

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING.

Christ Church S & G HQ. 9.30am 19th January 2016.

PRESENT: G Maitland (Chairman), C Barnes, V Bullen, L Burden, D Glennon, I Grant, I Haskell, P Jones, D Latham, S Livingston, D Morley, G Roberts (GR had to leave during the meeting), I Smart, B Watkinson.

Joyce and Alan Nolan were present for the initial Presentation.

ITEM 1 WELCOME: The Chairman welcomed all present to the meeting with a special word of welcome to Joyce and Alan Nolan who had come to explain the new U3A Website and how it operates.

ITEM 2 PRESENTATION BY JOYCE NOLAN (assisted by Alan Nolan):

The new website was successfully launched on 3rd December 2015 as planned. Joyce and Alan illustrated its use so far by displaying sample statistics produced by Word Press and by citing the current numbers of members involved in keeping the content up-to-date.

It was explained that the Web Manager is responsible for only the website content. The IT Manager currently looks after the hosting of the website. This division of responsibilities works well. It was, however, advised that there should be an accessible, documented procedure readily available to cover the circumstances where the IT Manager might not be contactable if the hosting system failed.

A summary was given of post-launch developments, including a few new features and possible innovations for the future.

Ideas for improvement would be welcomed from the Executive Committee. Joyce suggested that a volunteer, possibly with Committee experience, would be particularly helpful for further development of the "Admin pages".

The Chairman thanked Joyce and Alan for their presentation. At this point, Joyce and Alan left the meeting.

ITEM 3 APOLOGIES: M Faza.

ITEM 4 MINUTES OF EXECUTIVE MEETING 16th December 2015:

The Minutes of the meeting on 16th December were approved and the Chairman signed them as an accurate record.

ITEM 5 MATTERS ARISING:

PJ has been liaising with Alan Bonner in establishing teams of helpers for Horizons. She will keep the Committee informed about progress. A get-together will be arranged to thank the helpers, possibly in April..... ACTION PJ.

Lines identifying disabled access have not been completed. BW will follow this up.....ACTION BW.

PJ had circulated a copy of the Trustees' Annual Report which she had completed. She also circulated a copy of the Annual Return 2015 (Online) which had been completed and submitted. It was agreed that these documents should always be completed as soon as possible after the AGM.

The Chairman had responded to the correspondent who had raised concerns about the Minutes of the Executive Committee. The Chairman thanked members of the Committee for their assistance in formulating his response and their support for its content.

DG and PJ outlined their initial efforts to compile a log of decisions taken over time by the Executive. This led to a wide-ranging discussion concerning policy decisions and the implications for the future when Trustees are elected. It was agreed that formal resolutions will be required in future to establish policy decisions and these must be communicated appropriately to the wider membership. PJ and DG were asked to attempt to compile an index of historical decisions taken by the Executive over the past five years.....ACTION PJ AND DG.

The availability of computers to facilitate the work of Committee members was discussed as well as the lack of an adequate audit trail for previous acquisitions. A resolution, proposed by IS and seconded by IG, stating that a laptop should be made available for the exclusive use of the Secretary of the Executive was passed unanimously. PJ to publicise this policy decision.....ACTION PJ.

ITEM 6 CORRESPONDENCE RECEIVED:

The Chairman of Maghull and Lydiate U3A had written asking for guidance about paying an instructor to run classes. The Chairman, PJ and BW had combined to formulate a response giving comprehensive advice and explaining payment arrangements.

A letter was received from Bob Carlton indicating that he would not be involved in the distribution of the magazine after December 2016. He has been responsible for the distribution of the magazines for the past four years. Bob outlined a proposed timetable for the changeover and how he would assist the new person responsible to progressively assume their role. This was accepted by the Committee. The Committee expressed their appreciation of the efficient and dedicated manner in which Bob had undertaken the important task of overseeing the distribution of the magazines. The Secretary will write to Bob on behalf of the Executive and accept his offer to put a notice in the magazine.....ACTION PJ.

A request was received from Sue Watkinson asking permission to organise an awareness session about the benefits of using tablets for people with impaired vision. It was agreed that Sue should be advised to go ahead with her proposal and advertise it with the full support of the Committee....ACTION PJ.

ITEM 7 STRUCTURED SYSTEM FOR MONITORING CHARITY FUNDS:

PJ led a discussion on the need for a structured system of control to be in place for the Executive to discharge their responsibility to monitor finances. The focus related to activities organised by Groups where there is a degree of risk that there could be a financial loss. For example, SW reported that the Musical Theatre Group had made a total loss of £375 over the past five shows whilst providing many hours of enjoyment to members. It was reiterated that a realistic budget should be submitted to the Finance and Resources Committee in advance of any financial commitment to such activities. It was

agreed that the F&R Sub-Committee would formulate a resolution regarding control of expenditure to be considered by the Executive at the February meeting.....ACTION F&R SUB-COMMITTEE. In the meantime the decision taken by the Executive at the November 2015 meeting..."Activities which rely on income to cover their costs must submit a detailed budget before any commitments are made" (final paragraph of Item 12)....is still in place. PJ to use existing websites to maximise communication of these requirements to Group Leaders....ACTION PJ.

Actual accounts for Summer Social, Christmas Party and Bob Cratchitt should be submitted to the F&R Sub-Committee as soon as possible.....ACTION VB and SW.

ITEM 8 AGM 2nd JUNE 2016:

A notice is to be inserted in the magazine.....ACTION PJ.

PJ has prepared nomination forms for Trustees and members of the future Management Committee.

Significant succession changes will arise in the new Management Committee as PJ will come to the end of her period of six years on the Committee and it is likely three other members will not be seeking re-election after serving for three years.

ITEM 9 ISSUES WITHIN SUB-COMMITTEE REPORTS RECEIVED:

FINANCE AND RESOURCES

The F&R Sub-Committee will examine the issue of the charge to be made to certain groups using external premises based on financial considerations and will make recommendations to the Executive.....ACTION F&R SUB-COMMITTEE

There are still some difficulties of communication with the bank regarding the establishment of the new account. BW will follow this up.....ACTION BW.

A document on Expenses is being prepared for consideration by the Executive.

It was the recommendation of the F&R Sub-Committee that Alex McMinn should launch the "Understanding Tomorrow's World" project at a Speaker Meeting

Financial Statements from the Treasurer had been circulated in advance of the meeting.

PUBLICITY

Detailed documents had been circulated by the Publicity Sub-Committee in advance of the meeting.

In future, this Sub-Committee will be known as the Communications Sub-Committee to reflect its increasingly wide-ranging remit.

SL will put the various recommendations of the Sub-Committee into Resolutions to be considered by the Executive at the next meeting.....ACTION SL.

The question of who should be responsible for monitoring the answer phone will be considered by the Communications Sub-Committee.....ACTION COMMUNICATIONS SUB-COMMITTEE.

Information was circulated on deadline dates for publicity items in 2016.

ITEM 10 AOB:

The Membership Secretary reported there was little change from the figures given for this meeting.

DL had circulated an advisory document for Volunteers.

Standing Orders will be an agenda item at the next meeting.

ITEM 11 SECRETARY'S NOTICES:

Details about Third Age Trust Summer Schools will be published on Enews.

DATE OF NEXT MEETING.....Tuesday 16th February 2016 at 9.30am at S&G HQ.

The meeting closed at 12.45pm.