



Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 15 April 2019 (Revision 01 Dated 22 April 2019)

Agenda Ref.	Business Matters	Action
1.	Present: Stuart Rennie, (Chairman), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Lynne Nelson, Chris Hunt, Mike Smith, Andy Eaglesfield and Ronnie Reis	Noted
	Chairman's Introduction: The Chairman opened the meeting and welcomed the attendees.	Noted
	Apologies: No apologies were received.	Noted
	Papers <ul style="list-style-type: none"> • LUCS IT Report – April 2019. John Aitken • Committee meeting Treasurer's statement 	
2.	Adoption of Minutes Minutes from 19 th Feb 2019 proposed by Andy Eaglesfield and seconded by Ronnie Reis. Strategy Meeting of Monday 11 th March 2019 – SHR to circulate notes/minutes	Noted SHR
3.	Matters Arising <ol style="list-style-type: none"> 1. Strategy Meeting Main points were that : <ol style="list-style-type: none"> a) Finance – reserves are to be set at £40k for planning purposes b) MS to prepare a option paper re Victoria electric engine. c) CH to investigate slipway options d) SHR to look at liaison with other organisations "Joint Marketing Initiative" "Roles" 2. Forth and Clyde Flotilla - We have offered St Michael for this event on Fri 24th to Sun 26th May DS to organize crew and drivers. 3. Perambulation, we will participate – 12th June 7:45 till 8:15. 4. Edinburgh Canal Festival - Potentially send St Mag, SHR to check if there is a conflicting booking. 5. Wheel Trips this season we will use St Mag. 6. Special Cruises <ol style="list-style-type: none"> a) Potential for a August Ratho Trip – SHR to investigate b) Test run (St Michael) to Edinburgh, indicatively set for Fri the 7th June, MS to progress 	DS MS CH SHR DS LN SHR SHR MS



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4.	<p>Treasurers Report St Michael – now out of “project spend” and all further costs will be booked to business as usual. Noted that extraordinary expenditure accounts for the additional spend this year.</p>	
5.	<p>Group Report NB reports submitted to the committee meeting are not included as part of the minutes, but are available on request.</p> <p>1 Driver Training Group Gordon Hewitt is our newest BML Need to build drivers experience of St Michael</p> <p>2 Strategic Development Group – ref section 3.1</p> <p>3 Boat Group – SHR to formalise</p>	<p>MS</p> <p>SHR</p>
6.	<p>Boat Management</p> <p>1 Victoria – now back in the water, rear cabin to be rebuilt</p> <p>2 Leamington – new engine installed, and has had several test runs. Ian Walker looking at further priority work. Details of work carried out to be clarified (JEM Engines), DS to discuss with Ian Walker</p> <p>3 St Magdalene – Stern gland to be repacked and monitored. The old generator is written off, however is still in place. Roof needs repainted. AE to investigate urn “solution” to keep water hot. Risk assessment of petrol generator to take place.</p> <p>4 St Michael - £500 for table top repairs approved(Les). She now has her second temporary certificate till the end of June.</p> <p>5 Electric boats – revised charging arrangements (installation of plugs) @£130 approved. DS to clarify the insurance for hirers.</p>	<p>MS</p> <p>RR</p> <p>DS</p> <p>RR</p> <p>AE</p> <p>DS</p> <p>SHR</p> <p>SHR</p> <p>DS</p>
7.	<p>Fun Day – CH has now had handover from Martine. CH / DSR to discuss web comms</p>	<p>CH / DSR</p>
8.	<p>Museum U66, DS to provide sketch of where artefacts are to be placed. SHR to liaise with SC</p>	<p>DS</p> <p>SHR</p>
9.	<p>Premises Waste collection – WLC no longer collect commercial waste. MS to investigate our options</p>	<p>MS</p>
10.	<p>IT Matters IT report(prepared by John Aitken) presented by SHR.</p>	<p>Noted</p>



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	Office 365 up and running, training session to be arranged. Wifi and museum AV up and running. MGC computer replaced with SC laptop MGC projector near end of life, this will be 2020 project. SC laptop will be used for presentations. Webcam now working. Website security HTTPS – a work in progress. Booking system – some minor issues resolved. CCTV – a work in progress	SHR MS DSR DSR
12.	External Relations LCVG – a new group has been proposed by SC as an extension of LCVG, and its members will be able to suggest SC priorities. LUCS to provide a wish list of 3 items. SHR to suggest Falkirk Wheel booking system.	SHR
13.	Member Engagement 1. RR to check corporate membership (Civil Service) and clarify (ref Graeme Scott) 2. Members BBQ – June, indicatively the 21 st @ Bridge 51 picnic area. (DS to arrange via booking system)	RR SHR DS
15.	Marketing General promotional posters to be printed	SHR
17.	H&S CH to look at providing a location for battery storage	CH
18.	Other Matters On 4 th May we will be providing Victoria to participate in the film production of the Falkirk Wheel from above.	Noted
20	Any other Business (for noting, not discussed at meeting). LCT Doors Open Days Saturday 14 September and Sunday 15 September 2019, Canal Museum and Tearoom. We have confirmed to Allan Robertson that we will be participating. The only implication to ourselves is the opening and manning of the museum (which will be open anyway), and having someone on hand to talk as comprehensively as possible on the history / heritage of the canal. SHR is liaising with Allan Robertson re editorial content for the Open Doors publicity material.	SHR
21.	Date of next meeting Monday 13 th May – general meeting.	