



**Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 8<sup>th</sup> July 2019 (Revision 02 Dated 9<sup>th</sup> September 2019)**

<b>Agenda Ref.</b>	<b>Business Matters</b>	<b>Action</b>
<b>1.</b>	<b>Present:</b> Stuart Rennie, (Chairman), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Lynne Nelson, Mike Smith 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 Andy Eaglesfield and Chris Hunt.	Noted
	<b>Papers</b> <ul style="list-style-type: none"> <li>• Committee meeting Treasurer's statement</li> </ul>	
<b>2.</b>	<b>Adoption of Minutes</b> Minutes from 10 <sup>th</sup> June 2019 proposed by David Shirres and seconded by Mike Smith.	Noted
<b>3.</b>	<b>Matters Arising</b> <ol style="list-style-type: none"> <li><b>Scottish Waterways for All</b> Presentation given by SHR, mentioning the new organisations committee on which SC will have 3 seats, with nominations for the rest. Emphasis is on working with SC, that it is not just for boaters and is distinct from Keep Canals Alive (a campaigning group)</li> </ol> <b>Rewrite of booking system</b> DS made the point that although the current booking system is 6 years old it works well. However, it is business critical and represents an unacceptable risk to LUCS as written in an effectively unsupported language and we have keyman dependency for support / changes. This is not sustainable, and is potentially urgent to resolve. Actions : <ol style="list-style-type: none"> <li>1) LN to review the user interface of the current system</li> <li>2) DR to investigate possible off the shelf package solutions</li> <li>3) SHR to take to strategy meeting, with a view to instigating a working group</li> </ol>	DSR/ LN / SHR
<b>4.</b>	<b>Treasurers Report</b> <ul style="list-style-type: none"> <li>• Report presented.</li> </ul>	



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<p><b>5.</b></p>	<p><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></p> <p><b>1 Driver Training Group</b>  MS has reviewed medical requirements for small boats and advises that drivers can self-certify.</p> <p><b>2 SORTED Project</b>  Have enquired if we can support helmsman training. They would need to be members of LUCS to be covered by our insurance. SHR to respond (they have 6 volunteers who would work on Colin G.)</p>	<p>SHR</p>
<p><b>6.</b></p>	<p><b>Boat Management</b>  <b>(note that "5.3 Boat Group" agenda item is now part of Boat Management)</b>  <b>Dry Dock : RR/MS to produce work schedule including any work on Victoria.</b></p> <p><b>1 Victoria</b> – we may be able to put her into dry dock, in which case her hull should be painted.</p> <p><b>2 Leamington</b> – note Victoria and Leamington can go into the dry dock together.</p> <p><b>3 St Magdalene</b> – Monday 14<sup>th</sup> Oct, now booked for MCA "out of water" survey.</p> <p><b>4 St Michael</b> – Vibration on tiller : MS to approach Strathclyde University (marine engineering) and SHR to prepare letter to send to boat designer in order to solicit advice to resolve.</p> <p><b>5 Colin G</b>  RR suggested a new canopy may be required, due to wear on current canopy.</p> <p>DS preparing a paper for MCA re exemption from regulations.</p> <p><b>Emergency Procedure Exercise</b> (26<sup>th</sup> June, St Mag) – discussion took place and concern raised over process to evacuate when a fire occurred mid-cabin, MS to review and modify process. It was agreed that naked flame (eg candles) are NOT permitted on the boats.</p>	<p>MS / RR</p> <p>MS SHR</p> <p>DS</p> <p>MS</p>
<p><b>7.</b></p>	<p><b>Fun Day</b> –  Catherine Topley to be asked to open.</p>	<p>SHR / CH</p>
<p><b>10.</b></p>	<p><b>IT Matters</b>  The committee records its thanks to John Aitken for the very useful Office 365 training that he gave.</p>	<p>DR</p>



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<b>13.</b>	<b>Member Engagement</b> 2 new members, 1 generous donation of £50 (on behalf of a deceased member) and 1 termination. RR to send email addresses of new members to SHR	RR
<b>15.</b>	<b>Marketing</b> SHR presented paper on successful work with external organisations. Feedback forms to be reviewed prior to reorder MS to approach town management group re town signage. FAQ list of typical questions to be drafted	SHR  MS SHR
<b>17.</b>	<b>Health and Safety</b> Battery Storage Shed almost complete	
<b>20</b>	<b>Any other Business</b>	
<b>21.</b>	<b>Date of next meeting</b> Monday 12 <sup>th</sup> August – strategy meeting.	