

Actions from LUCS Committee on 1.3.25		
DS	3.1	DS to stand down from Chair at the end of this year
All	3.2	Next committee meeting 1 April 2025 1 May2025
All	3.2	Update Articles of Association after the end of the season
PL	4. Treasurers	Cost of Yard clearance should not be costed to Victoria – rather general.
PL		It would be worth issuing a note showing how this financial period compared to previous years.
IG?	5. Marketing	Put email sign up form on website
IG?		Strengthen the Donations page on our website
IG/PL?		Poster to go up in Burgh Halls liaise with Tom Conn
IG/PL?		Posters to be developed and issued to High Street properties to advertise opening weekend
MS		Directional signs in Linlithgow to be progressed with Tom Conn
IG		Ian to speak to Douglas to continue the website update
AE		AE will produce an Activity booklet for visitors – aimed at our younger visitors
DS		Produce draft of A5 LUCS information booklet
All		Consider social event to gather ideas to recruit younger volunteers
DS	6. Boats	St Michael dates for Falkirk wheel and SC support to be determined
DS		
AE		Update existing Victoria quote once quote received from Coastal Marine.
RR		Determine success of new cooling tanks in St Magdelene
John Kerr/IW?		Put Leamington back in the water
RR		Get Colin G's engine running
PL		Insurance for Roseann for town trips
DS		Check if Scottish Canals will provide crew for St Michael on Falkirk Wheel trips
DS		Contact BMLs regarding covering Falkirk Wheel trips
GS		Send out invites to BMLs' meeting and organise emergency exercises
DM		Set up LUCS_DPA user on Microsoft 365
Various	9. Events	See 9.1 section on Anniversary Party
all		Decide what is happening on April 12th

Minutes of the LUCS Committee Meeting

11 March 2025

MGC

Present: Chair David Shirres (DS) welcomed:

Ian Gray (IG), Doug Scott (DSc), Mike Smith (MS), Ronnie Reis (RR) and Graeme Simpson (GS)
Peter Lewis (PL), Andy Eaglesfield (AE)

Apologies were received from David Morrow (DM),

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

2. *Approval of Previous Minutes*
IG, RR.

3. *General Management*

- 3.1. Confirmation of Committee and Convenor Roles

DS standing down from Chair at the end of this year. Andy E would like to handover the membership secretary role.

- 3.2. Dates of future committee meetings

1 April 2025

1 May 2025

- 3.3. LUCS governance documentation, SCIO, Articles of Association

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, we may need a Special General Meeting to formalise any new articles.

- 3.4. No other general management issues

4. *Treasurers Report*

- 4.1 Treasurers Report issued and attached.

- 4.2 Major shift in month regarding cost of insurance – now accrues in January not July

- 4.3 ACTION Cost of Yard clearance should not be costed to Victoria – rather general. PL

- 4.4 ACTION It would be worth issuing a note showing how this period compared to previous years. PL

- 4.5 As always the invoice for Taste comes in one go per year at circa £1800 – not ideal but we don't seem to be able to alter that.

5. *Marketing*

- 5.1. We are approaching our pre-set marketing budget of £4000 and thus need to carefully consider any further expenditure.
- 5.2. Marketing strategy: Leaflets, 'Visit us' issued with Black Bitch magazine.
 - Extensive discussion on the 'Visit us' leaflet wording –In summary the wording is not to change BUT people consulted on any leaflet wording need to respond timeously to help IG get them out without any disruption.
- 5.3. Konnect magazine will go out to West Lothian with a section on LUCS, IG negotiated a reduced cost from £350 down to £100.
- 5.4. Join Us leaflets – ready for printing and we should order say 500 IG
- 5.5. Support Us leaflets – almost ready for printing, any further input is now urgent - and we should order say 1000. When we get them we should make a real effort to get them into people's hands to encourage donations.
- 5.6. Poster to go up in Burgh Halls liaise with Tom Conn IG
- 5.7. Decision not to develop the Tri faced notices on lamp posts – too expensive
- 5.8. ACTION Posters to be developed and issued to High Street properties to advertise opening weekend IG
- 5.9. Directional signs in Linlithgow to be progressed with Tom Conn MS
- 5.10. Maybe not exactly marketing but AE will produce an Activity booklet for visitors – aimed at our younger visitors AE
- 5.11. Lots of discussion regarding our website, IG is progressing well with DR and the improvement can be seen – still work in progress IG

??ACTION: Email sign up form on website IG
 ??ACTION: Strengthen the Donations page on our website IG

