

# 20<sup>th</sup> June 2020 Committee+

MS / DSR / DS / SHR / RR / AE / AM / LN

## Notes :

AE to drop Calumn Dougan an email to check status.

## Entering phase 2

Andy : not a huge amount that affect us. Indoor toilets. Use boats perhaps. May be able to use tearoom to make coffee / tea. More people at basin ? Increase to 8 people, up to 3 households. Non essential business can operate (but not indoors). So cant go in St Mag / St Michael. If we have essential work we can do it. Can go more than 5 miles to visit a friend or relative. (5 miles only applies for leisure activities).

Do we need a list of things to be done ? To give to volunteers who turn up.

Masks – effective at containing virus. Need to wear inside. And if working within 2 metres of anyone else. Need to bring own cup (and tea and coffee). Agree not to use tearoom, must bring flasks.

Should we “encourage people to turn up” ?

Agree it should be “job led” ie paint St Mag.

Should be within Scottish government advice.

Overall set of rules : govt guidelines, gloves, masks,

We need “managers” who organise projects, invite others to join them, and make sure guidelines in place / followed. (We agreed to this, and to let the “manager” communicate ppe etc needs).

What about Phase 3 - Likely to be a challenge, tourism kicks in, further travel, need to control how this will work.

(Only at phase 4 when we can operate boats or public services)

Bit of a moot point as we won't operate anyway till next year. Are there exceptions : what should we do at Christmas ?

Also need to be aware of “usual” safety provisions ie when we need a job not to be done alone. Should not be less than two people.

We can give guidance, but individuals are responsible themselves.

AE – poster needs updated, action AE.

IF WITHIN 2 METERS MUST WEAR FACE MASKS

MUST HAVE 2 PEOPLE IF “RISKY” ACTIVITIES (AE TO CONFIRM)

MUST WEAR FACEMASK IF INDOORS (INCLUDING WORKSHOP)

## Andy :

I was also thinking that we should maybe take this opportunity to think about the safety procedures for the boats i.e. do we want bow and stern planks; steps into both bows and stern etc etc? Something for volunteers to do as we come out of lockdown that isn't spending lots of money.

AE : how to marginally upgrade boats, ie how to get off if in middle of boat.

MS : this is more complex than it looks esp. St Mich.  
AE : safety plan for each boat needed. Not urgent. c/f

**David :**

**Basin Banter**

Only keeps those who have email “engaged”.

AE is writing out to try and get more email addresses.

Previous campaign last year only returned about 6.

We can use Facebook, website, basin banter.

Basin banter uses 350 email addresses of which 250 are members. Readership of 55%, Mailchimp can measure this. (about 50 or 60% of membership don't get Basin Banter).

SHR : members we have email for are on BB list ie not more than half.

Annual report only goes out to those who don't have email address. (at a cost of approx. £250)

BB is only way of communicating with membership.

SHR has enough to put another issue out. Monthly is a good interval. Content is built up over the month and tweaked at the last moment. Good to have picture based content.

NOTE : Anything in BB may go on the website unless webmaster specifically told otherwise !

**Zoom presentations to membership – following on from Jim's presentation**

Went well.

Thoughts – Discussion about pictures vs text and about the Zoom produced view of presenter. Enjoyed by all, and very informative.

Should we offer this presentation to the membership ? Agreed by all.

DS to investigate how Zoom works ie options and configuration.

Will be recorded so can be replayed at other times.

Probably at 6pm on a day after 1<sup>st</sup> of July. DS to liaise with JL. And supply some content to SHR for promotion. DS to be Zoom host. Do we need someone to introduce JL ? Will be MS.

**Lockdown phase 2 – Leamington engine / can volunteers operate boats?**

Only take boats out if a rescue boat / backup is available. (or distance covered is within walking distance. )

We need to think about cleaning ie sanitise boat process.

This applies also to rescue boat and electric boats.

**Also, for information below is letter sent to Scottish Canals on 11<sup>th</sup> June with holding response from Fiona MacFadyen,**

Just here for feedback. Still a work in progress. DS to update us when further news.

**Douglas :**

IT - I said I would bring the IT items John documented to the next meeting, they are attached. The ones in red I've highlighted as they require further, non urgent action. Also the item about new volunteers.

Note : lots of questions about 365. Can we have a presentation on this.

Still need an IT “expert” ? How do we do this ?

You can talk to DSR for Office 365 for some (basic) Support. Folks I am happy to talk preferably 1:1 about office 365.

**AOB**

ML5 have been extended for 6 months (DS confirmed this).