

<b>Actions from LUCS Committee on 6.2.25</b>		
DS	3.1	DS to stand down from Chair at the end of this year
All	3.2	Next committee meetings: 13 March 2025 1 April 2025
All	3.2	Update Articles of Association after the end of the season
IG?	4.1	Put email sign up form on website
IG?	4.1	Strengthen the Donations page on our website
IG/PL?	4.1	Set up framework of messages to be sent out
IG/PL?	4.1	Marketing and Social Media folk to get together and agree launch dates by 5 March
?	4.1	Flyer to be produced for 1 <sup>st</sup> Tea Cruise on 30 March.
IG	4.1	Ian to speak to Douglas to get the website updated
DS	4.2	Produce draft of A5 LUCS information booklet
All	5.1	Consider social event to gather ideas to recruit younger volunteers
GS	6.1	Contact "Sheds" about doing some of the Victoria woodwork
DS	6.1	Allocate area for storage of Victoria parts
GS	6.1	Update existing Victoria quote once quote received from Coastal Marine.
RR	6.2	Arrange installation of 2 flat (30mm thick) tanks on St Magdalene if quote acceptable
Tam McPhie / John Kerr?	6.2	Pull Leamington out of the water
RR	6.2	Get Colin G's engine running
DS	6.3	Check if Scottish Canals will provide crew for St Michael on Falkirk Wheel trips
DS	6.3	Contact BMLs regarding covering Falkirk Wheel trips
DS	6.4	Contact BMLs for possible dates for BMLs' meeting
GS	6.4	Send out invites to BMLs' meeting
DM	6.4	Set up LUCS_DPA user on Microsoft 365
IG	7.1	Contact the Lonies regarding their access if marquee needed
DS	7.1	Source Commemorative Plaque (taking advice on the wording)
IG	7.1	Distribute catering quote
DS	7.1	Contact Douglas Robertson regarding a chaperone for Bob.
DS/IG	7.1	Discuss itinerary
DS	7.1	Produce information board

## Minutes of the LUCS Committee Meeting

6<sup>th</sup> February 2025

### MGC

Present: Chair David Shirres (DS) welcomed:

Ian Gray (IG), David Morrow (DM), Doug Scott (DSc), Mike Smith (MS), Ronnie Reis (RR) and Graeme Simpson (GS)

Apologies were received from Andy Eaglesfield (AE), Peter Lewis (PL)

1. *Chairman's Welcome* and Apologies for Absence.  
DS welcomed everyone to the meeting

2. *Approval of Previous Minutes*  
DM, IG

### 3. *General Management*

3.1. Confirmation of Committee and Convenor Roles  
DS standing down from Chair at the end of this year.

3.2. Dates of future committee meetings  
13 March 2025  
1 April 2025

3.3. LUCS governance documentation, SCIO, Articles of Association  
GS put forward for comment  
DS confirmed that committee members are covered by insurance so we are not at risk of losing our homes if the worst happened.  
DS suggested we bring our Articles up to date.  
IG suggested we leave this to the end of the season as we will need a lawyer's input  
Agreed end of season.

3.4. Any other general management issues

### 4. *Marketing*

4.1. Marketing strategy: Leaflets, publications, social media, other actions  
(See Ian's schedule on 50<sup>th</sup> launch and various emails sent today)  
IG Need to strengthen email approach using MailChimp, separate from Black Bitch/Basin Banter  
ACTION: Email sign up form on website  
ACTION: Strengthen the Donations page on our website  
Black Bitch and Konnect entries  
Tom Conn from Burgh Halls: put signs up

Lots of discussion regarding social media and our website

ACTION: Set up framework of messages to be sent out

ACTION by 5<sup>th</sup> March: Marketing and Social Media folk to get together and agree launch dates.

ACTION: 1<sup>st</sup> Tea Cruise on 30 March. Flyer to be produced.

19:49 Mike made his apologies, he was not feeling well.

DECISION: Ian to go ahead and speak to Douglas to get the website updated.

St Michael @ Falkirk Wheel and Edinburgh

#### 4.2. LUCS booklet

DS suggestion to produce A5 booklet @80 pages to promote cruises, boats and museum with a little history of LUCS.

ACTION: DS to collate information and produce a draft.

### 5. *Membership*

#### 5.1. Attracting volunteers

Average age is 79. Used to be much younger.

Social event re 50<sup>th</sup>? with serious element to search for comments from members as how we recruit younger members.

### 6.

#### 6.1. Victoria project report

“Sheds” may be able to help with some work. They would need to be member or honour member to work here.

See GS’s updated plan.

A bit behind.

Items potentially going missing if not stored correctly. Consider other area/space to be allocated for Victoria parts.

