

Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 8 April 2013

Present: Mike Smith, Chairman, Duncan McIntyre (Vice Chairman) Pat McIntyre (Secretary),, David Shirres, Ronnie Reis, Stephen Nixon and Allan Melling

Apologies received from Douglas Robertson (Treasurer), Catherine Smith and Barbara Mackenzie

1. Chairman's Introduction

The Chairman opened the meeting and welcomed everyone along.

2. Apologies – Apologies received from Catherine Smith, Douglas Robertson and Barbara Mackenzie .

3. Adoption of Minutes from previous Meeting - The minutes of the last meeting were adopted. Minutes proposed by Allan Melling and seconded by Ronnie Reis.

4. DAMS: There were three DAMS. Free trip for children from Chernobyl on St Magdalene. Donation to Pride and Passion of £60 for inclusion of LUCS in their leaflet and increased insurance cover for Victoria. All were approved.

5. Correspondence received: Scottish Canals have been in touch re volunteer weekends. Correspondence has been received from Michael Handford, a member in England. He has published a book on canals and asks if we would mention this in the next edition of LUCS News. The committee agreed and Mike will write this in the next LUCS news. **ACTION MJS**

6. External Meetings: - see also under Marketing

Re Alex Inglis: We have been struggling to understand the accounting methods re funding. The rules have changed. The nett grant remains unchanged, but the work done by LUCS as a contribution in kind no longer needs to be accounted for in detail. Times working on Alex Inglis are only to be recorded on a master sheet (on the Workshop Door) instead of on individual personal time-sheets.

7. Committee Reporting Structure Update – The Museum convener reports to Barbara Mackenzie.

8. Conveners' Reports

Marketing (DM)

Duncan had attended a Visit West Lothian seminar. LUCS is now in the updated issue of the Visit West Lothian leaflet which has a distribution of 60,000. He also handed out a table of performance which included LUCS showing comparison figures for venues in West Lothian with LUCS showing up well compared to others. The Open Day on 24 March was very successful with lots of families taking advantage of free boat trips. We are taking part in the Big Adventure at Falkirk Wheel on 21st April. LUCS will be there from 10 until 4 (arrival time 9.15) and volunteers are required to help out with two hour shifts. Historic Scotland are putting LUCS in their annual magazine. Mike and Duncan have a meeting with West Lothian Council on Friday 24th April to discuss the Lottery Fund. We would like to have some money for the driveway. The Heritage Lottery Fund are looking to put money into West Lothian. Mike asked for any suggestions for capital items. We are due a visit from Green

Tourism to re-assess LUCS.

IT and Social Media

IT: Mike mentioned that there is a problem getting the webcam via Firefox. Allan Melling offered a few solutions, and would discuss with the provider. Two wireless access points have been fitted in MGC. Allan has sourced a new laptop for the MGC.

Social Media: Twitter now has 30 followers. David said that for the open day we had tweets which went out to 30,000 people. It was decided to include a few more people from LUCS on this.

Treasurer (DSR)

Douglas was not at the meeting but has provided the following figures:

The balance in the Bank of Scotland account is £31,098.77

The balance in the Santander account is £58,742.43

Boats, etc (RR)

Boats: General exterior boat painting still being held up because of the poor weather. A new fuel pump has been fitted to Leamington with impressive speed. It was decided to keep the canopy over Leamington. The work should be completed by end of April. A new step has been made by Colin for St Magdalene.

Driver Training: Still no word from MCA unwilling to state precise terms upon the acceptability of the experience so far gained by our candidate Boatmasters. MCA has considerable local discretion on waters such as ours. Meanwhile, Drivers are encouraged to give the candidates every opportunity to clock up hours and experience. Formal applications for test will be submitted shortly to clarify the position.

MCA INSPECTION FOR ST MAGDALENE: The boat has been through inspection and has passed, with only one observation, that the insulation on the exhaust in the engine bay needed repair.

New Boat: No further news on this front. Mike is looking at various registers but cannot find anything on the second hand market. If nothing is available to buy, either complete or for restoration, a new-build will have to be considered.

Tea Room (CAS)

The tearoom floor to be cleaned and sealed to refresh it.

ACTION DM

Bookings and Education (DAJS)

Bookings: David said that bookings seem to be very good. The new booking system is taking longer than originally thought. John Aitken is on holiday but when he returns this should be implemented about the beginning of May. It needs some changes to the website re booking forms for each facility. David asked if we had a master list of all our dates. Edinburgh Canal Festival and Edinburgh Festival Canal Flotilla are two separate events on different dates. If anything changes on dates a covering email should be sent out.

Education: There are two bookings for next week and one for the following week. A note has been sent to various schools in West Lothian. David to do an analysis of this year and next year to see where we are.

ACTION DM

Premises (DM)

James Timmins has filled in two holes in the tarmac on the driveway. It was decided to give him and his family a free boat trip. We hope to have a solution to cut out the dampness in the attic soon.

Workshop/Health and Safety (AM)

Fire extinguishers are due to be checked and inspected on 17th April. Two tool cases are on order.

Museum/Events/External Talks

Museum: Allan said that a new panel is to be fitted to the bird case. The museum radiator is not heating up. Allan to check the thermostat.

Events: Mike asked for an update on Fun Day. Allan spoke about the Marches and David said that a theme had been discussed. Martine Stead has arranged for a nature walk at the end of May meeting at the basin.

External Talks: Jim Lonie is still organising them. David said he has contacts who might be interested in hearing a talk. **ACTION AM**

11. Any Other Competent Business

LUCS News: Mike referred to the recent sad news of the death of Anne Wigley who was the editor of LUCS News. He will speak to Bob Wigley re future editorship of LUCS News.

Drivers' Meeting: Mike said we ought to have a meeting for all drivers to discuss updates to boats, etc. Pat to send out an email to arrange this. It was decided to hold this on Wednesday 1st May. **Action PDM**

Scottish Canals Reception: Mike, as Chairman, has been invited to attend a reception on 24th April at the Scottish Parliament held by Scottish Canals.

Authority to offer discounts: Mike suggested that we needed to regularise how we offered discounts to customers who had been disappointed, etc. It was agreed that that the bookings secretary should have the discretion to offer recompense. David to take this on.

Need to recruit more Active Volunteers: Duncan feels that we need to recruit members to become volunteers in the tearoom and museum as resources are becoming stretched. This should be in the next LUCS News (e-bulletin).

ACTION MJS/PDM

The next meeting will be on Monday 13 May at 7.30 pm