



Notes from Monday 12th October committee meeting

In attendance by Zoom : DS / DSR / MS / SHR / AM / LN / RR / AE

## AGENDA

### 1. COVID - all

We believe we are operating safely, will need to re-assess / check procedures again when too cold to sit outside

### 2. Arrangements for AGM – Douglas

Noted that F&C postponed their agm till April

They believe that Zoom will exclude some who don't have access.

We agree to keep 3<sup>rd</sup> Dec as AGM date and to do on Zoom.

Use Eventbrite for booking– dsr to set up for AGM

Need a notice for website etc – DSR

SHR can help with other social media sites that need a notice.

Annual report:

- Last year SHR sent out hardcopy only to members who did not have email.
- Amount of content for a report this year is limited.
- SHR noted the glossy brochure of the last two years was also a “sales tool” to promote the society.
- Suggested a glossy A5 eg a more limited brochure
- DS to draft process.
- Future committee meetings – these will also be by Zoom.
- Need to check if any changes to constitution. Should make these changes at start of AGM – ALL
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### 3. IT update – Douglas

- Webcam repair. (now fixed and ready to be dispatched back).
- Canal office cabling
- Printer, awaiting prices to drop post school start.
- marketing laptop to be repaired. Who has this? John or Gordon perhaps
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### 3. repainting of MGC classroom after water ingress – Allister

AM inspected loft, almost completely dry. Been primed twice but still stained. Still damp. Ceiling will need to be repainted - doors red, and walls grey. Agreed. (main room will be painted first, then rest, if we like it !)

4. Winter maintenance – update on premises / boats

RR – boats running fine and tested.

AM – St Michael on heating system. Now functions via solenoid - switch on control panel. Engine to be serviced.

AM – Victoria, Les working on replacing wood, needs second panel done.

AM applying epoxy round roof. Craig has sanded etc the seat slats.

6. Treasurer's report – DS

- Financial year end Accounts Statement and Doomsday cash flow estimate of our balance in March 2022 on basis that we get no income next year, we would be able to survive a further year.
- Have circa £51k at end of year, greater than projection, due to £10k grant and those who have accepted vouchers. Refunded approx. £4k

7. Museum Galleries Covid adaptation grant

Got £5.5k grant to make covid secure. Will use for premises changes and cashless payments. AM to install tearoom screens etc.

8. Museum Galleries – Recovery and Resilience Fund

Submission needed for end of month. Have 2 quotes for new booking system. SHR to go back to contractors to check quotes. Money needs to be spent by 31<sup>st</sup> March. DS to write submission in consultation with SHR.

9. Possible Christmas arrangements

Unlikely to happen, however possibility of town trips of santa going past, though no public interaction. Next coffee morning to discuss this. AE to lead.

10. 2021 operations –

Need to set up “covid taskforce” to be ready (when) we might open again.  
Regular group that meets on Zoom. Example of changes will be need to pre-book all tickets. Need a “straw man” document. DS to put together group based on suggested names.

#### 11. Zoom talks

DS to present on “the canals that never were”.  
Suggestion to approach other canal societies etc and perhaps the SWfA environmentalist.

#### 12. Driver practice

Agreed we need to do this. Any interested drivers need to contact AM or RR.

#### 13. Basin Banter

DS to produce for the moment.

#### 14. AOB

SHR referred to the Keep Scotland Beautiful - Community green issue grant. Money would need to be spent by end of March 2021. Would have been good for Victoria electrification, however, possibly use for electric charging points. Would need to define what is required for charging points. Mike to speak with Chris Gunstone re a possible local contact who could advise us further re possibilities / constraints.  
Possible crowdfunding for Victoria electrification.

#### 15. DONM Monday 9th November

Note : Mauro’s update, for reference :

## **Security Cameras**

The camera wiring is in progress but almost completed: Colin shown me that all the 4 security cameras are working. There is a little problem with a video connection that will be fixed soon. Two cameras need a bit of repositioning since they catch private households, or the vision is not optimised.

The next step will be to study the camera recorder device to research the possibility to let a few selected people to have access remotely to the security camera or the recordings.

If the research shows that remote viewing is possible, I will submit a report, touching technical, security and law aspects. Will be the committee decision to allow and in which limits this service.

## **Cable management**

The wires tidying task will be almost completed by this Wednesday, with a little snagging required later one, once we are happy with the device's layout.

Those are the works that will be done by the end of October:

- A cable cover is installed on the wall, grouping the camera and connections cover.
- The ethernet cable from the router to the desktop will be changed with a longer flat one, to be placed inside the cover.
- A small distribution box is going to power the camera recorder, freeing the socket close to the monitor.
- A new power cord extension, with 8 sockets is going to replace the existing one, fixed in the wall a little bit on the right and top, to secure the router and let the other devices stacks together. Patch cables 25cm long (less than a feet) will be used to clean the layout.
- The extension cord below the desk will be screwed on top and the cables fastened to respect H&S requirements.
- The socket wall used for the Webcam Power over Ethernet (PoE) will be freed, using instead the sockets of the new extension cord.
- Inspection of the phone connection in the chalet and in the conference room. This is necessary to create a bridge so the line could be picked in both places, once we drop the phone subscription with BT.

When the snagging is done, the cover will be closed, and all the cables will be labelled. Most of the sockets around the desk will be free for any temporary necessity.

## **BT**

I believe that looking at the phone bill, we could track the contract number and use it to end the phone subscription with them, regardless who signed the contract at the time.

**Material**

I took the liberty to buy some material to speed up the works:

- NTPower 8-ways extension lead - £27.99
- Veetop flat ethernet cable cat7 10m - £11.55
- deleyCon 6x patch cables cat6 0.25m - £5.99

Since are difficult times, we lost the booking season, and the webcam is under repair, I am happy to make it as a contribution. In case you have to record new equipment in your balance books, I have the invoices.

**Laptop to repair**

I believe that the laptop is not actually at the basin, not much to do at the moment.

**Proposals for future works**

1. Once the cabling is done, I would like to ask permission to buy and install a small computer board (around £40) that will act as a firewall and VPN server for the chalet. This will allow me and other authorised people to remotely check the status of the networks, camera and to remotely update the chalet desktop (using wake on Lan).
2. Extend the use of Office 365 for members, so they can use a shared calendar (LUCS events, work booking slots, deadlines), an institutional mail for internal communication, Teams as free alternative to Zoom.
3. Survey organisation like us to see which strategy they have adopted for their booking system and how this performed under the Covid restrictions and lockdown (late minute cancellations, refunds, tracking)

Regards,

Douglas Robertson, Committee Secretary

Linlithgow Union Canal Society [www.lucs.org.uk](http://www.lucs.org.uk)

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