



LUCS Management Committee

Minutes – Thursday 5th January 2012

Present: John Aitken, Duncan McIntyre, Barbara McKenzie, Stephen Nixon, Douglas Robertson (Treasurer), Elspeth Ross (Secretary), David Shirres, Mike Smith, Catherine Smith.

1. In the absence of Bob Wigley the Vice-chairman, Mike Smith, chaired the meeting.

Chairman's Introduction (from RCW)

- New members, Barbara McKenzie and David Shirres were welcomed.
- Notification that Jim Lonie intends to retire from his duties as Santa and as St Magdalene driver (after his BML expires in March 2012).
- Queen's Award for Voluntary Service. No word, so must assume that we have not reached stage 2.
- Leader fund application. No word from Avril Wallace. **Action – RCW to contact AW**

Meetings Attended: None

Meetings Diary: None

2. **Apologies:** Bob Wigley (Chairman), Tony Lyons, Alan Melling.
3. **Adoption of Minutes of meeting of 21st November 2011.** Proposed DMcI, Seconded JA.
AGM Minutes – Agreed as accurate.

4. DAM's

- 231111 – Sponsor Burgh Beautiful Hanging Baskets – **No**
- 231111 – Proposed at AGM that Membership subs to remain same – **Agreed**
- 091211 – Family ticket price. **Debate required.** After discussion, it was agreed that we **would not** produce a family ticket for St Magdalene aqueduct trips.
- 201211 – Letter to BWS regarding town parking proposals. Worry that casual parking will then occur at canal basin. **Debate required.**
Action -After debate, it was agreed that RCW will write to BWS and press them to produced better parking signage at canal basin

Updated definition of Debate Avoidance Mechanism or DAM

A DAM can be raised by any member of the committee when a simple YES or NO is the likely outcome to a proposal. DAMs keep committee meetings moving and decisions on uncontroversial matters can be agreed quickly.

When a DAM is raised, a deadline for replies should be set, usually at a week. A DAM should be clear and concise with a request for YES/NO/DISCUSS at the end and the option for committee members to comment.

Replies should be direct to the originator, or the whole committee, as appropriate. The originator should then report back to the committee with the outcome in as much detail as is relevant. The Secretary will read out the result at the next committee meeting.

If one member wishes to have the subject discussed in open committee then the DAM is put on the agenda for the next meeting.

5. Dates for 2012

Two changes.

1. Santa weekends will change to Saturday/Sunday 15th/16th and 22nd/23rd December 2012.
2. Christmas lunch cruises will be on **Saturday** 15th and 22nd December 2012.



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6. New boat

- After a long discussion regarding the new boat issue, the way forward was agreed. DS and MJS will prepare a list of possible initial criteria to be used. This will be the basis for discussion at the next meeting. **Action 1 – DS will produce a draft list of criteria and email to committee members for comment**
Action 2 – Criteria list will be discussed at next meeting with the intention that full proposals will be ready for next AGM

7. Victoria steam weekend

Because Colin Galloway is on holiday, few details are currently available, but the following was agreed:

- **Action 1 – DMcI will liaise with CG for costings for next meeting**
- **Action 2 – CG to set up small organising group, info to committee each month**
- **Action 3 – Arrangements must be firmed up very soon for JA to begin publicity**

8. Actions from previous Minutes, Reports and Issues for following month

Treasurer (DR)

- Savings a/c £58639, Current a/c £33664.
- Signatories on cheques. DR requires volunteers as co-signatories with himself.
Agreed - New signatories are Catherine Smith, Mike Smith, Duncan McIntyre, Elspeth Ross
- The Moffat Centre. This is an organisation affiliated to Glasgow Caledonian University who prepare tourism statistics. DR made a request that another member take over the role of providing relevant statistics. **Action – JA accepted the forms for completion**

Boats and Driver training(MJS)

- MJS will soon be in discussion with a charitable organisation based in Govan, Galgail, who build/rehabilitate boats.
- MJS is also in contact with Babcock's regarding working with us on LUCS boats.
Agreed – Apprentices should not be allowed to work on Victoria or St Magdalene
- Out of water. Both St Magdalene and Alex Inglis out for inspection and repair.
- St Magdalene. **Action - C/F Purchase diesel generator**
- Leamington blinds. **Action – Ken to order new blinds**
- Liaison MCA and Driver Training and Licencing.
Action – Agreed that Jan Colligan would continue with this role

Bookings and Education (EC)

- DS now has two people to transfer bookings to if he's away.
- Booking process. **Action – DS will send summary to ER for circulation**
- Use of IT equipment by hirers. **Agreed – Hirers can use data projector for no additional cost**

Premises (DMcI)

- Driveway. Tommy Thomson of BWS visited recently to inspect the surface of the driveway. He was told that, if no action was taken soon a car will eventually be damaged. **Action – Contact Richard Miller if no action in near future**
- Doors in MGC and sluice. A door closer is to be installed on both doors.
- Decal is needed for Leamington to announce new telephone number for bookings.
Action – DmcI will order
- Storage bins for Christmas decorations. **Action – DmcI will purchase**
- Premises sub-group. **Action – DmcI will organise**



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Tearoom (CS)

- Christmas. First weekend was very quiet but second was very busy and almost sold out.

Marketing (JA)

- Website. Needs to be updated. **Action 1 – JA will meet with JG this month**
- **Action 2 – Committee agreed the purchase of new software**
- Hire of MGC and tearoom. Policy document/terms and conditions now in draft form.
- Trips to Park Bistro. **Action – JA still in discussion**
- Bus parties. JA in discussion and we may collaborate with Burgh Halls, whereby bus parties can take a boat trip and visit our tearoom.

IT(TL) – No information from TL

- Purchase of PC for office. **Action – C/F**
- Networking. **Action – C/F**
- JA suggested that it would be useful to install WAP for wired networking
- PC. JG has offered us an old PC. DR has accepted.

Workshop & Health & Safety (Vacancy)

- Lifejackets. Jackets require to be rearmed. **Action – C/F**
- On-board first aid kits. Should they contain hydrogel for burns and eyewash? **Action – C/F**

Museum

- ER intends to reinstate museum exhibits as soon as Santa's grotto is dismantled.

9. Correspondence received – None

10. AOB

- Actions agreed during committee meetings. There have been occasions when committee member is absent from a meeting and, when they have been nominated to action a decision, have not been notified. **Action – Chairman to manage**
- Gavel. CG has produced a new gavel.
- Committee member responsibilities. **Action – ER will email proposals made by Chairman for discussion at next meeting**

11. Date of next meetings: Monday 6th February 2012 at 7.20 pm