

Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 10 August 2015

Present: Duncan McIntyre (Chairman), Douglas Robertson, Treasurer, Allan Melling Vice Chairman, Pat McIntyre (Secretary), Barbara Mckenzie, Ronnie Reis, David Shirres and Lynne Nelson

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

2. Apologies – There were no apologies.

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

4. Correspondence received: No correspondence has been received.

5. External Meetings: Duncan attended a meeting with LCVG today. We are to reply to them re stonework that needs repaired/replaced. Andrew Stevenson, canal maintenance engineer has been invited to come along and meet us here.

6. Reporting Structure Update/Membership Database David has had discussion with John Aitken as to how we can generate email distribution from the database. Dennis Franks, the membership secretary is to help with this. David has received the password from John Aitken for info@lucs.

7. Website/Webcam: Duncan still trying to contact Mike Vickers re funding for this. Children go free on boat trips to be put on website for rest of midweek opening. John Aitken has agreed to the new webcam subject to funding. Allan to clarify fees for Talk Talk with John Aitken. At present John pays and claims it back from us. Webcam to be cleaned by Allan this week. No shows for Leamington have been blamed on wrong email addresses. We should ask people to repeat to confirm correct address.

ACTION AM

8. Update to 5 Year Plan – see separate 5 Year Plan Document.

9. Conveners' Reports

Premises: (AM)

The central heating boilers for the tearoom and MGC were serviced last week. Hot water temperature for the MGC toilets has been adjusted. Ordering of display cabinet for MGC is in hand. Installation of PIRs in MGC toilets to be completed soon. Yard being cleared for Fun Day. Outside benches to be sent out for refurbishment. A new fire exit door has been fitted in the tea room. Fire extinguishers to be inspected next month.

ACTION AM

Marketing (DM)

Maps, at present in the museum are to be put up in the tearoom. A meeting has been arranged re visits from cruise ships docking at Queensferry.. Duncan to speak to Mike Vickers re funding.

ACTION DM

Tea Room:

Thanks to Allan Melling a high chair and booster seat have been acquired for the tearoom. Preparations are in hand for Fun Day. A few more volunteers have been recruited.

Boats (RR)

The prop shaft on Leamington has been repaired. The auxiliary battery has been fixed. Throttle being fixed this week. Clear folders with notes in various languages have been put on board and a new drawer has been placed above the fridge. The header tank has been fixed. There is now a sheet for logging pump-outs.. The recent breakdown on Victoria has now been fixed. The frame and hull on Slateford has been painted and a new canopy is to be delivered and fitted this week. The engine for Colin G is now ready to be picked up. Rudder to be fitted. Air horn has been fitted inside. It has also been pressure washed.

ACTION RR

Bookings (DS)

Bookings have been very busy. The sub group for prepayments has produced a draft policy. The next stage is a spec as to how the booking system needs to be amended. David meeting with John Aitken in a few weeks and the group will then meet again in preparation for quotes on the maintenance of this. Wheel trips are nearly full and the August trip is two-thirds booked at the moment. Richard Toleman has arranged a cruise on 28th August for people who knew his wife Judith, who died recently. Judith was a museum volunteer for many years.

ACTION DS

Treasurer (DSR)

The following figures were given by Douglas.

The balance in the Bank of Scotland account is £58,536.51

Savings Account is £59,203.77

Douglas to write to Richard Millar paying £3,000. Douglas has given a gift to Murdoch Kennedy to thank him for the use of his house on Marches Day.

Fun Day: (LN)

Lynne has organised helpers to erect stalls, etc. Helmets and lifejackets will be available to be picked up from Low Port Centre. Ronnie to do this. Skip being delivered on Friday to marked off area. Air cadets are attending this year.

10. Any Other Competent Business:

It has been recommended that new first aid kits and eye wash be obtained for boats. The extendable ladder in the workshop is broken. This is to be replaced.

NEXT COMMITTEE MEETING WILL BE ON MONDAY 14 SEPTEMBER 2015