

Reel!

**Minutes of Executive Committee meeting held on Tuesday 17 November 2009 in HQ**

**Present:** Ted Morrell, Jeff Roberts, Chris Jones Edna Lally, Sandra Webster, Dorothy Harrison, David Blanchflower, Beth Blamires, Bill Evans, Ann Haskell, Stan Bryan, Carole Gray, Susan Watkinson. Willem Wiechers

**Apologies:** Bernie Handford, Pat McKenzie, And Norman Williamson, Trustees: Alex McMinn and Andrew Beeston, Minute Secretary – Janet Jones

1. Minutes of the meeting held on 20 October 2009 were approved after apologies had been noted from Bernie Handford and the presence of Willem Wiechers included.

2. Matters arising from the Minutes:

- a) **Christ Church Hall** – work is proceeding according to the schedule but there are occasional parking difficulties.
- b) **5<sup>th</sup> November, Speaker meeting, Action for Blind People**, had gone well with around 80 attending and around 60 remaining in the coffee room. The Information Vehicle was also well attended.
- c) **Walking Groups and HF Holidays** – The Walking Group has taken up membership within the section allocated for U3As. Ballroom Dancing is investigating dates and accommodation too. HF Holidays is a Provident Society and the shares are sold in blocks of 100 (£100).
- d) **Archiving materials** – various methods of storage were discussed. AGREED that Jeff, Bill, Willem and Sue will discuss, explore what materials are stored upstairs and recommend a way forward. It was suggested that a good scanner might enable paper records to be recorded electronically, thus saving space. Ted asked if we might try to find someone to write up "Our early years".
- e) **"Sandbox"** – Ted circulated an invitation to attend the demonstration in Preston on 30 November. This is to explore the methods by which the home-bound can retain electronic links with U3A.
- f) **Vacancies on Executive** – Progress is being made with the replacement Newsletter Editor (Colin Gray has volunteered), with Newsletter Distribution (Ann and Ian Haskell are considering this) and with Secretary (Wendy Craddock may be interested and will be approached by Ted). The Speaker Secretary remains unfilled as yet.

3. Membership Report – In Pat's absence, Ted reported that we have had 14 new members in the last month with 3 late renewals. The next number will be 2580 and there are 1701 paid members. There followed a discussion on recruitment. It seems that there are still large numbers of members are not involved and new blood might give more active support. All groups appear to be able to cope with increased numbers.

4. Treasurer's Report – Chris reported that he was waiting for the official Trustee Report on the 2008-09 accounts as all the figures are ready. He presented a summary sheet of funds to 31 October showing a comfortable position with regard to both income and expenditure. He noted that most Groups had remained in the Scout HQ building, in spite of parking difficulties, so the anticipated extra hiring costs had not materialised. Group Leaders seem happy with the explanations given for variable contributions to refreshments and room hire and he is coping with occasional extra costs with tutors (French beginners was mentioned as an example).

5. Committee Reports

**Welfare (Helping each other)** – Dorothy reported that much help was offered and complimented the Handy Van service (Help the Aged) in particular. Dial a Ride visits to the theatre had been successful and more were planned, while the Philharmonic group had reported one problem with mobility. Ted had checked the terms of the insurance with TAT and reported that any carer who is not a member of U3A is covered by the insurance while they are with a member, although the normal duty of care must be observed. However, it was AGREED that U3A is not set up to be a social welfare institution and we cannot pay for carer services, nor must we exceed our responsibility with vulnerable members. Sue has asked TAT for advice on members who may be classified as vulnerable and is waiting for a response. Beth, Dorothy and Sue will explore the question further and will report back in January.

**Publicity** – no meeting, but Stan reported on the latest newsletter, due for publication on 25 November. There had been the usual difficulties in getting full group information but generally this edition had gone smoothly. Park Praise in June 2010 would be supported and consideration of a U3A gazebo was requested. Jeff (on behalf of Christ Church Scouts) said he was planning to buy a substantial one for this year and suggested that U3A might make a contribution. It was also mentioned that Lily Bunner might have one available.

**Social** – Minutes of the meeting held 27 October had been circulated and Norman had sent a report. Less than 10 diaries remain: 206 tickets sold for Christmas lunch with further 50 in the pipeline. Horizons over Christmas and New Year was discussed. Sue advised that the dates had had to be printed in the newsletter and a decision had been taken to meet on 17<sup>th</sup> and 31<sup>st</sup> December with a break on 24<sup>th</sup>. Jeff offered a room in HQ should some members wish to have a small coffee meeting on 24<sup>th</sup>.



