

## **Aughton & Ormskirk U3A**

### **Minutes of Executive Committee Meeting.**

**Held on 16th September 2014**

**Present:** Cathleen Barnes; Lily Bunner; Mia Faza; Dorothy Harrison; Bernie Handford; Ian Haskell; Pauline Jones; Stan Livingston; Geoff Roberts; Bill Watkinson; Idris Williams; Willem Wiechers (chairman).

**Apologies:** Bill Evans; Alex McMinn. Iain Smart.

1. **Welcome:** the chairman welcomed everyone to the meeting.
2. **Minutes** of meeting held in August were read and agreed as a true and correct record.
3. **Matters Arising:** It had been agreed that all U3A members would be given a choice of receiving a copy of the 'Third Age Matters' quarterly magazine. Therefore a notice was to be put in the magazine informing members that they could apply to be on the circulation list. It was pointed out that no such Notice was in the magazine published 11 September.
4. **Data Protection Officer:** Decision was that should an issue arise then the committee will look at it again.
5. **Tables and Chairs Rota:** Idris Williams agreed to set up a rota. A request for volunteers would be made at the New Members afternoon.
6. **Signatories on U3A cheques:** A question was asked as to how many signatories were registered. The answer was five at the moment. It was pointed out that in practice it is the treasurer and assistant treasurer who sign them. Some committee members felt that signatories should be committee members who as trustees would be responsible should anything go amiss. A vote was not taken on this matter because it was pointed out that it will be rectified pending adoption of the new constitution.
7. **PO.BOX:** Problems still exist. Mail has been delayed and therefore the honorary secretary is to attempt to arrange for all U3A mail to be delivered to her home address.
8. **Treasurers Report:** Main Account: £735.92. Groups Account:£26,917.57.  
Deposit Account: £33,154.18. Deposit Bond:£20,000.00.  
The approved 2013/14 audited accounts will be sent to the Charity Commissioners. Any discrepancies will be dealt with in the 2014/15 accounts. There was a brief discussion about grants. Resources Group should talk to any group who is requesting a grant. When granted to a group then its expenditure should be monitored.
9. **Resources Group Report:** Groups have now been advised that they should not spend money on behalf of U3A without receiving permission from the Resources Group Leader. Cost of hire of venues was referred to; Scarisbrick Village Hall being £12.00 an hour. H.Q. is £35 on Sundays.

**10. Membership Secretary Report:** Twenty new members since August. Latest member membership number 3743. Current members 1817. Paid up members 1819. Position same date last year 1826. 238 members have not renewed 57 of whom have explained why. The Chairman contacted 48 who did not re-join. The 10 who replied said they are too busy or have joined another U3A.

**11 Group Support:** the acting Chairman reported that the New Members Afternoon will be 2pm-4pm 24 September. Invitations have been issued and to date there are 37 acceptances and 20 apologies. Eight committee members have agreed to be there. Cost of refreshments will be met by U3A. Any surplus food can be distributed at Horizons the next day. Group Leaders Evening with refreshments to be held 31 October 7.30 -10.00 in Headquarters.

**12 .Social Group Report:** next years Summer Gala Day is booked for 20 June 2015. Headquarters S & G. kitchen: still a problem with rubbish being abandoned in the kitchen for others to dispose of. Groups should find means of taking rubbish home with them:

**13. Publicity Group Report:** the chairman reported that the Group have chatted about Facebook and its value and potential for spreading the word about our U3A. The double page spread about communication in the current magazine was considered by some of the committee to be excessive, but, others thought it was information that had long been needed to help members who are new to online activity.

**14 Web Pages:** Margaret Wiechers, the website editor, now has help. Maureen Boumphrey is being trained to edit the individual groups web pages. Two new accounts have been set up in the computer room. 1) for editing our website and 2) For any member who wants to use the Adobe Dreamweaver 6.6. Members should look at the website for more detailed information about groups. It will be mentioned at the Group Leaders evening meeting.

**15. Secretary Matters:** the Honorary Secretary reported that she had an enquiry from a member of the public offering to teach Mandarin Chinese. This would be passed to the Group Support chairman when he is back from holiday. Lil Lyon and Joyce Nolan have agreed to attend a meeting on 24<sup>th</sup> Sept. where aids for the partially sighted would be demonstrated. The CVS informed of an open Meeting 23 September 11.30 – 3pm in Skelmersdale to which a representative of U3A would be welcome. Mia Faza stated that he would endeavour to attend this if he is free.

**16 AOB: Membership Database:** the Honorary Secretary stated that in order to carry out her role speedily and efficiently she needs full access to the database. She receives referrals and information from the public or members to pass on to other members and therefore needs their contact details to hand. At present the database is held only by the Membership Secretary and the IT manager who is currently the Executive Committee Chairman. A conclusion was not reached on this matter.

**Date of Next Meeting:** 9.30am 21 October 2014.

There being no other business the meeting was closed at 11.15

