

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING

Christ Church S&G HQ. 9.30am 17th November 2015.

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

Also in attendance: W Wiechers, A McMinn.

The meeting began with W Wiechers being welcomed and invited to give a presentation on the new website. He illustrated its wide-ranging use and displayed sample screens. In response to questions, he emphasised the need to keep web editors informed of developments. He stressed that it was a good way for Executive members to communicate with members and gauge their opinions. Members should be encouraged to update the website with appropriate information.

The launch date is 3rd December and Joyce Nolan will be the Web Manager.

The Chairman thanked WW for his presentation and expressed his appreciation of all the work undertaken by WW and his team.

At this point W Wiechers left the meeting.

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

ITEM 2 APOLOGIES: Apologies were received and accepted from I Grant, D Morley, G Roberts.

At this point, A McMinn pointed out that there were time constraints. He will speak about External Relations at the next meeting.

He mentioned that 84 U3A members were going on a trip to Troon which had been organised by an agent. The agent carried all liability, payments being made direct to the agent.

He urged the Executive members to attend the "Head to Head" conversation between Tony Crimlisk and Eric Midwinter on 11th December. This was endorsed by the Chairman. Anyone planning to attend should inform Sue Watkinson.

The Chairman thanked him for his presence following which A McMinn left the meeting.

ITEM 3 MINUTES OF MEETINGS HELD 20th OCT. & SGM 5th Nov. 2015.

The Minutes of the Special General meeting were accepted as an accurate record and adopted.

The Minutes of the meeting on 20th October were approved and the Chairman signed them as an accurate record.

ITEM 4 MATTERS ARISING FROM 20th OCTOBER MINUTES:

Issues relating to External Relations had been discussed by the Chairman with A McMinn. It was recognised that A McMinn shoulders significant responsibilities on his own and possibly he needs a Sub-Committee to give him support. Consideration could be given to using the new website for publicity and communication in the context of External Relations. In the meantime, A McMinn will

continue with his role and ensuing invoices will be paid. The Chairman asked Committee members to consider how best future support can be given.....ACTION ALL COMMITTEE MEMBERS

CB reported that the Welcome Desk had been relocated at Horizons and she has arranged for name badges to be available for Committee members as soon as possible. The Duty Manager will welcome new members at Horizons and SL will put a notice in the magazine...ACTION SL.

PJ has written a notice for the December magazine asking for volunteers to help with setting out and putting away the chairs and tables at Horizons.

PJ wrote to the representatives of the Civic Hall and received thanks in response.

The problem associated with disabled parking has been referred to the S&G Management Committee and will be followed up by BW.....ACTION BW.

IS will raise issues regarding extra New Members meetings at the next Group Support meeting....ACTION IS.

IH has amended the Welcome letter and will circulate copies.....ACTION IH.

IH is seeking to resolve problems with the Beacon system.

DL will follow up information on a website giving recommendations about committee volunteers.....ACTION DL.

Commercial firms will not be promoted at Horizons.

No progress has been made about the possible formation of another Tai Chi group....ACTION IS.

ITEM 5 SPECIAL GENERAL MEETING - INTERIM PERIOD - SUCCESSION PLANNING:

The organisation of the Special General Meeting went very smoothly and thanks were expressed to Alan Bonner and his team. Attendance was reasonably good, although still less than 10% of membership.

The single amendment was carried and is now part of the new Constitution. A copy signed by the Chairman will be sent to the Charity Commission.....ACTION PJ.

The implementation of the new Constitution and the formation of a new Trustee Body are major issues. The Chairman will write about this in the magazine and Mailchimp Enews...ACTION CHAIRMAN.

The 2004 Constitution remains in place till a Trustee Body is created.

BW has to present a signed copy of the new Constitution to the bank.....ACTION BW.

There will be members of the Executive Committee due for possible re-election in 2016. Relevant information will have to be published in February in anticipation of elections at the 2016 AGM.

ITEM 6 CORRESPONDENCE:

In response to a letter expressing concern about car parking, the Executive Committee stressed that no afternoon meeting should finish between 3.15 to 3.45pm. The Chairman will reply to the correspondent and put a notice in the magazine and Mailchimp Enews.....ACTION CHAIRMAN.

A letter was received explaining the implications for the Executive Committee of the new website.

In addition, the correspondent stressed the benefits of communicating by using the Mailchimp Enews. The Committee agreed it would be used by the Committee for appropriate issues in future. In replying, the correspondent is to be thanked for all her work on the website.....ACTION PJ.

A copy of the minutes of the "Go on West Lancashire Feasibility Meeting" had been received with the suggestion that the U3A should have a representative at the meetings. This will be passed on to Alex McMinn to be dealt with under External Relations.

It was agreed that in future all correspondence will receive immediate prompt response and the Committee will be briefed at the following meeting.

ITEM 8 CO-OPTION OF MEMBER TO EXECUTIVE COMMITTEE:

L Bunner will be leaving the Committee at Christmas. She is Chair of the Social Committee and will be replaced by Val Bullen. It was agreed to co-opt Val on to the Executive. L Bunner was thanked by all the Committee for the great commitment and loyal service she had given. PJ will contact VB.....ACTION PJ.

ITEM 9 ADVERTISING:

It was agreed that a definitive policy was required on this topic. The Publicity Committee will be asked to consider it and give their recommendations to the January Executive meeting...ACTION SL.

ITEM 10 FORMALISATION OF EXECUTIVE DECISIONS:

In the absence of DM this issue was not discussed in detail.

ITEM 11 STANDING ORDERS:

IH had circulated a paper in advance of the meeting providing a suggested list of Standing Orders. Individual members of the Committee were allocated to manage their production. It was agreed we need a set of Standing Orders to show how we deal with the objects of the Constitution. Committee members were asked to identify any issues not in the list. The named member can begin dealing with the issue allocated to him/her and keep IH informed of progress. IH commented that recommendations published after a review of the U3A 5th Birthday Celebrations could be helpful. Possibly by February, we will have developed an embryonic document.....ACTION ALL NAMED COMMITTEE MEMBERS.

IH was thanked for his time and effort in preparing the document.

ITEM 12 TREASURER'S REPORT:

Relevant papers had been circulated in advance.

BW had prepared a statement for the Bank which included the identification of approved signatories and a request that all correspondence should be addressed to BW. This letter was approved and signed by the Chairman.

Following a discussion, approval was given for a short course on Fitness/Health to be organised and promoted in the magazine.

A priority agenda item at the next meeting will be a discussion on the importance of fairness and consistency in implementing policy decisions.

Activities which rely on income to cover their costs must submit a detailed budget before any commitments are made.

ITEM 13 MEMBERSHIP SECRETARY'S REPORT:

IH had circulated statistics in advance of the meeting. He commented that 16 new members had joined since he produced the published figures. Numbers are up on last year.

ITEM 14 REPORTS FROM SUB-COMMITTEES:

The minutes of meetings had been circulated in advance.

The Group Leaders meeting had gone well. The numbers attending was somewhat disappointing. IS thanked Executive Committee members who attended. The Groups Committee will seek to draw up a new data base of Group Leaders.....ACTION IS.

Margaret Gibbons was praised for standing in so superbly for the indisposed invited speaker at the Local History meeting.

ITEM 15 SECRETARY'S NOTICES:

This item was held over till the next meeting.

Date of next meeting..... Tuesday 15th December 2015 at 9.30am at S&G HQ.

The meeting closed at 12.55pm.