

Management Committee meeting
Friday November 10th 2017

Minutes

1. Present: Diane Frosdick (chairing the meeting) Mike Frosdick (Equipment Officer), Penny Ackland (Web Manager), Sue Petrie (Membership Secretariat), Helen Boocock (Business Secretary), Dave Puxley (Publicity), Martin Eyre (Gift Aid), Roger Keeling (Treasurer elect).

The meeting started at 1.59 p.m.

Apologies for absence: Barbara Wade, Peter Hume, Judith Hodges, Tracy Sims.

Diane welcomed Roger – as treasurer elect.

2. There were no corrections to the Minutes of the Meeting of August 18th 2017.

3. Matters arising from the Minutes:

The 10th Anniversary celebrations went well with around 50 people attending the day at Crich. Several members from the original committee attended including Frank Hemming the first chair. A good buffet was provided and the venue worked well.

At the November coffee morning cakes were ordered by Tracy. The volunteers who said they would help with social events did so.

4. Future membership of the Management Committee.

Barbara intends to retire as does Mike. Judith will retire as treasurer but hasn't said if she will stay on the committee. Diane is retiring but is prepared to help with Beacon from outside of the committee. Helen will remain as Business Secretary until to 2019.

We are already several members light so need new members.

Helen to write job descriptions and circulate a draft for comment; this to go in What's On, on the website and to be circulated to coordinators.

5. AGM 2018.

All in hand. At the next meeting we can agree roles on the day.

Timetable for Annual Report and other documents - Dave to contact Coordinators for a short report before Christmas. To stay with same printer at Ashover.

6. Data Protection changes - see Business Secretary's report.

Some changes will be necessary for May 2018. In the meantime we realise there are gaps in our practice and we ought to have a privacy statement in our documentation. Sue brought examples from Dronfield and Bakewell U3As and will amend the Membership application form to include a statement about the use of information being for the U3A only.

When we meet next time we can agree who will work on guidance in order to conform to the new Data Protection Regulations; this will include what information to share internally, e.g. to coordinators.

7. Progress on Beacon – see accompanying papers.

Last meeting we agreed to adopt Beacon with a list of people to be involved on working on it. There has been some confusion about who was to lead on this. Judith has been in communication with the Beacon team. Sue has had a look at a demonstration model and felt happy about it. Diane is willing to project manage it from outside of the committee – agreed. She will speak to Judith then contact the Beacon team to tell them we have agreed to use it. Diane to work with Sue, Mike, Martin and Dave. To start with the membership database. Roger to consider whether we would use the finance package in due course.

8. Financial matters:

- Treasurer's report submitted.
- Roger to meet Judith to organise internet banking as soon as practical. To agree to control mechanisms. Roger to look for U3A financial regulations the treasurer will operate within.

9. Report from the Membership Secretariat

There are 665 members, an increase of 30 since last report and 109 new members this year. Gift Aid forms trickle in. Martin had contacted those on email who were not Gift Aided, around 270 people, and has had 21 more signed up.

This led to a discussion about members who do not use email. What's On is posted to 39 non email members at a cost of £21.84 for postage. It also takes a lot of time for Penny to change the format in order to print it. Diane to ask coordinators to check whether group members do have email; if not, could they share the information in Whats On with a view to stopping hard copies eventually.

Agreed to stop hard copies when the number reduces to 25.

To send the first notice for subscriptions in the December What's On as it worked well last year, encouraging the use of internet banking.

Confirmed that groups can also pay bills e.g. room hire, by BACs

Is there a maximum number of members we can manage? – to bear in mind for the future.

10. Groups' Secretary's report. See written report.

11. Report from the Communication and Social Sub-committee. See notes from the last meeting.

The future role of the Social Committee. In the past there had been problems with communication – a sub group looked at it and came up with Coffee Mornings and What's On as a resolution. The Groups Coordinator joined the sub committee to facilitate communication. The role has developed so that all social organisation is done by this sub committee.

Proposal - disband the social committee and make decisions in this meeting including who is going to do what, together with the group of helpers mentioned earlier. Agreed.

A suggestion to have one person running the coffee mornings; they could join the committee. Agreed.

Agreed not to have a coffee meeting in January. To consider not having some in summer. Sue to sit and take subscriptions at the February meeting and after a Bridge group meeting.

12. Website report.

Penny is continuing with the old system which is creaking along. She is investigating alternative software for a replacement system – possibly in the New Year.

13. Equipment report. Nothing to report.

14. Publicity report. Dave has combined publicity for the Crich event with the coffee morning, Mike has photos to add and Dave will send the report to the Mercury and Advertiser and Third Age Trust.

15. Date and time of next meeting 9/2/18 – with a 12.30 lunch as it will be the last meeting for several. Helen to organise.

Meeting ended at 15.49