Resources – no meeting had been held. Edna requested a bank account for the Drama Group to facilitate payments for materials. Chris suggested that a float could be held in cash and offered immediate cheque payments. Cash was not generally available at Horizons however.

Group Support and Learning – Draft minutes from meeting held on 9 November were circulated. Five major issues had arisen from the Group Leaders' meetings: Health & Safety, reciprocal arrangements with other U3As, website and use of emails, training and a request for more meetings. Feedback forms all gave favourable comments and it seemed that the time allowed was too short. Some feedback has already been passed to Committee chairmen and a report is being prepared which will be circulated to all Group Leaders:-

- Recruitment can take place at Group meetings and the form must be rationalised to include application and Gift Aid sections, then it can be issued to all Group Leaders (Stan will take this up with Pat). Group Leaders can be reminded that all forms are available on the website.
- Regarding (short term only) visitors from other U3As or other outside groups, it was confirmed that this is in order.
- Groups in need of refreshing are Moneywise, Needlework and Sunday Social.
- Short courses are doing well, Sugarcraft is just starting.

#### 6. Special Projects – No reports

7. Musical theatre Group – Tony Crimlisk's musical play had been the subject of much discussion between Ted, Tony, and the Drama Group. The Mayor Geoff Roberts had offered free use of Ormskirk Civic Hall (one of his assigned days) on 7 May; Ted suggested that we give some contribution towards the Mayoress's Charity fund. The Newsletter will ask for cast volunteers. Tony & Ted will provide a properly costed plan aimed at ensuring that the show at least breaks even. If sufficient members express interest in taking part, then it may result in a new group being formed. NB The rules for raising funds for other charities must be better understood and communicated to all involved groups. (Chris, Jeff & Ted to action)

8. New Members' Meeting – AGREED that this be held on Friday 29<sup>th</sup> January between 1430 and 1600 at HQ, with a cream tea being provided. Ted and Pat will liaise on the invitation letter etc. We will sort out catering etc at next meeting.

9. Trustees' Report – Minutes of the meeting held on 21 October had been circulated. A discussion took place on the proposed amendments to the Constitution, largely around the Trustee Clause 4. The TAT model Constitution has now been approved by both Scottish and English Charities Commissions and is due for circulation very soon. Stan expressed concern that Clause 6 (iv) had not been amended as agreed by this Executive. This is the clause that determines the "period of grace" for renewal of membership. AGREED that all comments be noted and the item placed on a future agenda.

#### 10. Secretary's matters

- a) Third Age Trust – the order for U3A News is currently 400, to be reconsidered at the next renewal date. Copies of a new brochure had been received, intended for targeted marketing.
- b) U3A events and activities – several items were mentioned. It is important that all dates are recorded and circulated, particularly on the website.
- c) Older Drivers – two representatives of Lancashire Constabulary are attending Horizons on 19 November to discuss with members their experiences as older drivers, passengers and pedestrians. This is in response to new data that suggests that older drivers are increasingly involved in incidents.

10. NW Region – Ted noted that Alex will cease to be a Zone Trustee in September but he will continue as TAT Chair of National Research Committee. A major meeting is being planned for March and will be held in Manchester. The document has been circulated to all members of the Executive and expressions of interest should be sent to Sue.

11. South West Lancs Network – no minutes yet available. These will be circulated by Ted as soon as they are received.

#### 12. Any other business

- a) Ted advised that the Lancashire Sinfonietta had offered a free concert on or around 9 March but that they needed a hall with a piano. Various venues were suggested including Christ Church, Civic Hall, Ormskirk School and St Bede's School. Sue agreed to coordinate the event.
- b) Jeff raised the subject of use of the photo copier for non U3A material.
- c) Edna asked for clarification of the "Chairman's £100" for Group use. Ted explained offer (that Groups can ask for £100 to enable them to do something worthwhile for the Group that they can not otherwise afford from Group's own income), said 2 Groups had indicated interest and asked Edna to apply.

There was no further business and the meeting closed at 11.45 a.m.

**Date of next meeting is Tuesday 16<sup>th</sup> December at 0930 in Scout & Guide HQ**