

## **Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 8 July 2013**

**Present:** Mike Smith (Chairman) Duncan McIntyre (Vice Chairman) Douglas Robertson (Treasurer) Pat McIntyre (Secretary), Barbara Mackenzie, Ronnie Reis, Allan Melling

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

The Chairman opened the meeting and welcomed everyone along.

**2. Apologies** – Apologies received from Catherine Smith and David Shirres

**3. Adoption of Minutes from previous Meeting** - The minutes of the last meeting were adopted. Minutes proposed by Douglas Robertson and seconded by Duncan McIntyre.

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

**5. Correspondence received:** Duncan has received a letter of thanks from the Seagull Trust in response to the donation we sent them. Douglas suggested we keep a portfolio of letters of thanks from schools, etc. and Ronnie said that he had already started one. Douglas is to write to Mike Vickers to ask if these could be useful for future fund raising .

#### **ACTION DSR**

**6. External Meetings: Stewart Liddle attended a meeting of the Lowland Canal Volunteer Group.. Mike mentioned the flotilla to Edinburgh Canal Festival which arrives at Linlithgow on Friday 23<sup>rd</sup> August when there will be a barbecue at the basin.. They depart from Linlithgow the next day. Leamington or Victoria to take part in this and we should ask if anyone would like to go through. In future anyone attending an external meeting should compile a short summary of the meeting. Colin Galloway is attending the next meeting of the LCVG.**

**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)**

Deacons' Night at the basin was very successful with a barbecue, speeches and other hospitality., Efforts are being made to try and increase the Wheel Trip attendance. In the museum they are finding that our 4 for the price of 3 offer is proving very popular. Comment forms are being completed and drivers are handing out the loyalty cards on boats. Douglas said he would do a monthly comparison based on the booking system.

#### **ACTION DSR**

## **IT and Social Media**

**IT:** Allan Melling now has the new laptop and has loaded it with new software. This will free up the current laptop in the MGC for use in the tearoom to check bookings. WIFI is working but a new cable to be run in the next week.

**Social Media: Stephen Nixon was not at the meeting so no update.**

## **Treasurer (DSR)**

Douglas provided the following figures:

The balance in the Bank of Scotland account is £46,658.70

The balance in the Santander account is £58,771.40

Liz Burrows' trustees needed extra signatures for the release of the Diageo shares. Douglas asked if a copy of our bank signature list would suffice but in the end Douglas and Duncan have supplied their signatures. £6,000 still to come from her estate. The Insurance Company we are with have asked us a few questions and we have had a visit from them with Duncan attending. Douglas said that the premises are insured differently from St Magdalene. Douglas recommended staying with the insurance company we are with at the moment

Mike Vickers has been having meetings re fund raising for the driveway. The driveway is shared between us and Scottish Canals. Scottish Canals may be approached but we will wait and see what happens with the fundraising. David Shirres is now reconciling the bookings money and hands this to Douglas. This seems to be working well. Drivers should clear up and return keys at the end of a hire. Extra keys to be ordered and kept on the premises.

### **ACTION DM**

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

**Boats:** Ronnie said the the window on Leamington is being fitted and blinds for Victoria have been ordered and will be fitted soon. New alternator bearings have been fitted on Victoria. It is intended to put spare drive belts on all boats to fit appropriate sizes. Tool kits will also be on board to fit if anything goes wrong with belts. Biodegradable toilet rolls for St Magdalene have been sourced and are being bought tomorrow . The gearbox on St Magdalene needs attention and the prop is damaged but these will not be looked at until the end of the season. Douglas asked about the gearbox and Alister Mackie has contacted Beta Marine and that clutch belts also need to be fitted. Mike wants to know the cost of this. A discussion to take place about this. Douglas suggested an interior refit on St Magdalene could be done at the same time. Mike suggested we set up a group to answer any of these questions and find out the benefits. It was agreed to ask Chris Hunt and Alister Mackie if they would join this along with Allan Melling, Douglas Robertson, Ronnie Reis and Mike Smith asked to be kept informed on progress. Douglas to chair this group. It was also proposed that we raise the minimum fuel level on Leamington.

### **ACTION DSR**

**Driver Training: Mike said that we need more drivers for Victoria. It**

was suggested that Gordon Hewitt and Colin Tyler be trained. Mike to issue an appeal in the e-bulletin for members to come along and help out.

**MCA:** Allan Melling and Ronnie Reis are now working towards this. Stewart Liddle to try to contact Andy Milner re test.

**New Boat:** Mike has had no responses from any of the enquiries he has made. Mike has spoken to Gudrund Jorgensen for the best magazines to advertise for the purchase of a steamboat. Mike to word an advert for this.  
**ACTION MJS**

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

Mike thanked all the volunteers for their continuing help in the tearoom.

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

**Bookings:** The amount of bookings is on the increase (see Marketing ). David not at meeting.

### **Premises (DM)**

Tea Room floor to be cleaned and sealed at the end of he weekday opening. Alister Mackie is buying a baby changing unit for the MGC shower room.

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

**Workshop:** Allan has a list of tools needed to buy to replace missing and worn tools. Allan to give Douglas a breakdown on what is required.

**Health and Safety:** An extra fire extinguisher is required for Leamington. Allan to purchase a new one. A training programme should be set up for operation of new fire extinguishers.

**ACTION AM**

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

**Events:** Fun Day is approaching and Chris Hunt has preparations well under way. With regard to the Edinburgh Festival of Boats flotilla arriving on Friday 23<sup>rd</sup> August, Mike Smith, Stewart Liddle or Colin Galloway to speak to LCVG re numbers attending.

**External Talks:** No talks to be reported. Jim Lonie is stepping down from organising these. Mike to ask Bob Wigley if he would be willing to take this on.  
**ACTION MJS**

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

Duncan said that the Rotary Club have asked what we would like to have as a donation from them in return for the cruises to their barbecue. They have also asked for a price for a trip on St Magdalene and Victoria to Bridge 49 Bistro when this opens in the evenings. It was decided to write to Jock Kerr thanking him for the work his firm

**did towards the replacement of the rudder on Victoria. Pat will do this.  
ACTION PDM**

**The next meeting will be on Monday 12 August at 7.30 pm**