



**Minutes of LUCS Management Committee Meeting held by Zoom
on Tuesday 11th May 2021
(Revision 01 Dated 12th May 2021)**

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Mike Smith (vice-chair), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Ronnie Reis, Lynne Nelson, Andy Eaglesfield, Stuart Rennie (associate member) and Allister Mackie (associate member) and Chris Matheson-Dear.	Noted
1.0	Chairman's Introduction: Mike Smith opened the meeting and welcomed the attendees.	Noted
	Apologies: none	Noted
2.0	Adoption of Minutes from previous Meeting 13.04.21 – approved (DS proposed, RR seconded)	Noted
3.0	Matters Arising :	
3.1	Committee proposed change – Chris Matheson-Dear as interim chair till Dec 21 AGM. This change was unanimously approved. Chris Matheson-Dear is now a full member of the committee and Chair (on an interim basis, until 2021 AGM). DS to update Company House records	Noted DS
3.2	Booking secretary position MS to ask Ken Duarden if he would like to be the booking secretary.	MS
3.3	Potential Boat Opportunity for LUCS Short discussion on the paper produced by SHR. Major questions about where we could keep a new boat and it was decided that this should be investigated (by cmd) before any decision make on whether LUCS should obtain this boat.	CMD
3.4	Off site storage MS to ask Tom Kerr if he knows of or can suggest any options.	MS
3.5	Virtual Marches CMD to ask Martine Stead if she is interested in helping LUCS support this	CMD
4.0	Treasurers Report Report from David, effective balance is circa £41k. Refund of £2815 from Scottish Canals for licenses. Action – to produce forecast of end of year balance.	Noted DS
5.0	Group Reports	
	COVID Management Group Report by LN and AE. Tea room, clean, ready, and supplied. Training all in hand. Museum also ready. Reception area to be set up (AE), signage and sanitisers to be installed. Cashless payment process to be demoed. A few incidentals outstanding – Inform kayakers of LUCS opening plans (MS / AM, on Saturday morning) Driver training – CMD to discuss with GH Noted that we do not have enough drivers, although a number are in the process of training. Committee to get sight of the driver's rota.	LN / AE MS / AM CMD



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	SHR asked to include request for volunteers for all other (ie non driving) rotas in Basin Banter. CMD requested he attends next Covid meeting as an observer.	SHR CMD
5.2	New Booking system – no report	
6.0	Boat Management :	
	Action required following MCA survey of 40-seat boats From the MCA visit the major non-compliance was re safety management for emergency incidents, we need a “programme of incidents”. DS suggested that a very short (5 mins) exercise could be included in public trips, once a month, to meet this requirement. Further discussion needed. RR / AM to do hull thickness course.	DS RR / AM
6.1	Victoria Seats are now installed, with slats to go back on. Fire extinguishers to be replaced on both Victoria and Leamington. MS commented that Victoria electrification project is at an early stage.	
6.2	Leamington	
6.3	St Magdalene Is now ready for service	
6.4	St Michael Horn being replaced	
6.5	Other Boat Matters – no report <ul style="list-style-type: none"> • Slateford • Electric Dinghies • Colin G 	
7.0	Fun Day Agreed this will not take place	
8.0	Museum – no report	
9.0	Tearoom – no report	
10.0	Premises : Wood burner Out of action, will be fixed at end of year. Yard fence low priority but will be fixed, probably towards end of year. Power supply Action AM / RR, needs planned based on what order boats are berthed at quayside. (likely cost circa £200) Roof leaks (museum and back of tearoom) Likely need a roofer to resolve, CMD to make enquires as to who would be appropriate. Tearoom hot water issue (always on?) Further investigation needed. Distribution board needs labelled properly. Phone cabling Low priority	AM AM AM / RR CMD AM AM
11.0	IT Matters. No report available CMD to introduce himself to MV	CMD
12.0	Scottish Canals :	



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	Works / closures etc (DS as per recent email) These have now cleared and we can run boats to the aqueduct.	
13.0	External Relations – no report	
14.0	Member Engagement	
15.0	Visitations / Meetings. None	
16.0	Marketing	
16.1	Doors Open day CMD to discuss with Danny Callaghan	CMD
16.2	Post Covid opening “Key Fact Sheet” essential. DS to produce. To be advertised in the next 7 days. SHR / CMD to discuss. CMD to inform DSR about website changes needed	DS CMD / SHR CMD
17.0	Booking Secretaries Report Noted in the report that DS screenshared that LUCS has 8 Leamington hires before the end of July.	
18.0	H&S Group Report Noted that according to the committee structure diagram that this report in to committee meetings via the chair.	
19.0	Matters (Not addressed by Above)	
20.0	Correspondence Received	
21.0	Any other Business :	
21.1	SHR – Flotilla being arranged to celebrate 200 anniversary of the Union Canal next year. LUCS premises will be a major part of this. Also, the postponed Year of Coasts and Waters, for which funding had been obtained by Scottish Canals, will be revived, involving Falkirk Wheel.	For info
21.2	SHR – incoming email to “info@lucs” mailbox, how should these emails be dealt with ? DS to investigate. “Chairman@lucs” to be allocated to CMD.	DS
21.3	Waste. May need a waste contract. CMD to obtain a quote	CMD
21.4	CMD. Would be good to find a way of recognising long serving members. Looking for ideas.	ALL
21.5	Name badges. List of names for volunteers on all rotas to be supplied to SHR (by CMD), so new name badges can be provided.	CMD / SHR
22.0	Date of next meeting 8 th June @ 7:30 (second Tuesday of the month)	