#### 6.2. Winter work St Magdalene; St Michael and Leamington

St Magdalene. RR gave update on cooling system. Still cooling and sitting at 60. 2 flat (30mm thick) tanks to be installed? Waiting for quote.

St Michael: AM getting on with replacing the floor.

Leamington: needs to be out of the water. TM? Or John Kerr perhaps?

Colin G: RR to get engine running

Slateford: Just needs canopy?

#### 6.3. Possible use of St Michael for Falkirk Wheel trips

Scottish Canals say we have to staff the boat.

37 days? We can cover about 30 if they staff it. Not if we have to staff it. We only have about 12 BMLs.

DS to check if they will provide crew.

Offer incentives to BMLs to cover expenses?

DS to contact BMLs

6.4. BML meeting

DS to contact BMLs for possible dates.

Zoom meeting

Safety Management System etc.

GS to send out invites

ACTION: DM to set up LUCS\_DPA role on MS 365.

6.5. Any other boat issues

Fiona Hyslop and MCA regarding regulations. MCA regulations deemed over the top for our circumstances.

7. *Other projects and events*

7.1. LUCS 50<sup>th</sup> birthday events;

11<sup>th</sup> April      invitations and arrangements

DS has sent out 60 initial invitations.

ACTION: IG to contact the Lonies regarding their access if marquee needed.

Budget £1200

ACTION: DS to source Commemorative Plaque, taking advice on the wording.

Marquee?

ACTION: IG to distribute catering quote.

DS to contact Douglas Robertson regarding a chaperone for Bob.

ACTION: DS and IG to discuss itinerary

ACTION: DS to produce information board?

MGC set up as exhibition?

Will food and drink preparation area be required?

Remove tables from tea room?

St Michael as fixed boat

DS suggested contacting schools re Painting Competition to be judged on 11<sup>th</sup> with results published on 12<sup>th</sup>.

Talk on Victoria?

Sub-Groups: Operations and maintenance. Punters experience.

12<sup>th</sup> April      Open Day

Other 50th anniversary events during the year

Chairman's evening?

7.2. 24 / 25<sup>th</sup> May Revolution Festival at Falkirk Wheel

Date wrong on Key Facts Sheet.

St Michael will probably be at the Wheel already.

7.3. 20<sup>th</sup> to 23<sup>rd</sup> June Edinburgh Canal Festival

Sat 12<sup>st</sup> June. No boats!

St Michael as static exhibit? 8½ hours to Edin and back. Cruise for members?

To be discussed at next meeting.

7.4. Website revision

7.5. Any other issues

8. *Promoting Heritage*

8.1. Museum Initiatives

8.2. Any other issues

9. *2025 season*

9.1. Any immediate priorities for the season

10. Health and Safety

10.1. Accidents and Incidents

10.2. Any other issues

11. Any other business

Previous Actions

<b>Actions from LUCS Committee on 7.1.25</b>		
Andy Eaglesfield	5.2	Communicate actions to Blackhand Gang as appropriate
	5.3	Progress boat strategy group
	9	Chase up accident reports
Ian Gray	4.1	Continue to progress 50th anniversary leaflets
	6.1. a	With DS develop format for 11th April event and invitation lists
	6.1 c	Produce a survey on members views for LUCS's 50th year
Peter Lewis	3.1	Discuss late submission of invoices with Taste
	3.1	Change account categorisation of yard clearance and insurance expenditure
	3.1	Seek advice from accountant regarding financial years accounts showing at year-end an excessive balance of £500
	4.1	Collate marketing ideas into an action plan by 23rd January.
	8	Confirm availability of Tea Room volunteers for weekday opening after Easter
David Morrow	6.2	With DS set up a Paypal donation button for top of website
Doug Scott	8	Record expressions of interest for Leamington hires until her availability is known and can be put on booking system.
David Shirres	3.2	Communicate committee and convenor roles as appropriate
	3.2	Handover Designated Person Ashore role to GS
	3.3	Set dates of committee meetings from April to November
	4.2	Produce 50th Anniversary booklet by end March
	4.3	With PL produce Basin Banter by 19th January
	6.1. a	With IG develop format for 11th April event and invitation lists
	6.1. a	Update key facts sheet to show season starts on 12th April and circulate to all concerned
	6.1 b	Establish a date for a boaters' event in September
	6.2	With DM set up a PayPal donation button for top of website
	7.1	Continue to progress museum boards initiative
	8	Progress options for another boat to cover town trips
Graeme Simpson	3.2	Take on Designated Person Ashore role with support from DS
	5.1	With MS progress Victoria repairs
Mike Smith	2.0	Circulate draft minutes of November meeting and AGM
	4.1	Report outcome of BID meeting to the committee
	<b>5.1</b>	With GS progress Victoria repairs
	<b>7.1</b>	Assist with required metalwork for U66 display

