

The Management Committee meeting held at St Elphin's Park
Friday February 16th 2018 at 2p.m.

Minutes

The meeting started at 2.10 p.m.

1. Present: Barbara Phelan (chair), Sue Petrie, Roger Keeling, Helen Boocock, Judith Hodges, Dave Puxley, Mike Frosdick, Diane Frosdick, Martin Eyre, Penny Ackland.

Apologies for absence: Tracy Sims, Peter Hume.

2. The minutes of the meeting of November 10th 2017 were accepted with no amendments.

3. Future membership of the Management Committee.

3.1 It was clarified that the maximum number of members is 12 and the minimum 5 with up to 2 co-opted members. We have 6 member vacancies and 1 vacancy for a co-opted member. Two people so far – Roger Keeling and Liz Walker - have come forward to fill vacancies.

3.2 Dave agreed to chair the first meeting after the AGM (and subsequently agreed to become Chair).

3.3 There has been no interest in the role of Groups' Secretary. The most important job is to maintain the list of groups. Also to pass on information to new coordinators – signpost them to the website and to answer queries from coordinators. Diane has used meetings to pass information to and from the management committee but this could be emailed out.

4. AGM 2018.

4.1 Practical arrangements. Tellers for votes will be Mike and Martin. Martin to be available to meet the speaker.

Diane is organising refreshments – helpers needed to set out and wash up from 1pm. Diane to ask Coffee Morning helpers to help.

Helen to produce 2 numbered lists for signing in members that Dave and Sue will manage. The quorum is 108.

Changes to the wording of the constitution. Helen to introduce.

Barbara to introduce the speaker and Diane to thank him.

4.2 Sue has stamped and addressed 500+ envelopes. Arrangements were made to help Dave to fill them with the Annual Report etc which were subsequently changed. Well done and thanks to both.

5. AGM 2019.

It was agreed it would not be significantly less work to email the annual report out and to defer the decision to the next committee meeting. A date, venue and Speaker will also be needed.

6. Data Protection changes.

- 6.1 Earlier this week Barbara attended a national U3A workshop on the new regulations – GDPR – which come in to force on May 25th. We need to ensure that we conform. Advice available on the TAT and Information Commissioner’s websites.
- 6.2 Sue proposed changes to our membership form that were agreed although we subsequently reviewed recent information about the new data regulations which prompted further consideration of our Application Form.
- 6.3 Helen to draft and circulate a letter to send to committee members and coordinators who relinquish their posts, about deleting information.
- 6.4 Helen to draft a set of procedures for managing information, discuss with Sue and bring to the next meeting.

7. Progress on Beacon – written report. Diane and Sue are taking this forward.

8. Financial matters:

- 8.1 Judith submitted provisional accounts for 2017-18; the final examined accounts will be presented at the AGM.
- 8.2 Treasurer’s written report. Most subscriptions are in. This year there have been around 160 bank transfers which is progress.
- 8.3 Online banking. Judith did apply but this was rejected due to an error by the Nat West bank over signatories. New signatories need to be set up and a fresh application made.
- 8.4 A request by the Signing Group for 2 Signing dictionaries was agreed.
- 8.5 A paper from National Office – Financial Matters was circulated.
- 8.6 In future all financial transactions will need to be reported to the AGM and the Charity Commission to meet its rules. The level of reporting required varies dependent on the level of income.
- 8.7 Roger will arrange an external examiner.

9. Report from the Membership Secretariat

- 9.1 There have been 23 new members since December. Membership stands at 693. Eight people so far have said they will not be renewing.
- 9.2 There has been a slow increase in Gift Aid applications. Sue will remind people in April. Agreed that Gift Aid eligibility needs to be included on the membership form.
- 9.3 Sue wrote to the 37 non emailers and had only a couple of replies. Mailing the What’s On costs £20.72 plus Penny’s considerable time. It was decided that we will stop doing this at some stage this year and tell members in advance. To agree timescales at the next meeting.

10. Groups’ Secretary’s report -written.

11. Website report. A discussion about views of the U3A Site Builder. It is maintained and supported by the U3A nationally, as is Beacon. Members felt it looked promising. Penny to investigate in detail and report to next meeting.

12. Equipment report – written.

13. Coffee Morning management

- 13.1 Five members have taken over the logistics of the coffee mornings. They did not however, want to take the money so a committee member needs to take it and hand it to Roger. Several committee members are required to go to each meeting to be able to talk to new and potential members.
- 13.2 One committee member is required to replace Diane and takeover responsibility for the coffee mornings. To book the venue, liaise with the organisers and either make announcements or get someone else to.

13.3 The Football Club has not been booked after March. The first Monday in both April and May are bank holidays and the grounds are in use by the club. Agreed to hold a coffee morning on April 30th the first Monday in June, September, October, November and December.

14. Proposal for a new group

Agreed a proposal for a new group - Money and Investments- by Hartley Jenkinson. There is nothing similar at the moment in MAU3A. Bakewell U3A has a 'Money Forum' which covers topics similar to those Hartley has in mind, such as: using online investment brokers, overseas investments, travel insurance and pensions. Subject matter will be determined by members of the group if sufficient interest is forthcoming. He anticipates a mixture of group discussion and visiting speakers. This forum will exist to share views but will not offer advice under any circumstances.

15. The Christmas "Do" has been organised for the 1st Friday in December 2018 at the Golf Club as dates get booked up quickly. The new committee to decide whether to go ahead.

16. Date and time of next meeting to be arranged by Helen – meetings to start at 2.15 p.m. in future to fit in with other bookings in the Studio.

The meeting ended at 4.10 p.m.