

AUGHTON & ORMSKIRK U3A
Executive Committee
Meeting Tuesday 17th July 2012

Dorothy Harrison, Chairman, spoke of the recent death of Anne Snell, an Executive Committee Member, and of Anne's contribution to A&O U3A. A period of quiet reflection was observed.

Present:- Dorothy Harrison(Chairman), Bernie Handford(Vice Chairman) Chris Jones(Treasurer) Wendy Craddock(Secretary) Bill Evans(Magazine Editor) Ian Haskell(Membership Secretary) Beth Blamires, David Blanchflower, Marjorie Sargent, Norma Seddon, Edna Lally, Willem Wiechers

Apologies:- Pauline Jones, **Absent:-** Alex McMinn

FORMAL AGENDA

1. **Welcome:-**The Chairman welcomed everyone to the meeting and had apologies from the above.
2. **Matters Arising:- Constitution:-** The work on the Constitution would be done through the Trustees but the Executive Committee would have the final vote on the new Constitution. A discussion followed on the Constitution, issues raised:- covered the new TAT model Constitution, an organisation of our size should be a company limited by guarantee. **The AGM query** on affiliation monies we do have Public Liability Insurance. **The Database** Willem is designing a form for requesting a copy of the Database, the Executive Committee will then agree or decline the request. **The Membership Secretary** said that there had been an error in reporting the membership figures.
3. **Minutes of the June Meeting** were signed as a true record
Informal Agenda:- Dorothy informed the Committee that the new member from Tarleton, who had had a stroke, had attended Horizons with his wife and would be able to attend the concerts at the Philharmonic .
4. **Treasurer** The Treasurer reported on the disparity on groups and costs i.e. the rent is the same for a Group of 4 or 40 and that the Italian Groups always run at a loss. The Group account has a monthly turnover between 5/7K.
Balances:-Current a/c £5620.47, Deposit a/c £27,067.93, Groups £25912.38 and the Bond is £10,000.
5. **Membership Secretary:-**reported that this month 23 new members, next number 3267, 1710 paid up members and 1708 actual members, 59 have informed us that they are not renewing, but a further 245 have not renewed. Subscription income for 2012-13 £25640
6. **Committees**
Social:-The BBQ held on 30th June was successful .The tickets are now on sale for the Heswell Concert Band on September 15th September. Two members of the Social Committee are to join the 10th Anniversary Committee. The next meeting of the Social Committee is in early September
Publicity:- The Committee met on the 22nd June, minutes circulated .The committee have decided to send out an Interim Newsletter by email with copies available at Horizons for those without email .Help will be needed to collate information and only information on any changes to the information published in the latest Newsletter will be reported on. Initially this will be for a trial period and will be issued either 6 weekly or 4 weekly and all Group Leaders will be notified.
Finance .The Committee met on 13th July, minutes circulated expenditure for the 10th Anniversary is to be monitored event by event. 4-l Pads are to be purchased as part of Communicating with the Housebound Project, this responsibility has been handed over to IT. The Grant Monitoring report has been requested on the 20th July this return will be completed a.s.a.p. The Scarisbrick Village Hall Committee thanked us for supplying the Water Heater. The Gift Aid request needs to be sent to the Charity Commission.
Group Support:-The Committee met on 27 June, minutes circulated, Group Leaders to be reminded again to send information for inclusion on our website, Committee Members will contact named Groups re information.
David will undertake a review of the usage of the rooms. Some groups are operating without Leaders, David will look into this. The next New Members Afternoon is on 28th November
H.E.O.G:- The next outing is on the Canal, two boats will be needed.
10th Anniversary Everything is moving forward dates & details to be confirmed.
7. **Horizons:-** Dorothy, Bernie and Wendy have been looking at how Horizons is set up and circulated their proposed changes, the main change being the moving of the Welcome Desk to the small room a full discussion followed and it was felt that these changes should be implemented a.s.a.p.

- 8. Secretary's Matters** It was agreed that Diaries (2013) should be purchased Dorothy felt that it would be a good idea to have the 10th Anniversary printed on the front cover, Dorothy will check out the costs. A reminder was given about the TAT AGM 12th September and the need for proxy votes. TAT News can be found on the Website. NW Region will be holding two seminar days 1) Communication, 2) Trustees Attendees were requested.

INFORMAL AGENDA

9. Archiving

Willem gave a clear presentation to illustrate how the storage of the Newsletter and Minutes can be achieved within a secure dedicated Website, discussions on access were deferred to a later date, past minutes to be sent to Margaret Wiechers for inclusion on this site. Wendy is to approach Sue re Past Executive Minutes and Norma will speak to Ted and Jeff re Trustees Minutes

THE MEETING CLOSED AT 11.30 THE DATE OF THE NEXT MEETING IS ON THE 18th SEPTEMBER AT 9.30 HOWEVER DOROTHY WILL CALL A MEETING PRIOR TO THAT DATE SHOULD IT BE NECESSARY .