- 5.12. LUCS booklet
 - DS suggestion to produce A5 booklet @80 pages to promote cruises, boats and museum with a little history of LUCS. This will be financed by Sally McGrath – Mel's daughter?
 - ACTION: DS to collate information and produce by the 50th Party. DS

6. Boats

- 6.1 St Michael
 - 6.1.1 St Michael repairs complete.
 - 6.1.2 Batteries may need replaced and a new battery location to be considered end of season AM
 - 6.1.3 It is not yet clear when Scottish Canals want St Michael through at the Wheel. If it is to be before the 50th this should be done. Any money raised from the hire to SC will help the refurbishment of Victoria DS
 - 6.1.4 Scottish Canals drivers being trained on St Michael by Steve B
- 6.2 Victoria
 - 6.2.1 GS progressing work ongoing within tent. Front end stripped out Les is replacing only cabin panels that require it. Craig has removed the gunnels and will refurbish them.
 - 6.2.2 the 'Men's Shed' have agreed to remake the engine box.
 - 6.2.3 We await revised price from Coastal Marine for hull repair, based on a smaller area and the piece of metal cut out of the hull which is in better condition than we expected. DS

6.2.4 Progress is slow and she may no be back in the water this season.

6.3 St Magdelene

6.3.1 New cooling tanks to be fitted Friday 12 March, Ronnie to assess the effectiveness without thermal paste. This can be retro fitted if necessary. RS

6.4 Roseann

6.4.1 Discussion on necessity of wheel steering, final decision to be left with AE depending on what Victoria drivers feel after experience. If we do want to fit wheel steering Bridge 19-40 will have to be happy with the idea. AE

6.4.2 Steve B and Stewart L will go and collect Roseann as soon as possible to ensure sufficient time for driver training.

6.4.3 Roseann needs to be insured for us to carry passengers. PL is to progress this before 11th April, may need to be done through Bridge 19-40 as they are owners. PL

6.5 Leamington

6.5.1 Leamington out of the water to repair stern tube leak. Well progressed and soon to be relaunched.

6.6 Colin G and Slateford

6.6.1 Colin G to have a run of outboard to ensure working OK RR

6.7 Boat Strategy Group

6.7.1 AE taking this on. Initial discussions taken place and report to be formally issued AE

6.8 BMLs

6.8.1 GS organising a BML meeting pre-season GS

6.8.2 Emergency exercises to be formalised GS

7. *Scottish Canals*

7.1 Trees have to be cleared out of the canal before any boat movements can take place to the West – urgent now for St Michael to Wheel and Mothers Day Tea Cruise. Scottish Canals

8. *Membership*

8.1. We are attracting new volunteers; 3 new members so far this year

9. *Other projects and events*

9.1. LUCS 50th birthday events;

9.1.1 11th April Invitations and arrangements.

DS has sent out 70 invitations. So far 50 acceptances. PL has been advised by a few folk (Life members) that they don't know about it, however new emails should have caught anyone that had been missed. DS

9.1.2 ACTION: IG to contact Jim and Nuala Lonie regarding their access if marquee needed. IG

Budget £1200 agreed previously

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

9.1.4 Speeches from John Paterson; Susan McMath; Moria Niven; David Shirres

- 9.1.5 Lynne is dealing with catering. Using MGC as centre.
- 9.1.6 DS to contact Douglas Robertson regarding a chaperone for Bob.
- 9.1.7 The whole Basin will need a good tidy up before 11th. AE
- 9.1.8 Items in Museum to be finalised DS
- 9.1.9 Marquee/Gazebo to be procured. RR

9.2. Saturday 12th Open Day – no particular proposal currently, consider pricing everything as per 50 years ago? IG

9.3. 25th anniversary of M8 bridge DS

9.4. 24 / 25th May Revolution Festival at Falkirk Wheel

Date wrong on Key Facts Sheet.

St Michael will probably be at the Wheel already?

9.5. 20th to 23rd June Edinburgh Canal Festival

?Sat 12st June. No boats!

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

?To be discussed at next meeting.

9.6. Website revision ongoing IG

9.7. Any other issues

10. *Promoting Heritage*

10.1. Museum Initiatives

10.2. Any other issues

11. *2025 season*

11.1. Any immediate priorities for the season – St Magdelene RR

12. Health and Safety

12.1. Accidents and Incidents

12.1.1 No accidents over the winter to report

12.2. Any other issues

13. Any other business

Previous Actions

Actions from LUCS Committee on 6.2.25		
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 st 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