

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING

Christ Church S&G HQ. 9.30am 21st July 2015.

Present: G Maitland (Chairman), C Barnes, L Bunner, L Burden, M Faza, D Glennon, I Grant, I Haskell, P Jones, D Latham, S Livingston, D Morley, G Roberts, I Smart, B Watkinson.

ITEM 1 Welcome: The Chairman welcomed all present to the meeting.

ITEM 2 Apologies: No apologies. All members present.

ITEM 3 Minutes of meeting held 16th June 2015:

The Minutes of the meeting held on 16th June were accepted as a true and accurate record with a single amendment:

In Item 11, the correct spelling of the name is Ann Robinson.

ITEM 4 Matters Arising:

The Secretary had written to HSBC. She has not received a reply as yet.

DM reported that electrical testing has been completed on all relevant equipment at Scout HQ and all items had been labelled.

DM reported that there are items of U3A equipment which cannot be traced and accurate records do not exist for some equipment. He will attempt to compile as accurate a list as possible for the next meeting. It was emphasised all future acquisitions need to be recorded and remain traceable...**ACTION DM.**

PJ reported that the problem with the Duty Manager rota has now been resolved. DL will be replacing Willem Wiechers as a monthly manager.

ITEM 5 Constitution:

This agenda item had been held over from the previous meeting. Committee members had received all relevant papers in advance of the meeting.

The Chairman asked if members felt any further changes were required in the draft Constitution. The aim is to seek unanimity in completing the draft Constitution before following the appropriate procedures in presenting it to the membership for approval.

The following changes were agreed:

Following a full and frank discussion relating to "limits on periods of service", it was agreed that Committee members are elected for three years and can offer themselves for re-election any number of times.

Further discussion related to the "nomination and election of candidates". It was agreed that as members of the U3A, Committee members should have the same rights as all other

members to nominate or second any candidate for appointment to the Management Committee.

It was recognised that only an elected Trustee and not an officer of the Executive Committee could be Chairman of the Trustees.

It was noted that only a non-member can be appointed Honorary President. The proposed tenure should be increased from one year to three years.

Following discussion, it was agreed that the Constitution should provide for the possibility of a member being appointed to the position of Honorary Life President to recognise exceptional service to the organisation over many years.

In further discussion, there was an acceptance of the complementary but separate roles of the Trustees and the Executive Committee. It was recognised that the Trustees give strategic direction to the Executive Committee, they have ultimate legal responsibility and ensure that the activities of the U3A conform with Charity Law. The contents of the draft Constitution are intended to emphasise the cooperative interaction between the Trustees and the Executive Committee.

In the period between the Constitution being approved by the membership and the election of four Trustees, the 2004 Constitution will remain in place. This will be enabled by adding a Transitional provision to the Constitution.

The Chairman thanked all who have been involved and contributed to the development of the draft Constitution, not least the Working Party. He thanked IH in particular for his massive contribution.

IH was asked to make appropriate changes to the draft Constitution based on what had been agreed at the meeting. He will then forward the final draft to PJ to circulate to the Committee for final approval prior to submitting it for the approval of the members.....**ACTION IH and PJ.**

ITEM 6 Correspondence Received:

A letter was received from a member nominating someone for Honorary Life Membership. Following careful consideration this was considered inappropriate. The Secretary will write to the member who made the proposal and to the nominee with our thanks for all the support given.....**ACTION PJ.**

A member of the Scarisbrick Village Hall Committee wrote requesting support from our U3A for the Scarisbrick VH Committee. CB expressed an interest and will seek additional support from another U3A member. Secretary to reply to correspondent.....**ACTION CB and PJ.**

A letter was received from the Manager of Ormskirk Magistrates Witness Service who requests permission to speak at a U3A gathering in an attempt to gain more volunteers. The Secretary will reply.....**ACTION PJ.** MF will consider the possibility of her speaking at a future Speaker meeting.....**ACTION MF.**

ITEM 7 Treasurer's Report:

The Treasurer had circulated detailed documentation in advance of the meeting.

The proposed changes concerning the arrangements for refreshments at Group Meetings were discussed at length. The changes are intended to bring about equity and fairness but it was pointed out that there is disapproval of the proposals among sections of the membership. It was recognised that Group Leaders need to be given appropriate information and an explanation of the rationale behind the proposed changes. BW and PJ will draft a letter for the Group Leaders.....**ACTION BW and PJ.**

BW provided information on possible replacement screens. Following discussion, it was agreed to purchase the tab tensioned electric screen.

BW highlighted issues requiring further discussion by the Executive:

- a) Two accounts are virtually dormant. Should they be closed?
- b) Revision of signatories on accounts.

These issues will be dealt with at the next meeting as part of a review of all our accounts.....**ACTION BW.**

It was agreed to reintroduce the Finance and Resource Committee to provide support for BW. Authority will be delegated to approve expenditure and exercise control over resources. DM and GR agreed to be on the Committee with BW. Members can be co-opted for advice.

(At 12.15pm DG left the meeting for another appointment).

ITEM 8 Membership Secretary's Report:

IH stated that he had sent out further letters to those members who had not renewed their membership. The year on year membership is flat. Since the last meeting, there have been fewer new members joining than in the same period last year.

ITEM 9 Reports from Sub-Committees:

PUBLICITY: The Chairman stated that an email had been received from Willem Wiechers requesting that a new U3A website be set up by a professional developer which would allow access to more than one person as against the present system which only one person can access. Once this system has been set up it will be run by the members. The cost of this would be a maximum of £2000. It was agreed the new Finance and Resources Sub-Committee be given permission to spend up to £2000 on this occasion only.

Additionally, a request for a new Sub-Committee to be formed separate from the existing Publicity Sub-Committee was approved subject to a) an Executive Committee member serving on it, b) the Sub-Committee adhering to the existing procedures for Sub-Committees, c) the Sub-Committee presenting in due course a paper to the Executive

Committee detailing the controls, processes and procedures for the new website (including the issue of website ownership). It was agreed Linda Burden would be the Executive Committee's representative on the Web sub-committee.

ITEM 10 Standing Orders:

This item will be dealt with next month.

ITEM 11 Secretary's Notices:

The latest NEC mailing contained the papers for this year's AGM in August and the nominations for their new Committee. This paperwork was passed to IH who will be representing our U3A and voting on our behalf.....**ACTION IH.**

The CLA licence renewal due on August 1st was handed to the Treasurer for payment....**ACTION BW.**

Three posters giving details of various events were given to LB for issuing on the website....**ACTION LB.**

A notice was received from the SW Lancs Network regarding an event next December for single U3A members at Lancashire Manor Hotel, also to be put on the website.

ITEM 12 AOB:

There were no items.

The meeting closed at 12.40pm with the Chairman thanking all members for their contribution to a very productive meeting.

NEXT MEETING: Tuesday 18th August 2015 at HQ at 9.30am.