Smith, Stephen Nixon, Allan Melling and Barbara Mackenzie

**3. Adoption of Minutes from previous Meeting** - The minutes of the last meeting were adopted. Minutes proposed by Ronnie Reis and seconded by David Shirres.

**4. DAMS:** There were no DAMS.

**5. Correspondence received:** Letters of thanks have been received from schools taking part in the water safety cruises saying how much they enjoyed them.

### **6. External Meetings:**

**Duncan and Mike have a meeting with Visit West Lothian at the basin tomorrow at 10 a.m.**

**7. Committee Reporting Structure Update:** Stewart Liddle has agreed to take over the driver training. Mike to contact Bob Wigley re this update. **Action MJS**

### **8. Conveners' Reports**

#### **Marketing (DM)**

We are now being advertised in 6 publications and on 6 websites. Loyalty cards are now being used and hopefully this will encourage people to return to the basin. Visit West Lothian are looking at a one year programme to send brochures to new outlets. We are sending them 2,000 leaflets. Douglas has deposited leaflets at Bridge 49 Bistro. Colin Galloway has written to Scottish Canals re placing of pontoons to enable boat passengers to access the Bistro.

#### **IT and Social Media**

**IT:** Allan Melling was not at the meeting so no updates.

**Social Media:** David has been busy with Twitter.

#### **Treasurer (DSR)**

Douglas provided the following figures:

The balance in the Bank of Scotland account is £47,084.17

The balance in the Santander account is £58,771.40

Douglas has received a reply from the solicitors for Liz Burrow's estate and they have agreed to sell the shares which should amount to about £6,000. Douglas said that he

should transfer some of this money into a savings account.

Douglas mentioned buying new windows for Leamington. Duncan to speak to Ronnie Reis re this. £700 for the new gear box has been charged. Douglas to give David Shirres the contract for the monthly Leamington Hire information we give to to Scottish Canals.

**ACTION DM, DSR**

### **Boats, etc (RR)**

**Boats:** David asked if we could send a note of thanks to Seagull Trust following their loan of Govan Seagull to replace Victoria when she was out of action last weekend. Duncan to speak to Stewart Liddle re name and address of person in Seagull Trust we should contact to send a donation and thank you letter. Douglas suggested £30.

**ACTION DM**

Ronnie had to leave the meeting because of a family emergency so no update.

### **Tea Room (CAS)**

In the absence of Catherine Smith the tearoom volunteers are coping well.

### **Bookings and Education (DAJS)**

**Bookings: The new booking system is fully operational. John Aitken has done a lot of work on this., Duncan to speak to John Aitken to offer an evening trip on a boat in recognition of his hard work..**

Falkirk Wheel Trips bookings for the June trip is only 5 in the morning but fully booked for the journey back. At the moment figures are, July 0 out, 5 back and August 0 out and 6 back. Duncan to put out extra advertising for these trips.

**ACTION DM**

### **Premises (DM)**

Tea Room floor to be cleaned and sealed this week. Duncan to speak to Chris Hunt to find out if the new gazebo has been ordered.

**ACTION DM**

### **Workshop/Health and Safety (AM)**

Fire extinguishers have been serviced and six had to be replaced. The new ones are guaranteed for 5 years. A training session is to be organised on how to operate these.

**Access points along the canal:** David is drawing up a list of these helped by Stewart Liddle. David to complete this.

**ACTION DAJS**

### **Museum/Events/External Talks**

**Events: It is Deacons Night at the basin on Saturday. Rolls to be ordered and burgers. David to ask Bob Wigley if he wants to attend. Duncan will operate the barbecue and Pat to order rolls**

**ACTION DM, DAJS AND PDM**

## **9. Any Other Competent Business**

**Drivers communication with passengers: Feedback from passengers is that they really enjoy communication from the driver and crew. information for new drivers to be put on to the web site to highlight key points along the canal..**

**Edinburgh Canal Fun Day: This is on 6<sup>th</sup> July and Leamington and Slateford to go through to Edinburgh. Duncan to organise crews to cover journeys.  
ACTION DM**

**The next meeting will be on Monday 8 July at 7.30 pm**