



Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 17th February 2020 (Revision 01 Dated 20th February 2020)

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Mike Smith (vice-chair), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Ronnie Reis, Calum Dougan and Andy Eaglesfield.	Noted
1.0	Chairman's Introduction: Mike Smith opened the meeting and welcomed the attendees.	Noted
	Apologies: Lynne Nelson	Noted
2.0	Adoption of Minutes from previous Meeting 13.01.20 – approved (DS proposed, AE seconded)	Noted
3.0	Matters Arising :	
3.1	Committee Structure Draft Structure agreed – hardcopy to go on Tearoom board. This is intended to allow any volunteers for unfilled roles to come forward. Museum + rotas : MS to approach possible rota organiser	DR MS
3.2	Key Facts Completed and agreed. Also to be printed and put on board. Googlemaps – DR to check if he can edit and update	DR
3.4	Scottish Boat Rally We have agreed to be part of this event / organization. DS to be point of contact with SC	DS
3.5	Embankment Communication with SC, but this will happen	noted
3.6	Doors Open Day MS to ask DC to manage this Organiser / SHR to be informed we will be part of this event	MS DR
3.7	BLM training IW to be asked if we could put a small number of volunteers on just the first aid course. DS to check, in general, any first aid training requirements	MS DS
3.8	Perambulation of the Marches We are happy to agree to the tearoom being open for this. Organiser to be informed	DR
3.9	Newspaper / Guide Committee agree to SHR recommendations	DR
3.10	Intern	DR



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	DR to ask DC for update on any progress	
4.0	Treasurers Report DS Provided update. There is a reduction in the St Michael survey fee after negotiation.	noted
5.0	Group Reports	
5.1	Driver Training We have 4 BML's training at present.	
5.1	Strategic Development Group Booking system 3 contractors being interviewed. Likely cost circa £15k. Grant application in progress. Expect to appoint contract in 2 months. Changeover to new system probably nov /dec.	
6.0	Boat Management :	
6.1	Leamington Engine will be returned to us on Wednesday. Temp gauge and oil pressure gauge ready for installation. Interior to be refitted.	RR
6.2	St Mag Gearbox problem will require g/box removal. Passenger certificate expires 25 th March. We are applying for an exemption from the heel test.	RR / DS
6.3	St Michael Now has struts for the hatches. Mic socket and mount changed Work underway to look at whether heating can operate from engine. New sealing for engine compartment. Rudder stops now in place. Vibration issue – still a concern, to be progressed.	RR MS
6.4	Victoria Needs roof sealed and new curtains. We are planning a “mid-life update” at end of the season. Discussions ongoing on electric motor design.	RR
6.5	Electric Dinghies	
7.0	Fun Day To be a collective committee Responsibility LN to distribute previous task list for next committee meeting to review	ALL LN
8.0	Museum	
9.0	Premises	
10.0	IT Matters. New Sub Group being convened by John Aitken	DR
11.0	Scottish Canals	



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12.0	External Relations	
13.0	Member Engagement Some technical problems with DB after upgrade to Win10 to be referred to JA	AE
14.0	Visitations / Meetings. Dedicated laptop needed	DR
15.0	Marketing	
16.0	Booking Secretaries Report DS produced a booking system task spec. As this is a significant requirement for the society it is agreed to discuss this at the strategy meeting in March DS to forward a hardcopy of spec for distribution to DR	DS
17.0	H&S Group Report GH arranging for lifejackets to be tested 22/2 for fire extinguisher testing AE will review govt. website for H&S requirements for voluntary organisations	AE
18.0	Matters (Not addressed by Above) Boat Trailer – now needs a sub-group. Agreed to be ae/ms and Joe. The committee delegates authority to this sub-group to progress the trailer construction.	AE/MS
19.0	Correspondence Received	
20.0	Any other Business	
21.0	Date of next meeting This will be a strategy meeting on 9 th March Proposed agenda : 1. Fun Day 2. Booking system 3. Trailer 4. Victoria electrification.	