

Committee Meeting 15th December 2020

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

MS – Commented on the storm of congratulations to the Christmas video, the public reaction was superb. 1,562 views. SHR stated it was a wonderful project for everybody and that it took 20+ volunteers to pull it together.

1. Welcome to 2020/2021 committee and associates.
2. AGM draft minutes and any items we wish to discuss now :

Andrew Boyd / Pagan Osborne changeover :

MS to write to Andrew thanking him for his support over the years.

DSR to write to Ian Fraser welcoming him.

Both to become honorary member

And we will offer boat trips to Ian and Andrew

ALL to check and give DSR any updates on AGM minutes

Comment about speed of card payment machine which will be checked before season starts. NB - This has been upgraded since the person making this observation last used the machine.

(note : there will be “refresher” before tea-room reopens for volunteers. This will apply to all volunteers, will be good exercise to engage volunteers, AM suggests we have a “mock day” to test our readiness).

3. Unfilled roles – Booking Secretary is one, there may be others .

DS - need LUCS chair and need a booking secretary. Booking secretary is a role that is our “public face” and is required to answer questions from the public and to be

decisive. We know that direct appeals for volunteers don't work and that roles need to be filled on an individual approach basis. We need a spec for the booking sec. role and the new person should be involved in any booking system changes. This role was previously split between bookings and resource management. DS offered to produce the role spec.

Need "stand in" for booking secretary.

Need museum stock controller.

Is Gordon H. carrying on his role with driver allocation rota ?

Tea room – Lynne and Anne putting together rota

May need a rota for "covid" volunteers to manage "crowd control" etc. May be able to have one person on the tearoom (rather than our current minimum of two) if paper cups and plates are used

Need a co-ordinator of museum volunteers

Need someone to look after electric boats

In general – we need list of roles so we can confirm with current volunteers if they are still willing and available. ALL to come up with these roles.

We do have one new volunteer who has offered to help.

4. 2021 operations – Communicating Covid re-opening strategy :

AE – need to come up with strategy especially on how we involve the membership

LUCS Covid group will come up with this strategy. It will be in two parts – first being structural changes, the second impact on and availability of volunteers.

DR – do we have a "full" restart on day 1, or soft start. SHR / DS / MS suggest to go for same opening hours as previous years.

We will have a zoom session in say mid-Feb to communicate with volunteers, and to judge how many would still be actively involved.

SHR – emphasised that we should be enthusiastic about restarting.

The LUCS Covid group is asked to organise / facilitate this mid feb Zoom general session.

5. Engaging volunteers for next season – how do we assess how many volunteers we are likely to have? (this was covered under the previous agenda item).

6. Xmas video – SHR

SHR gave some background as to how an editor for the video was sourced. The volunteer found was previously unconnected with LUCS. SHR will meet him, if he comes to Edinburgh, and take him for a boat trip.

7. Thistledown mooring - SHR

Response from SC endorsing proposal that LUCS control whole basin. JL has also offered us his “garden” mooring, there is a possibility of mooring Slateford there.

To be considered : a permanent power and water point at the east end of the basin.

8. Treasurer’s report

£1800 remains to be spent on our grant of £5k for covid adjustments.

£3k in total “excess” spend over income this financial year.

We will need to spend some money on ML5 fees soon.

We are exempt from MCA survey requirements.

9. Key code change - DSR

Basin Banter will communicate the need to request the code.

Gents toilet will be left open, so that the kayakers (who will only have the gate code) can have access.

Both codes will be changed, at start of year, with random generated numbers - DSR

10. Booking System

The grant we have applied for will need to be spent by end of March (assuming we are successful in our application).

(JA MV DS and SHR to form group to progress the new booking system)

11. Winter maintenance

Gordon Robertson is repairing the lights at the basin.

RR made a request to make sure water stopcocks are switched off.

RR to check tearoom PIRs

12. Zoom talks

SHR to contact environmentalist at SC for a potential talk.

Canal and Rivertrust also suggested for a speaker.

13. Basin Banter

SHR to issue next BB at the start of next year.

14. DONM / future meeting days / times / dates :

Second Tuesdays of the month @ 7:30 ie the first on 2021 will be on the 12 of Jan.

AOB :

SHR – key fact sheet. Need to plan for this. COVID sub committee to review current one and come back with comments. Target for 12th of Jan 21.

AE, queries on membership DB. Needs some work. AE to organise with JA/MV.

Annual report – SHR will suggest where we could send spare copies.

AE, new member management. Request for comments (from ALL) on the initial letter sent out. Need to have a new member mentor process etc....AE to progress.