

The Management Committee meeting

Friday April 13<sup>th</sup> 2018

Minutes

1. Present: Dave Puxley (chair), Sybil Dunn, Liz Vincent, Martin Eyre, Tracy Sims, Helen Boocock (minutes), Goldine Scott, Liz Walker, Hilary Essen, Lesley Shawe, Sue Petrie, Roger Keeling.  
Apologies for absence: Penny Ackland, Peter Hume. The meeting started at 2.15p.m.
2. Dave as the new chair welcomed new members who introduced themselves.
3. Martin Eyre and Liz Vincent were co-opted as members for one year.
4. Minutes of the Meeting of November February 9<sup>th</sup> 2018. The minutes were agreed with no amendments.
5. Matters arising from the Minutes that are not addressed in items below:
  - 5.1 It was explained that Beacon is an information management system designed by U3A's and used by 20 to 30 of them to date. We have agreed to use it and Diane Frosdick is taking this forward on our behalf. It will cost around 50p per member per year for a licence and updates. It has an integrated finance and accounting system with membership at its core and different levels of access. Eventually we will be able to agree some use by coordinators which will enhance our ability to communicate with members and to generate statistics. Diane and Mike are currently working through membership information and will ask for assistance to check it.
6. The following roles and responsibilities were discussed:
  - 6.1 Groups Secretary. Goldine will take on this responsibility.
  - 6.2 Coffee mornings. Three of the five people who now run the coffee mornings have joined the committee (Lesley, Liz Vincent and Sybil) and it was agreed that they would share responsibility for all aspects between them. When Dave is able to attend he will read the notices. There was a question about why some of the summer meetings had been cancelled – it was because numbers were low last year. The new regime can decide for themselves how often to run them. Dave suggested a short talk or presentation at every meeting to generate interest. Dave to email coordinators to say that there is an expectation that all groups will make a presentation at some stage.
  - 6.3 It was decided that there was no need for a formal link with the new equipment officer, Keith Bailey. Helen to check that his email details are on the website.
  - 6.4 Publicity Officer. Tracy agreed to take this on with support when she goes away over the winter.
7. AGM 2018 Review. This went well and the venue was fine. Achieving a quorum was a close run thing – probably due to the weekend snow.
8. AGM 2019.
  - 8.1 Agreed Monday March 11<sup>th</sup> - 1.30p.m. for a 2 p.m. start. Tracy to book the Imperial Rooms. Dave has already made a provisional booking for Fools Gold – an

acoustic duo – from their website: “Our live show uses live music, story and projected visuals to weave a fascinating show for all ages. As well as performing the songs live, we reveal the stories behind the songs, the histories and mysteries, tragedies and romances that gave rise to original and very well-known songs. The original material is often historical in reference and engages audience from the beginning. The show makes a point of audience involvement. Shows are generally themed, which adds to the interest.” The duo expect a fee but this is not set; they also require expenses (from Durham). It is likely to cost a minimum of £75 and probably more. Unanimously agreed.

## 9. Data Protection changes.

9.1 Helen had circulated an email with suggested policy and procedures customised from sample policies from the national U3A office. Agreed some changes and that Helen will finalise and re-circulate them for comment.

9.2 We need to obtain members’ written explicit consent to store and use their data. Agreed to adopt the approach used by another club where Liz Walker is a member which was to email members and ask them to reply using the formal wording required. Liz to send Helen the email which she will customise and send on to Martin and Sue. Martin to email all members with an email address, asking them to reply to him. Sue to use the same wording in a letter to the 36 who do not have an email address. Helen will tell coordinators that this is coming and ask them to warn their members and to tell them a reply is essential. Without consent we can’t keep their details or contact them. In the event that some members don’t reply we will ask coordinators in the first instance to chase.

## 10. Financial matters:

10.1. Treasurer’s report. Roger has managed to get the bank mandates changed so that he, Helen, Sue and Dave can sign cheques.

