

# Aughton and Ormskirk U3A

## Executive Committee

### Minutes of Meeting held on 21<sup>st</sup> Oct. 2014

**Present:** Willem Wiechers (Chairman); Cathleen Barnes; Bill Evans; Mia Faza; Dorothy Harrison; Bernie Handford; Ian Haskell; Pauline Jones; Stan Livingston; Alex McMinn; Geoff Roberts; Iain Smart; Bill Watkinson; Idris Williams

1. **Welcome:** the Chairman welcomed everyone to the meeting.
2. **Apologies;** Lily Bunner.
3. **Minutes** of the meeting held 16 September were read and amended as necessary.
4. **Matters arising:** none.
5. **Membership Database;** a discussion ensued as to which officers should hold a copy of the electronic database. Currently only the Membership secretary and Chairman hold a copy and the Newsletter Distribution officer has a subset. There was a proposal that the Honorary Secretary should have a copy. The proposal was carried with eleven in favour, two against and one abstention.
6. **Christmas Day Lunch** The Christmas Day Lunch for lonely people instigated in 2013 by this U3A has now been taken over by other groups such as Care Homes, restaurants and other Voluntary groups. Our U3A can still help on the day.
7. **Attendance Records;** an attendee at Horizons had suggested that members should sign in when attending Horizons. This was considered and decided that it is not appropriate. A Duty Officer is present at every meeting with his/her name on the Notice Board.
8. **Treasurers Report;** Deposit Account: £33,155.76. Main Account: £766.34. Groups Account: 27,695.24. Bonds; £20,000. The treasurer stated that some groups are not collecting enough to pay for the rent of the room they are using which is on average £11 an hour. The vice-chairman suggested that Resources Group should compile a Paper explaining what the policy should be. Resources chairman agreed to present a Paper to the committee in January.
9. **Membership Secretary Report;** Seventeen new members have joined since the June Executive meeting. Last member number; 3760; Current members 1841. Paid up members 1843. Position same date last year 1855. Subscription income 2013-14 £27,635.
10. **Sub committees Reports:**

The Social Committee Chair was not present but arrangements for Adelphi Christmas Lunch are completed.

**Group Support;** The New Members meeting had been successful and some new members had agreed to be actively involved in our u3a. At the Group Leaders meeting 31 October there will be a discussion on accounting procedures, key holder responsibilities, use of equipment and future training. Willem Wiechers Chairman will make a presentation. New courses arranged include a half day cake decorating course December 5th. a course in basic needlework; a German course and in 2015 a course on women Poets.

**Resources Group** reported that the projector is in dire need of repair. The treasurer stated it would be more cost effective to purchase a new one with a 3-year guarantee. This was agreed.

**Publicity Group Report** Minutes of their meeting had been circulated to the committee in advance. They had discussed the u3a magazine and how it is distributed. 1401 magazines are prepared for members with a 40/60 split for posted and hand delivered. The cost of postage is £390 therefore more hand deliveries are desirable. Congratulations were extended to Mia Faza on the range of topics of the Speaker meetings but concern that audience figures were low in the summer which may be due to the summer climate. The group reflected that there is competition from the Science Group, Gardening and local History groups whose talks generate large audiences. A new, smaller, leaflet/bookmark advertising U3A is being designed

11. **Speaker Secretary Report;** the u3a Choir has been booked instead of a Speaker for 4 December as it is the Christmas period. Speakers have been booked from now until April with the exception of January. The possibility of mulled wine and mince pies being served was looked at but, logistically it is not possible as another meeting in the S&G building at 12.00. (The AGM will be held on first Thursday in May.)

12 **Honorary Secretary matters.** The Secretary stated that she has arranged for U3A post to be delivered to her home address. The extra charge for this service is £61.24 making the total cost of £313.01 for the PO box. The Secretary had attended a meeting of the SW Lancs. Network where she was able to exchange ideas and ways of progress with several other U3A group officials.

13. **A.O.B.** External Relations; a Paper was distributed on this matter and agreed that it would be put on the agenda of the next meeting. Members have expressed concern over the inadequate lighting outside the S&G. Building. The Secretary was asked to write to the Management Committee of the Scout H.Q. about this. An amended rota for putting the chairs out at Horizons is to be drawn up by Idris Williams. It was agreed that the people who put the chairs out are not expected to put them away as well. A question was asked about the progress of the working party and the proposed new constitution. The Secretary was asked to write to Geoff Maitland and request a progress report. Bernie Handford made a complaint that an Executive Committee member has been claiming for private secretarial service expenses. He also complained that it was not obvious from the published accounts that these payments had been made. It was agreed that this would be put on the agenda and discussed in full at the next Exec meeting.

The Chairman reported that a formal complaint had been received regarding two members of the Musical Theatre Group but this has now been dealt with.

Bill Evans reported that a member had recently complained about receiving a copy of our U3A magazine in the post when he had previously been handed a copy. It was decided that no more copies should be handed out prior to distribution at Horizons.

There being no other business the meeting was closed 11.55pm.

Date of Next Meeting: 18 November 2014 at 9.30am at the S. & G. H.Q.