

Minutes of the Management Committee meeting, held at St Elphin's Park on  
November 4th 2016.

Present: Barbara Phelan (Chair), Mike Frosdick (Equipment Officer), Penny Ackland (Web Manager), Jenny McEwan (Membership Secretariat), Diane Frosdick (Groups' Secretary), Fred Rosindell (Membership Secretariat), Helen Boocock (Business Secretary), Martin Eyre (Gift Aid), Judith Hodges (Treasurer, Derbyshire Network Rep), Peter Hume (Ordinary Member), Dave Puxley (Ordinary Member),

The meeting started at 2pm

1 Apologies for absence: Bea Jagger. N.B. Ingrid Pasteur is no longer a member.

2 The Minutes of the Meeting of July 22<sup>nd</sup> 2016 were accepted.

3 There were no matters arising from the Minutes that were not addressed in items below.

4 Financial matters:

4.1 Financial year 2016-17 to date: total income (including Gift Aid) is £7,001 and expenditure is £5,945. As no further major outgoings are anticipated this year, it will not be necessary to increase the Annual Subscription for 2017-18.

4.2 Mechanism for agreeing funding for groups between committee meetings. It was agreed that anyone making a request for up to £200 of expenditure will be asked to set it out in an email to the Chair who will consult two members and make a decision. For greater amounts, the Chair will email the whole committee. Agreed we can use the Gift Aid income of approximately £900 per year, as a rule of thumb, to fund groups' needs in one year.

4.3 Request from the Geography Group for funding for 10 atlases at £140. After a discussion it was agreed to offer to fund five atlases at a cost of £70. Helen to inform the coordinator.

4.4 Financial Cost Centres. The Communications sub-committee was querying if there were funds available from the coffee mornings? There are not. At the end of October we were down by £20 for coffee mornings so the general fund subsidises room hire as these events include recruitment and some elements of education. We are not allowed to use subscription money for social events, only educational events. It was clarified that money from

social events that make a surplus can be used towards further events. If a social event has an educational focus it could be eligible for general funding. Barbara was asked to provide costings for the Xmas event to Judith.

5 Reports from the Membership Secretariat. In the December What's On there will be a piece about changes to collecting subscription renewal, suggesting a preference for internet renewals or cash payments at Coffee Mornings. At the end of February Group Coordinators will be asked to follow up non payers. Failure to pay by the end of March will lead to an end to membership. Membership stands at 623.

6 Groups' Secretary's report. In addition to the written report, Diane reported that two people are taking over from Maudie Behrens as coordinator of the Local History Group.

7 Report from the Social and Communication Sub-committee. The new date for the AGM is April 3<sup>rd</sup> 2017 due to the speaker Matthew Parris's changed availability - at the Football Club. N.B. this was subsequently changed again to **April 10<sup>th</sup>**.

The Christmas Social – confirmation that the cost of the meal is £17; the Magic Circle are putting on entertainment as well as the Dying Embers so the price therefore is £25 per head. We need 60 to attend to break even and currently have 49.

Coffee mornings: January 9<sup>th</sup>. Feb 6<sup>th</sup>. March 6<sup>th</sup>. April 3<sup>rd</sup>. May cancelled. June 5<sup>th</sup>.

Chinese meal - £16 per head suggested. Diane to consult members re day of the week and month for a meal at the New China Rose in Matlock Bath.

Whist evening – Rosie Thacker willing to help organize.

8 Website report. Penny has got on top of maintaining the website, issuing What's On and associated tasks. The hardware we are using is adequate for the task. However, the operating system needs updating and better management software is needed to manage the growing membership database. Access to the website by members needs discussion. For example, the website and membership lists are accessed by only one person each, this is a business risk. It would be useful to have a small sub-committee, to join up the membership and website functions and to make suggestions for the future – to canvas members via What's On. Penny's preference is for a system used online. She will look at other U3A websites for ideas.

9 Equipment report – nothing to add to the written report.

10 Derbyshire Network. Brian Smith resigned in January from MAU3A and Derbyshire Network. It isn't clear why he still attends the meetings. Martin to clarify the issue with Brian.

There was a discussion about the purpose of the U3A regional council which as yet is unresolved.

11 Communication with the National U3A. Diane to contact Derek re the missing folder; Helen to contact the national office if he does not have it, to see what was in it (they won't send another copy).

April 2016 Spring TAT – they asked for views about how the national committee is doing? Members' view – we don't know what they do, we are disappointed that communications are not electronic. We are a grass roots organisation and don't need all the bureaucracy. It was agreed not to contribute to feedback.

12 Publicity report. Dave plans to progress things by Christmas. Annual Report. Coordinators are asked to send a short report in. Dave to collate and tell Diane who hasn't responded. Chair to write a report. Due to go to the printers at the end of February. Barbara to work out a timeline and project plan and send this to Dave.

13 Accessibility for disabled members – a national U3A document published February 2016 and modified Sept 2016. We need to make adjustments where necessary to enable members with a disability to participate in groups and events. Judith gave an example of a member leaving a group as they couldn't hear. We ought to look for a solution e.g. use PowerPoint, hand out printed handouts. Are there others who might join but feel unable to due to disability? Should we be more proactive and appoint a disability officer? Examples given of where we do accommodate some members with a disability already. Agreed – to put a statement on the website, "Don't let a disability be a barrier to joining. If you have a need, contact us". To go on the Coordinators meeting agenda.

14 Any other business: staff on St Elphin's front desk say there has been a problem with a group using the Studio without booking it, finishing 15 minutes late and leaving the room needing to be cleared up – cups, tables etc. They say they have written to us. Whoever receives this letter to circulate it for Barbara, Diane and Helen to deal with.

15 Date and time of next meeting Fri Feb 3<sup>rd</sup> 2017, 2p.m. to 4p.m. St Ephin's.

The meeting finished at 3.42 p.m.