10.2 Online banking. Roger is negotiating for this with Nat West. Currently we need two signatures on a cheque but one person alone can authorise payment online. This had been agreed by the previous committee – requiring two people to authorise is not practically viable. The safeguard is that all named members can access the account at any time.

10.3 There is currently approximately £12,000 in the account. Capitation and direct mailing fees to national office totaling around £3,000 are about to go out.

10.4 Following changes to the rules governing our link with the Charity Commission, Roger will be required to send a more detailed financial report at the end of this year. To date we have only reported the income and expenditure from the main account but are now required to show all internal transactions –anything that makes it onto groups’ income and expenditure forms.

10.5 There was a discussion about the level of the annual subscription which has stayed at £10. Dave brought examples of fees for other Derbyshire U3A’s that range from £10 to £25. Some U3As have monthly meetings with speakers; we currently have sufficient funds to do this if we wish. There was a feeling that this isn’t what members want. There is evidence that they want to join in the groups with an occasional outing. There are also other groups in Matlock that provide speakers and outings. Agreed to see how the coffee mornings go with more input and review again later in the year.

## 11. Social events.

11.1 There used to be a Social Committee. A number of organised events were either cancelled or ran at a loss due to low numbers being interested in taking part. Others were very successful in terms of turn out and enjoyment.

11.2 The Christmas "Do" has been booked at the Golf Club on the 1st Friday in December 2018. Sybil agreed to organise it with Dave to assist.

11.3 Agreed for the moment not to organise other events centrally but for groups to organise them as now and to advertise them to other members.

12. Report from the Membership Secretariat.

12.1 Today we have 627 members: 25 people did not renew, which we knew about. In addition there were 68 non payers. More than half of subscriptions were paid by cheque or cash – 349. A few bank transfers were made without saying who they were from or sending an email.

12.2 The 36 members who say they do not have an email address cost £28.88 to receive "the paper "What's On" - and a lot of work for Penny. Agreed that the June "What's On" will be the last one to be posted out. Dave to contact Penny to put this notice in "What's On" suggesting that members without email can check with other group members to see the contents.

12.3 Gift Aid. Few new members join up to Gift Aid. Agreed to mention it at Coffee Mornings and to have forms available there.

12.4 A discussion took place about what to do if a non-member continually turns up to group meetings but will not join. This is the responsibility of the coordinator to tell them they cannot be admitted - they are not covered by our insurance which puts the coordinator in a potentially vulnerable position. They can ask the committee to write to the individual if they want help.

13. MAU3A Management Committee "Operating Manual".

13.1 A suggestion from Dave that we write up a list of what needs doing and when to facilitate the smooth running of the U3A for future committee members e.g. how book a coach and what office holders do. Dave to draft a framework and send to current and former committee members for their input.

13.2 Note that four current members come to the end of their current term in 2019. To put on the agenda next time.

14. Proposal for an "MAU3A Project" to map all the services and facilities in the Matlock area for benefit of MAU3A members. The first stage of this is likely to be picking a particular issue e.g. health and social care. With 600+ members we have a wealth of knowledge. We would then work together or in small groups to map facilities and support services & groups. Other areas might include sports and recreation, local clubs and societies, transport, entertainment and tourist attractions and maybe even a business directory. This could initially be a Word document with links. The medium term aim would be a local directory made available to MAU3A members and in the longer term (assuming that funding could be obtained), a community web site. Dave has cleared the project with the Third Age Trust.

15. Any other business.

15.1 What to do if a group is full? The coordinator should take a note of who is interested and tell them that they will tell the Groups Secretary who will see if there is potential to set up a new group. They should not be told that it's full – end of story.

15.2 Dave brought an invitation from Chesterfield U3A to a free presentation by Making Space – the Derbyshire Dementia Support Service – in May. He will ask Penny to put it in "What's On".

20. Date and time of next meeting Friday July 27 at 2.15 p.m.

The meeting ended at 4.32 p.m.