

## **AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING.**

Christ Church S & G HQ. 9.30am 16<sup>th</sup> February 2016.

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

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

ITEM 2 APOLOGIES: I Grant, I Smart.

ITEM 3 MINUTES OF EXECUTIVE MEETING 19<sup>th</sup> JANUARY 2016:

There was one amendment to the wording in Item 10 namely “ there was little change from the figures given at the previous meeting” should read “There was little change from the figures submitted for this meeting”.

The Minutes of the meeting on 19<sup>th</sup> January were approved and the Chairman signed them as an accurate record once the amendment was in place.

ITEM 4 MATTERS ARISING:

The concern raised by Joyce Nolan about possible problems if the hosting system failed and the IT manager was not contactable was discussed. It was agreed the IT team should be asked to determine an appropriate protocol in these circumstances.....**ACTION PJ.**

PJ reported that a list of teams of helpers at Horizons had been compiled. Some 40-45 members were involved. A get-together to thank the helpers has been arranged on 8<sup>th</sup> April at 7.30pm. Executive Committee members were encouraged to attend as hosts.

There has been no progress on creating lines identifying disabled access to the S&G HQ.

PJ and DG have compiled a list of Decisions taken by the Executive Committee over the past five years. PJ will circulate the list and it will be discussed as an agenda item at the March Meeting.....**ACTION PJ.**

The availability of a laptop and printer for the dedicated use of the Secretary will be considered by the F & R Sub- Committee.....**ACTION F&R SUB-COMMITTEE.**

PJ emailed Bob Carlton thanking him for his commitment in overseeing the distribution of the magazines for the past four years and accepting his kind offer of a gradual withdrawal.

PJ informed Sue Watkinson of the Executive Committee’s approval for her to organise an awareness session about the benefits of using tablets for people with impaired vision.

PJ has prepared appropriate notices for the forthcoming magazine advertising the AGM.

BW reported that new signatories have been agreed with the bank.

ITEM 5 CORRESPONDENCE:

PJ reported she has received correspondence from Alex McMinn about “Understanding Tomorrow’s World”. He has spoken about it at a number of venues including Parbold U3A and the NW Regional Committee.

There will be a lecture entitled “Robots and Artificial Intelligence” in Christ Church on 17<sup>th</sup> March at 10.30am.

ITEM 6 MEMBERSHIP SECRETARY’S REPORT:

IH informed the meeting that we had gained 32 new members since the last meeting. There are 1942 current members. The membership is growing slowly.

IH is seeking help with membership renewals and will circulate information.....**ACTION IH.**

ITEM 7 SUB-COMMITTEE REPORTS:

FINANCE AND RESOURCES:

A number of documents were circulated in advance of the meeting.

A detailed discussion took place about the charge to be made to certain groups using external premises based on financial considerations. Various suggestions were put forward and these will be considered by the F & R Sub-Committee....**ACTION F&R SUB- COMMITTEE.**

The auditor is retiring for health reasons. This led to the recognition that a number of posts need to be filled. PJ will identify vacant posts and advertise in the magazine and Enews. The Chairman will make reference to the need to fill these posts in the Chairman’s Report in the magazine.....**ACTION CHAIRMAN and PJ.**

The Executive Committee approved an increase in the size of the forthcoming magazine.

It was agreed BW will become the Website’s Webserver “One to One” A & O nominee/representative using his personal credit card and being automatically reimbursed such fees. He was thanked for undertaking to do so.

The F&R Sub-Committee has a summary of Income/Expenditure accounts of Group activities where income is included.

The F&R Sub-Committee submitted a “Policy and Procedures” paper which identified the responsibilities of the Sub-Committee outlining the areas where recommendations will be presented to the full Executive Committee for a decision. This was accepted by the Executive Committee.

As previously requested, the F&R Sub-Committee circulated a "Policy and Procedures" document on Expenses including a copy of a Claim Form. They will look at this policy again in the light of the points raised in discussion.....**ACTION F&R SUB-COMMITTEE.**

The F&R Sub-Committee had prepared and circulated a "Policy and Procedures" paper on Stocks/Assets for Aughton & Ormskirk U3A.

#### SOCIAL SUB-COMMITTEE:

The Social Sub-Committee circulated documents giving reflections and costs relating to the 2015 Christmas Lunch at the Adelphi. Plans for a possible summer afternoon event at Aughton Village Hall on 2<sup>nd</sup> July 2016 and the Christmas Lunch event on 16<sup>th</sup> December 2016 were presented. Detailed costings were provided with the venue for the Christmas lunch still to be finalised. The Social Sub-Committee will keep the F&R Sub-Committee informed of developments.

At this point, GM left the meeting and GR (Vice Chairman) chaired the rest of the meeting.

#### COMMUNICATIONS SUB-COMMITTEE:

The Communications Sub-Committee had prepared and circulated a policy on Advertising. This was considered and approved by the Executive Committee with the proviso that the final paragraph relating to fund-raising for other charities should be considered by the F&R Sub-Committee.....**ACTION F&R SUB-COMMITTEE.**

At this point SL left the meeting.

#### LEARNING and GROUP SUPPORT SUB-COMMITTEE:

The Minutes of the Sub-Committee meeting had been circulated but were not discussed in the absence of IS.

It was reported that 125 people attended the first meeting of the new Gardening Group.

IS is to be consulted about the time of the New Members get-together on 22<sup>nd</sup> March. Executive members are encouraged to attend.

#### ITEM 8 AGM 2<sup>nd</sup> JUNE 2016:

PJ has prepared the application forms for potential new members of the Management Committee and Trustee Body. Applications should contain no more than 100 words.

Applications which exceed this limit will be returned for amendment. All relevant documentation will be circulated in the magazine and in Enews.....**ACTION PJ.**

ITEM 9 STANDING ORDERS:

This item was deferred until the next meeting.

ITEM 10 TREASURER'S REPORT:

The Treasurer had circulated a financial statement itemising in detail income and expenditure in the Main Bank Account for the month of January 2016.

ITEM 11 SECRETARY'S NOTICES:

PJ provided information about a North West Region conference entitled "Good Governance Of Your U3A" on 14<sup>th</sup> March 2016 in Warrington. Four members expressed an interest in attending and any member interested must book their own place by the end of February.

ITEM 12 AOB:

A number of the Committee will be on the Church Stretton Walking Holiday in April and this clashes with the Executive Meeting on April 19<sup>th</sup>. It was agreed that the April meeting will be held on 12<sup>th</sup> April.

DATE OF NEXT MEETING.....Tuesday 15<sup>th</sup> March 2016 at 9.30am at S&G HQ.

The meeting closed at 12.30pm.