



**Minutes of LUCS Management Committee Meeting held by Zoom  
on Tuesday 12<sup>th</sup> October 2021  
(Revision 01 Dated 15<sup>th</sup> October 2021)**

## GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	<p><b>Present:</b> Chris Matheson dear (Interim chairman), Mike Smith (vice-chair), Douglas Robertson (Secretary), Ronnie Reis, Stuart Rennie (associate member). Lynne Nelson, David Shirres, (Treasurer) and Andy Eaglesfield.</p>	
	<p><b>Chairman's Introduction:</b> Chris Matheson Dear opened the meeting and welcomed the attendees.</p>	
	<p><b>Apologies:</b> Allister Mackie (associate member)</p>	Noted
1.0	<p><b>David Shirres</b> <b>Treasurers Report</b></p> <ul style="list-style-type: none"> <li>• We have done remarkably well financially, just shy of £50k income. 48% of income was grants for booking system, Covid support and Scottish Canals.</li> <li>• Update on iSettle analysis which tells us such things as coffee / tea sales.</li> <li>• DS asked that someone else consider being treasurer at AGM, although he may be prepared to do one more year.</li> </ul>	Noted
1.1	<p><b>New booking system</b></p> <ul style="list-style-type: none"> <li>• Project closed out 3 days before deadline. JA put in a huge amount of work. Some small issues to be addressed / and some enhancements.</li> <li>• DS suggests we set up a “fake test the booking system cruise” to give us feedback as to how good our payment system is. CMD advises should go ahead. To be promoted in BB and get feedback via a questionnaire.</li> <li>• Doug Scott now resumed role as booking sec. all that is required at the moment is familiarization.</li> <li>• Leamington cancellations, lost £2.5k of bookings.</li> <li>• Been asked about room hires, COVID group to consider (LN)</li> <li>• COVID group to advise on Santa events and AGM (need this in the next 10 days)</li> <li>• (For Santa weekends we need to buy toys, on critical path, and are behind on ordering these. Could we do Santa on the boat, ie with plenty of ventilation?)</li> <li>• CMD suggests we assume we will have Santa cruises, and take COVID group advice on the practicalities.</li> <li>• COVID group to meet this week to advise on these issues.</li> </ul>	DS / Covid Group
1.2	<p><b>Any other DS items arising</b></p> <ul style="list-style-type: none"> <li>• MCA survey – RR has done a huge amount of work on this. Have St Michael’s Certificate. St Mag still needs this completed; an electrical insulation test is outstanding. Will get cert. once MCA</li> </ul>	DS



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	<p>has a report evidencing this. (Colin Tyler will advise). Hull thickness was good – lots of life left in this boat.</p> <ul style="list-style-type: none"> <li>• DS putting together a long-term MCA engineering plan. Should also cover any needs for dry dock.</li> <li>• Need BML emergency exercise meeting, DS proposes by Zoom.</li> <li>• On behalf of committee thanks to Ronnie R. and Allister M. for all work in getting boats ready for inspection.</li> <li>• “Red Wheel” application, award from national transport trust. 3<sup>rd</sup> of Nov. meeting will likely decide if our application is suitable. Are we prepared to pay for it i.e. £600, would be a newsworthy event? Positive view to this spend from committee. DS to revert.</li> </ul>	
<b>2.0</b>	<p><b>Douglas Robertson</b> <b>Secretary Report :</b> Adoption of Minutes from previous Meeting. Proposed RR, seconder DS</p>	DSR
<b>2.1</b>	<p><b>AGM arrangements (needs 21 days’ notice) 2<sup>nd</sup> of Dec.</b></p> <ul style="list-style-type: none"> <li>• SHR to prepare notice.</li> <li>• COVID group to say if AGM should be on Zoom.</li> <li>• LN to find out cost of hiring burgh halls.</li> <li>• Need to be decided before next committee meeting, so decisions via email.</li> <li>• Next year’s committee members : some indications of several members leaving the committee. Need to communicate need for new committee members.</li> <li>• Some suggestions as to whom might be candidates.</li> <li>• CMD to look at approaching possible new committee members.</li> </ul>	DSR/ SHR/ CMD
<b>3.0</b>	<p><b>Mike Smith</b> <b>Vice chairman report :</b> <b>Potential “new” boat</b></p> <ul style="list-style-type: none"> <li>• Request to give holding reply to Eric Lipsky</li> </ul>	MS
<b>3.1</b>	<p><b>Any other MS items arising</b> Leamington new engine :</p> <ul style="list-style-type: none"> <li>• Narrowing it down to one particular engine. MS to discuss with Tom McPhee and RR. Needs a further quote. Likely cost circa £7k. Delivery 3ish weeks. Work should to be completed before next season.</li> <li>• CMD to update SC on engine costs.</li> <li>• Victoria electric conversion, awaiting responses from supplier.</li> </ul> <p>CMD suggests that Santa weekends need a “lead”. DS to do this. Also needs boat availability decided. Volunteers to be put in place.</p>	MS / DS
<b>4.0</b>	<p><b>Ronnie Reis</b> <b>Boat Management :</b></p> <ul style="list-style-type: none"> <li>• Dry docking - Seagull Trust folk very helpful.</li> <li>• New temp gauge for Victoria. Will fit on Saturday.</li> </ul>	RR
<b>5.0</b>	<p><b>Lynne Nelson</b> <b>Covid Group :</b></p>	LN



