

The Management Committee meeting held at St Elphin's Park
Friday August 18th 2017

Minutes

1. Present: Barbara Phelan (Chair), Mike Frosdick (Equipment Officer), Penny Ackland (Web Manager), Sue Petrie (Membership Secretariat), Diane Frosdick (Groups' Secretary, social committee), Helen Boocock (Business Secretary), Martin Eyre (Gift Aid), Judith Hodges (Treasurer), Peter Hume (Ordinary Member), Tracy Sim (Social committee).

Apologies for absence: Dave Puxley.

Barbara welcomed Tracy to her first meeting. The meeting started at 2pm

2. There were no amendments to the minutes of the meeting of May 19th 2017.

3. Matters arising from the Minutes that are not addressed in items below:

- Progress on the Wirksworth U3A. They have 27 members so plan to start to run groups and have a management committee from September.

4. Future membership of the Management Committee.

Several members will be retiring including Mike and Barbara. Judith will cease to be treasurer but may remain on the committee. Diane – may agree to do another year and/or be involved in implementing Beacon. Agreed to advertise again in What's On and Coffee Mornings for new members.

5. AGM 2018. Tracy has booked the Imperial Rooms Monday March 19th: theatre style for 150 people maximum. She has also booked a Speaker - James McKay. He is a Zoologist; he is local and has a particular interest in raptors. Tracy to send information about him to Helen for distribution.

6. 10th Anniversary celebrations. Dave has booked Crich Tramway Museum for Tuesday Oct 10th. This includes the on-site Red Lion pub; the upstairs room will be booked out to us – it holds up to 70 for a buffet. The standard charge is £10 per head – they have a standard buffet but we can order what we like. There are ramps into the building but not a lift – could perhaps have a table downstairs for those who can't get upstairs.

Group entrance is £9.50 each for over 60's (£12.50 for standard entry fee).

A subsidy of £1,000 maximum was agreed. We will ask members to pay the entrance fee plus 50p but we will pay for the buffet and a drink.

To advertise in What's On and the September Coffee morning and the first 70 to pay £10 by cheque will be accepted. There will be cake at the November Coffee Morning for people who can't go to Crich. Barbara to invite the first MAU3A chair Frank Hemmings specially.

7. Financial matters:

Judith presented the Treasurer's report. Income for 2017-18 to date (including Gift Aid of £829) is £7,211 and Expenditure is £5,600. After the dissolution of the East Midlands U3A regional group we have been sent a cheque for £29.43, dividing up the remaining funds between members.

Roger Keeling coordinates the Wednesday Bridge Group and has agreed to become Treasurer on condition that we move to internet banking. This was agreed. Only one person can initiate new payments but it was agreed that a second person would be given password access as a check. There is no need to change the constitution.

We currently pay a professional independent examiner of the accounts at the cost of around £200. Agreed to continue this arrangement. Roger to decide which one to use.

The Theatre Group's separate bank account was discussed and changes will be discussed with them at the end of the financial year.

Judith is to invite Roger to come to the next meeting – he could become a member now as we have a space and begin to shadow Judith.

8. Report from the Membership Secretariat.

Sue reported that membership now stands at 635 – an increase of 14 since May. There have been 78 new members 2017, 15 since last report. One death has been reported.

From the beginning of August there have been 17 applications to join – at the time when the fee reduces to half. This hardly covers the capitation and newsletter costs. Should we change the cost or the date when we reduce to half price? To decide when we take on Beacon.

Members who do not have an email address – there are now only 39. The cost of sending What's On bi-monthly to them is £131 per year. In due course we will stop doing that.

A West Bridgford member queried the £7.50 joining fee for members of other U3A's – in the past we decided it was a "courtesy fee" not a capitation fee.

Martin reported on Gift Aid. It was disappointing that from the 78 new members only 36 have returned a Gift Aid form. When Martin checked last year only 340 out of 594 members were registered for Gift Aid so last year we received £845 out of potential £1485. Martin proposed to send out a letter by email – we can claim up to 4 years back. Agreed.

9. Groups' Secretary's report.

Diane's written report detailed changes of Coordinators. There is a poor turn out at the meetings – 13 last 2 times. A new recorder group is being set up with 8 members.

10. Report from the Communication and Social Sub-committee.

Diane presented the minutes from last meeting which was mainly about the 10th anniversary. They are considering greyhound racing and another whist drive. The Christmas social is already organised as is the AGM and Speaker. Cancellation of the August coffee morning – Sue sends out invitations to potential new members to come to them so needs to be informed if they are cancelled.

Discussed whether to cancel other summer meetings – June and July were poorly attended (34 and 35) with no presentations. Needs to be revisited. Originally they were set up to attract new members – no new members came over the summer.

11. Website report.

Several members attended the Beacon System Presentation on 4 August 17. Around 120 U3As use it – it was designed by and for U3As. It costs 50p per member per year. Its core or basic function is Membership. Once information has been successfully and accurately migrated it can be used more extensively for and by groups which will also make generating information easy. There can be different levels of access.

We agreed to take on the Beacon system.

It is not clear how soon Beacon would be able to take us on. They have a backlog of other U3As so it could take time.

Sue to send out details by email to confirm we want to adopt Beacon and give Judith as the contact.

Agreed to look into it further by setting up a subcommittee – Sue, Penny, Roger, Judith, Diane, Martin and Mike. Judith to be the main contact with Beacon.

Penny is to start looking at alternative ways of managing our website – to report back next time.

Noted that changes to data protection from 2018 mean that we will need to routinely ask permission of members to record their details.

12. Equipment report.

In addition to his written report Mike reported that the lost mouse has been found. Equipment has been requested for the next Coffee Morning which he will organise.

A request to buy a projector stand was agreed.

13. Date and time of next meeting.

November 10th 2 p.m. at St Elphin's.

The meeting ended at 3.56 pm