



**Minutes of LUCS Management Committee Meeting held by Zoom
on Monday 7th June 2021
(Revision 01 Dated 7th June 2021)**

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Chris Matheson dear (Interim chairman), David Shirres, (Treasurer), Ronnie Reis, Lynne Nelson, Andy Eaglesfield, Stuart Rennie (associate member) and Allister Mackie (associate member).	
	Chairman's Introduction: Chris Matheson Dear opened the meeting and welcomed the attendees.	
	Apologies: Mike Smith (vice-chair) , Douglas Robertson (Secretary)	Noted
1.0	David Shirres Treasurers Report Report from David, presented a cash flow forecast based on current restricted numbers continuing for duration of the season but weekday opening in July and first half of August. Show a net reduction in cash of only circa £5k by end of season	Noted
1.1	New booking system – implementation suffering ongoing delay caused primarily by low priority afforded by Blue 2 software contractor. Internal meetings ongoing with contractor (DS/AE)	Noted
1.2	Boat Safety Management system – draft document referred to, adopted for approval on DMS (DS) ; should be read by all committee members	All
2.0	Douglas Robertson Secretary Report : Adoption of Minutes from previous Meeting 11.05.21 – approved (CMD proposed, LN seconded)	Noted
2.1	Report from Mauro Vecchi of IT outlined by CMD, outlining a proposal for Broadband Renewal contracted directly with LUCS (Talk Talk recommended), associated telephony proposal, CCTV protocol and general security procedures. Action; CMD and DR to liaise with MV and AM over details over renewal and landline deployment	CMD/DR
3.0	Vice chairman Mike Smith report :	
4.0	Ronnie Reis : Leak on Victoria roof will need addressing at end of season ; propellor on St Michael was damaged owing to a design flaw (now itself addressed) but prop will need to be replaced ; both large boats will be in dry dock in Sep 21 ; Colin G boat will be pressure hosed and taken to aqueduct for branch/tree clearing exercise ; pontoon at Jim Lonie bay where electric boats are moored will need replacing.	Noted
5.0	Lynne Nelson : Covid compliance is working well in tearoom. Decision made to reopen on week days from Mon 28 June to Fri 13 Aug. Timetable includes one	Noted



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	on tearoom (LN) ; one on Victoria (DS to GH) ; one between reception, museum and tearoom (AE). SR to promote on social media	LN/AE/SR
6.0	<p>Andy Eaglesfield : Membership database – let’s identify “ghost” life members informally at the next point of communication so as to establish their current whereabouts and allow an accurate count of members</p> <p>Proposal to informally induct new members and allocate them a mentor figure as a point of contact dependent on field of interest ; there was a recognition that there is a gap to close in asking for volunteers and then engaging with them. Can a list of such figures be circulated for consideration via member secretary to take this forward please ?</p> <p>Proposal for a members day during the week or lunch at weekend (Covid compliant) To be continued.</p> <p>Reminder for all members to evidence social distancing, not least when public facing</p>	AE AE ALL
	<p>Stuart Rennie : Sat 21 May 22 – Flotilla from Falkirk to Edinburgh mooring at Basin on Saturday night. Organised by Waterways for All</p> <p>Audio Visual guide – ongoing, volunteers will draft scripts</p> <p>Maintenance of document management system : DS to speak to Gordon Hewitt to update and cleanse</p> <p>Sign for High St : RR to speak to Tracy over new sign. CMD will then liaise with WLC at Burgh Halls over deployment</p> <p>Liaison with SRPS at Bo’ness – no dual activity this season but important strategic partner</p>	Noted
	<p>Allister Mackie : Utility (water & power) connections ongoing</p> <p>Loft space in tearoom being cleared to afford amenity for roof leak inspection/survey, to remove redundant materials, to allow ventilation. Quote for a roof repair will be delayed owing to availability of roofers but work should be targeted for completion within the next 10 months via written quote and committee approval. DR to check that any repair will be a cost to LUCS and not to Scottish Canals.</p> <p>Roof cleaning proposal meantime to remove moss and debris. CMD raised constructive concern over safety around working at height such that any such activity should have a method statement written in advance and read by operatives in wider interests of themselves and LUCS. Document should be taken through health & safety group</p>	AM AM AM/CMD/AE
7.0		
8.0		



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9.0	<p>Chris Matheson Dear / other business: Raised possibility of funding for play equipment fully funded by Summer Programme Museum Fund via Museum Scotland. Idea for inflatable bubbles for children but safety and operational considerations are legitimate concerns but could be used on set piece occasions, Deadline for application is 21 Jun 21 so all committee members should bring alternative proposals direct CMD by return. Part of strategy to make LUCS more children friendly as well as member facing. Will pursue as nil capital cost to LUCS.</p> <p>Asked that lifejacket to be worn by Victoria drivers at all times when conveying members of the public.</p> <p>Booking Secretary position remains unfilled – noted, as important role to fill</p> <p>No wheel trip at end June at least pending Government advice by end June</p> <p>Plea to all committee members to help Maureen and gardeners whenever possible (particularly over lifting)</p> <p>Long service awards for founder members Barbara Braithwaite and John Aitken to be pursued for presentation later in 2021</p> <p>Passenger record sheets can be shared on St Mag and St Mcl but multiple blank copies required. Douglas, can you pursue via JR Printers (RR suggestion)</p>	CMD/ALL
10.0	<p>Next meeting :</p> <p>Tue 6 July at 19.30 (Douglas – can you check this date is competent within the annual timetable as I stated second Tuesday)</p>	DR
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