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	<ul style="list-style-type: none"> <li>Will meet this week.</li> </ul>	
	<b>Tea Room</b> <ul style="list-style-type: none"> <li>The season has gone well, given the challenges of COVID.</li> </ul>	
	<b>Any other LN items arising</b> <ul style="list-style-type: none"> <li>Podcast on WL website Visit West Lothian.</li> <li>Note – Party at the Palace on same day as Fun Day next year.</li> </ul>	
6.0	<b>Andy Eaglesfield : Membership Secretary Report</b> <ul style="list-style-type: none"> <li>Unpaid members to be progressed via annual report etc.</li> </ul>	AE
6.1	<b>Mentoring / Membership engagement.</b> <ul style="list-style-type: none"> <li>New member trip to take place on the 6<sup>th</sup> Nov. To be to the quarry and back. Suggest invite the new member and spouse. Could do 2 cruises on one day, if needed. David to arrange as bookable cruises. AE to put together an itinerary / manage arrangements. Will be some refreshments.</li> <li>AE to resend his paper on member engagement. Need to refresh the discussion from the last meeting.</li> </ul>	AE / CMD / DS
6.2	<b>H&amp;S Group Report</b> <ul style="list-style-type: none"> <li>Lack of engagement to papers on strategy etc. Need a way forward.</li> <li>Confirmed that we should record any accidents in minutes and “near misses”. Need to publicize Andy’s role and get folk to report such incidents.</li> <li>Needs to be a group / not just one person doing this. AE to approach potential members of group and meet at ad-hoc intervals.</li> </ul>	AE
7.0	<b>Stuart Rennie Marketing :</b> <ul style="list-style-type: none"> <li><b>Basin Banter</b> – In progress. DS to give input.</li> <li><b>Christmas arrangements</b> – confirmed that we should order any needed toys. Will check the ones we already have and then re-order via Barbara.</li> <li><b>Pumpkin cruises</b> – got a waiting list of 10 parties - DS to arrange another table per cruise (this will take 8 from the waiting list).</li> <li><b>Truxster training</b> – now arranged.</li> <li><b>Negative FB comments</b>, CMD responded.</li> </ul>	SHR/ DS
8.0	<b>Allister Mackie Premises :</b> <ul style="list-style-type: none"> <li><b>Fence panels</b> – CMD to discuss and agree approach / costs etc with AM</li> <li><b>Roof vents</b> – can get contractor in January. CMD to also discuss with AM.</li> </ul>	CMD



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<p>9.0</p>	<p><b>Chris Matheson-Dear</b> <b>Any other CMD and remaining items arising</b></p> <ul style="list-style-type: none"> <li>• <b>Had successful open day</b> (approx. 30 visitors for Doors Open Day). Sunday was the better day. This generated extra boat trips. Well worth repeating next year. (note – Museum lighting could be improved – perhaps strength increased, CMD to discuss with AM).</li> <li>• <b>Electric boat rally</b>, 4 or 5 boats turned out for this. The organizer (Spencer) suggested an evening trip on Fri 5<sup>th</sup> Nov. after 7pm. CMD request that those available should come along. CMD will provide food / drink for visitors (likely numbers : 6 or 8). Let CMD know if you can come along. The rally was accompanied / opened by a piper (generated a lot of interest so well worth doing). A steam boat also turned up. This also generated interest, so much so that we should consider some sort of steam boat rally.</li> <li>• <b>Storage</b> – arrangements now via Tom McPhee.</li> <li>• <b>Annual Report</b> – DS to supply CMD with PDF copy. Will need convener’s input. SHR to send timeline to CMD.</li> <li>• ALL – tell Chris your preference of meeting Zoom or in person for future committee meetings.</li> <li>• Thanks to DS for all the work on the MCA paperwork.</li> <li>• CMD to set up social night for committee (some time in November).</li> </ul>	<p>CMD / ALL / DS</p>
<p>10.0</p>	<p><b>Next meeting :</b> Tuesday 9<sup>th</sup> November for next meeting (second Tuesday of the month). Reports from anyone who can’t be there are requested.</p>	