

AUGHTON & ORMSKIRK U3A
Executive Committee
Minutes of Meeting held 15 July 2014

Committee members present: Cathleen Barnes; Lily Bunner; Bill Evans; Bernie Handford; Dorothy Harrison; Ian Haskell; Pauline Jones; Stan Livingston; Alex McMinn; Geoff Roberts; Iain Smart; Bill Watkinson; Idris Williams.

1. **Welcome.** The vice-chairman Geoff Roberts welcomed everyone to the meeting.
2. **Apologies.** Mia Faza. Willem Wiechers.
3. Minutes of the last meeting were read and amended as necessary.
4. **Matters arising.**

Due to a letter received from a U3A member regarding publishing the minutes on the website and Notice Board, the procedure for the minutes following the meeting was discussed at length. The following was agreed as per advice received from the Third Age Trust. Minutes should be concise and to the point and decisions taken and agreed by the committee should be stated. In most cases not appropriate to put names of persons who proposed a motion. Where an action is to be taken then the initials of the person who has agreed to carry out the task should be included.

The minutes should be approved by the chairman, secretary, minutes secretary and the vice-chairman or at least three of those officers before sending to the committee well before and preferably three weeks before, the following meeting. The approved minutes will be sent to the web editor and placed on the Notice board as soon as possible. The agenda should be issued to the committee at least one week before each meeting.

5. **Third Age Matters magazine.** This is circulated to Group Leaders and committee members free of charge. As retired committee members are still on the circulation list it was agreed that the Secretary would write to them to enquire if they still wish to receive it. BE to e-mail Group Leaders if they still wish to receive it as u3A pays for the supply and delivery costs.
6. **Appointment of Data Protection Officer.** The question as to whether we need one was discussed. It was decided to defer a decision until the next meeting to give members time to consider it.
7. **Publicity Group.** Their intention is to encourage Group Leaders to use the website and if they are on Facebook to use that also for their groups news. It was pointed out that Margaret Wiechers (web editor) would appreciate some help in managing the website.

8. **Resources Group:** are asked to look into the following:
 - a. to monitor the finances of the Groups who hold individual accounts.
 - b. to look at groups and their viability in relation to what is paid for their venue compared with how much their group pay in to u3a.
 - c. Investigate how groups pay for the refreshments at their meetings.

9. **Social Group Report.** The summer gala was very successful. The Adelphi has been booked for the Christmas Dinner. LB will discuss the music programme with the DJ in advance of the day. LB is concerned about the cost and amount of provisions she has to provide for groups use not just Horizons. It was pointed out that some groups provide their own refreshments and take the cost from the fees that are paid to u3a at each meeting.

10. **Group Support.** A social evening for group leaders is arranged for Friday 31st October. A new members' social afternoon is being organised possibly on 24 September. New short courses to be held in the autumn include geocaching, swimming, and cake decorating. There will be three meetings held on the theme of women poets early in 2015. The possibility of easy squash play is being looked into. Also an activity day involving several groups at a time.

11. **Treasurers Report.**
 - a. The General account: £3396.00.
 - b. Groups account: £27,042.00.
 - c. Deposit account: £36,126.00.
 - d. Bonds: £20,000.

The treasurer pointed out that some months outgoings are more than income received. The rent payable to the various venues used was mentioned and it was decided that Resources Group would look into this and I.S. to attend their meetings.

12. **Membership Secretary** Current members 1,722. Since June eight new members have joined.

13. **Speaker Group.** Meetings have been booked to the end of the year. The practice is for Mia to introduce the Speaker and the Chairman thanks the Speaker at the end, but, if the Chairman not available then Mia can delegate or do it himself.

14. **AOB.** The subject of announcements at Horizons was mentioned and agreement that they should continue and appropriate to give up to date reminders of events to take place even if announced previously.

Date of next meeting. It was pointed out that it is not usual practice to have committee meetings in August as it is a holiday month. Next meeting would therefore be 16 September unless the Chairman calls one.