



Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 11th November 2019 (Revision Final 13th Jan 2020)

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Stuart Rennie (chair), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Ronnie Reis and Andy Eaglesfield.	Noted
1.0	Chairman's Introduction: Stuart Rennie opened the meeting and welcomed the attendees.	Noted
	Apologies: Apologies were received from Lynne Nelson, Mike Smith(Vice Chair) and Chris Hunt.	Noted
2.0	Adoption of Minutes from previous Meeting It was agreed that the actions from the previous meeting on 19 th October 2019 would be incorporated into this meetings minutes. [NB - from previous meeting held on 9th September – minutes were approved at the 19/10/19 meeting by Ronnie Reis proposing and seconded by Chris Hunt]	Noted
3.0	Matters Arising <ul style="list-style-type: none"> • Requirement (or not) for an "Entertainment Licence" ~ Discussion • Arrangements for AGM : <ul style="list-style-type: none"> ➢ Notice (SHR to check if needs to go in Gazette) ➢ Several positions will need to be filled. ➢ Papers – previous minutes to be reviewed (DSR) and arrangements for printing 60 copies (DSR/SHR) ➢ Catering – SHR to speak to Ann Mackie • Victoria Electrification Project ~ SHR updated the meeting re contact with James Hiddinga, and how he could potentially assist LUCS 	c/f SHR ALL DSR/SHR SHR
4.0	Treasurers Report DS Provided update It was agreed that we would investigate the implementation of a contingency fund. DS to see if existing 2nd bank account is still live and could be used.	DS
6.0	Boat Management Leamington – currently out of action(due to injector issue) to end of year, though will need to be back in service by Santa weekends. IW in touch with JEM engines to investigate. JEM to visit. <u>Leamington Client Incident</u> Small "enquiry panel" set up (Chris, Willie, Ian Walker) to	RR



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	<p>discuss and come back to Committee with any suggestions or recommendations</p> <p>St Mag. Back from dry dock, lettering needed. Heel test, certificate only to end of March. This needs done every 5 years. Unlikely to get exemption. Need to hire 40 sets of 70kg weights. DS to set a date for test. (and any alternative weights such as bags of sand).</p> <p>St Michael All MCA comments underway eg signage. Also waiting on non slip paint being applied. Fire extinguisher extension outstanding. <u>Leader Targets completed / reported</u> - SHR liaising with Kat @ Leader to resolve outstanding targets - Ad Blue issue resolved. <u>Strathclyde University Proposals Update</u> re Meeting with Dr Tahsin Tezdogan</p> <p>Electric Dinghies Batteries to be removed</p>	<p>DS</p> <p>SHR</p>
<p>8.0</p>	<p>Museum Now cleaned out and ready for Grotto</p>	
<p>10.0</p>	<p>IT Matters.</p> <ul style="list-style-type: none"> • Office 365 is being well used by LUCS • The webcam is operating as it should be. • Internet access and WiFi are working well at Linlithgow Canal Centre • The Booking System Upgrade Group are making good progress. It is intended to make the functionality of the current system as close to what we want from the new system as is possible by the end of 2019. This updated system will be used for the 2020 season. We aim to seek out and appoint a contractor in the first half of 2020 and to have the new system running by the start of 2021. • The CCTV security system is working but still needs some improvements • Effective management of PCs and laptops needs to be improved • The new museum display is OK but has had a few "finger trouble" issues throughout the season. We need to produce new material in HD format. • The new projector in the MGC is also working well but again there have been some "finger trouble" issues. • The LUCS website and booking system need to be moved to SSL (https://) 	<p>DSR</p>



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	<p>A lot of people use LUCS IT equipment and services. Most use it properly and take good care of hardware and security. A few have problems, often resulting from inexperience. The simple rule with hardware should always be: "Leave it as you found it". Then others won't be surprised to find an unfamiliar screen view when they switch it on. Some bookers have trouble paying via PayPal and the new booking system should eliminate or greatly reduce these problems.</p> <p>John Aitken will convene an IT Group meeting early in the new year and we can discuss how best to address any remaining issues and keep the LUCS committee up to date.</p>	
12.0	<p>Noted that Keep Canals Alive Group and Lowland Canals Volunteer Group items are now covered by "Scottish Waterways for All"</p>	
13.0	<p>Member Engagement Agreed to write to life members who do not have email address and ask for confirmation on how to contact (so we can continue to use their preference, if no preference is given, we should suspend mailing until we do have confirmation. DSR to investigate what we now have in the way of web stats. SHR to analyze membership by geography etc</p>	<p>RR DSR SHR</p>
15.0	<p>Marketing Cruise and Dine – DS and RR to drive Santa weekend :</p> <ul style="list-style-type: none"> ➤ BB to do present wrapping ➤ DS to put out email for drivers etc rota ➤ Folk singers will be there on the first Saturday ➤ Website to be updated AFTER Cruise and Dine 	<p>DS/RR DS DSR</p>
	<p>Any other Business Discussion re "What 3 Words" Chris to advise if all emergency services are utilising system</p>	<p>CH</p>
	<p>Date of next meeting Thursday 5th December – AGM</p>	