

**Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 11 February 2019**

**Revision 01 Dated 13 January 2019**

<b>Agenda Ref.</b>	<b>Business Matters</b>	<b>Action</b>
<b>1.</b>	<b>Present:</b> Mike Smith, (Vice-Chair), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Chris Hunt, Andy Eaglesfield and Ronnie Reis	Noted
	<b>Chairman's Introduction:</b> The Chairman opened the meeting and welcomed the attendees.	Noted
	<b>Apologies:</b> Apologies were received from Stuart Rennie and Lynne Nelson	Noted
	<b>Papers</b> <ul style="list-style-type: none"> <li>• Driver Training Report – February 2019. Ian Walker</li> <li>• LUCS IT Report –February 2019. John Aitken</li> <li>• Chairman’s Report –February 2019. Stuart Rennie</li> <li>• Committee meeting Treasurer's statement</li> </ul>	
<b>2.</b>	<b>Adoption of Minutes</b> Minutes from 14 <sup>th</sup> January 2019 proposed by David Shirres and seconded by Chris Hunt. <b>1 Action Tracker</b> DR stated the use of this was to confirm actions when a committee meeting discussions was not necessary. They will be re-distributed in revised PDF format. At the meeting the following actions were confirmed : Accident book : CH, complete Bollards : AE - now has drawings and has priced, £15 for incidentals and £150 for cement : spend approved by committee. Account signatories : DS to check with LN she will be a signatory U66 artefacts : DS discussed with DC, we agree the plan "in principle", now approval is needed from SC.	Noted           AE DS DS
<b>3.</b>	<b>Matters Arising</b> <ol style="list-style-type: none"> <li>1. St Michael Ceremony. Tom Kerr to be approached to carry out ceremony. Discussion took place over school involvement / invited (esp. Lowport) – to be discussed with SHR.</li> <li>2. F&amp;C Flotilla (27/28 May). Committee agrees "in principle". DS to organise</li> <li>3. Perambulation We agree that this should be supported. DR to send confirmation</li> <li>4. Deacons Night This is the same day as Edinburgh Canal Festival. RR to look after Deacon Night BBQ. We will send a boat (possibly Victoria) to Edinburgh,</li> </ol>	SHR   DS  LN DR  RR

	DS to check boat bookings. Black Hand Gang to be asked to organise Deacon's Night and Marches (perhaps BB to be asked for creative ideas)	DS ALL
4.	<b>Treasurers Report</b> Report presented by DS We have spent ~£11,500 this financial year, net after earning ~£2k from prepayments. Balance ~£54k. Outstanding spend : half of the value of the Victoria project (should our funding application be successful), this will be ~£23k	DS
5.	<b>Group Report</b> <b>NB reports submitted to the committee meeting are not included as part of the minutes, but are available on request.</b> <b>1 Driver Training Group</b> Ian Walker report presented by MS Discussion took place on having a passenger handling desktop exercise – to take place Saturday morning. Noted that MS is the final arbiter on driver competence. At next driver training session – there should be a reinforcement of alcohol rules (same as driving a car). <b>5.2.1 Victoria Leader Application</b> Noted that Victoria refurb Leader Application submitted Monday the 4 <sup>th</sup> Feb.	MS
6.	<b>Boat Management</b> <b>6.1 Victoria</b> Has sprung a leak. Further investigation and ultrasound to take place on Wednesday before decision taken on what remedial action is necessary <b>6.2.1 Leamington Engine Replacement</b> Timescale for engine work to be confirmed with JEM (IW/RR) <b>6.3 St Magdalene</b> Confirmed that the generator is unserviceable. Decision taken not to replace. Thermal jacket possibility for urn to be investigated. <b>6.4 St Michael</b> Upper door arrangements to be changed to struts and locking stay. Committee approves. <b>6.5 Other Boat Matters</b> Colin G has carburettor problem – cuts out due to blocked needle. RR to service Needs new batteries – MS / GS to discuss options and advise. Driver Roster – DS to confirm arrangements	RR RR AE RR MS DS
7.	<b>Fun Day</b> WL council has been requested to carry out road closures	
8.	<b>Museum</b> £200 approved for audio visual for museum.	DS
9.	<b>Premises</b> Cost of new boiler £3,750 approved.	SHR

<b>10.</b>	<b>IT Matters</b> IT report(prepared by John Aitken) presented by DSR. DS to send note of specific "40 seater boat" changes required to webadmin DR to clarify if Ethernet cable work is currently in progress	SHR DR
<b>11.</b>	<b>Scottish Canals</b> Bollards : AE now has drawings and has priced, £15 for incidentals and £150 for cement : approved.	AE
<b>14.</b>	<b>Visitations / Meetings</b> MS invited to talk at Curry Probus club DS volunteered to be available for talks	Noted
<b>15.</b>	<b>Marketing</b> SHR update on leaflets noted	Noted
<b>16.</b>	<b>Booking Secretary's Report</b> DS to confirm number of "prebooked" places with SHR	DS
<b>17.</b>	<b>H&amp;S Group Report</b> Certification testing now underway for lifejackets Fire extinguishers to be tested by Forbes Kidd	Noted
<b>18.</b>	<b>Matters (Not addressed by above)</b> Discussion took place on possibility of having a dedicated bilge pump (ie the current pump-out pump) after SC supply heavy duty pump to support the visiting boat pump-out arrangement. Also we should have a (low cost) oil separator.	CH / SHR
<b>21.</b>	<b>Date of Next Meetings</b> Monday 11th March for Strategy meeting	