

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING.

Christ Church S & G HQ. 9.30am 15th March 2016.

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

The meeting began with A McMinn being invited to speak about the special lecture on “Robots and Artificial Intelligence” to be given on 17th March. Alex distributed paperwork associated with the lecture and asked for assistance from Executive Committee members for parking and ushering duties. A number of the members agreed to help and agreed to assemble with Alex at 10am to be allocated their duties. Alex expected about 400 people to attend the lecture.

At this point, Alex left the meeting.

The Chairman is to consult Alex and check the details of a grant which Alex mentioned during his presentation.....**ACTION CHAIRMAN.**

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

ITEM 2 APOLOGIES: There were no Apologies. All members were present.

ITEM 3 MINUTES OF EXECUTIVE MEETING 16th FEBRUARY 2016:

There was one amendment to the wording in Item 8 namely “are likely to be returned” should read “will be returned”.

The Minutes were approved and the Chairman signed them as an accurate record once the amendment was in place.

ITEM 4 MATTERS ARISING:

PJ exchanged correspondence with Margaret Wiechers about possible problems on the website if the hosting system failed and this correspondence was forwarded to Joyce Nolan. It appears there is a robust back-up plan in place. PJ will check that Joyce is satisfied with the arrangements....**ACTION PJ.**

The Finance and Resources Sub-Committee will finalise the issuing of a laptop and printer to the Secretary before the next meeting. PJ will hand in the necessary application form.....**ACTION F&R COMMITTEE.**

IH has received the required offers of help with membership renewals.

The Chairman and PJ made reference to vacant posts in the recent magazine. In response, a letter was received from a member offering help as an auditor of accounts.

PJ has circulated all relevant information relating to application forms for potential new members of the Management Committee and the Trustee Body.

ITEM 5 CORRESPONDENCE:

Correspondence was received drawing attention to letters exchanged between two Group Leaders which had caused concern.

It was recognised by the Management Committee that non-members can attend an activity as a taster session.

The Committee members were asked to read the letters written by the Group Leaders and let the Chairman know their views. The Chairman will invite the Group Leaders to meet him....**ACTION CHAIRMAN.**

It was agreed that in future letters written by Group Leaders on matters relating to their groups should be vetted by the Chairman of the Group Support Sub-Committee.

The Secretary will reply to the correspondent indicating that the Committee is seeking to resolve the issue.....**ACTION PJ.**

The correspondent also queried our policy in relation to spectators at Group meetings.

Following discussion, it was agreed that the Chairman would discuss the issue with the member.....**ACTION CHAIRMAN.**

PJ will write to the original correspondent.....**ACTION PJ.**

ITEM 6 STANDING ORDERS:

It was agreed a Sub-Committee to deal with Standing Orders will be established and will include IH, IG, DM and PJ.

IH will re-circulate his original communication identifying individual members of the Committee to deal with specific areas relating to Standing Orders.

ITEM 7 DECISIONS INDEX:

DG and PJ outlined the work they had undertaken in formulating the document "Decisions Taken By U3A Executive Committee As Recorded In The Minutes January 2011-January 2016".

It was agreed this should be considered a living document which to be meaningful should be updated monthly and should be linked with Standing Orders.

The new Standing Orders Sub-Committee was asked to follow this up....**ACTION STANDING ORDERS SUB-COMMITTEE.**

PJ and DG were thanked for their efforts.

ITEM 8 TREASURER'S REPORT:

Detailed documentation had been circulated in advance of the meeting.

In answer to questions, BW explained that the rent for the Scout HQ was £3000 per quarter. He explained that all Tutors who are paid are required to give the Treasurer appropriate information about their self-employed status. BW explained how a bequest of £200 was distributed in compliance with the wishes of the donor.

ITEM 9 MEMBERSHIP SECRETARY'S REPORT;

IH reported that there are 1965 members at present.

Issues with the new Beacon system relating to Carry Forward and Gift Aid had been discussed with the Treasurer and the Chairman.

ITEM 10 QUERIES ON SUB-COMMITTEE REPORTS:

FINANCE and RESOURCES SUB-COMMITTEE

Documentation was circulated in advance of the meeting.

It is recognised that this Sub-Committee is too small and needs additional members, preferably non Executive Committee members.

DM is actively seeking an auditor for the accounts. BW is to approach the correspondent mentioned in Item 4 to see if he is willing to become Assistant Treasurer.....**ACTION BW.** DM is to seek to identify and recommend a professionally qualified accountant to audit the accounts....**ACTION DM.**

The problems associated with the use of Burscough Sports Hall will be left till the end of the financial year. Recommendations will be made to the Executive Committee at the next meeting....**ACTION F&R SUB-COMMITTEE.**

(L Burden left the meeting at this point)

A decision is awaited from Scarisbrick Village Hall regarding the purchase of a defibrillator.

Budget forecasts had been received relating to the Summer event and from the Drama and Music Theatre Groups. These were considered reasonable and accepted. This was evidence of good governance and met the principle of seeking to break even with the planned events.

The On-Line Today course run by Action for Blind People has so far received 15 applications for the 20 places available.

LEARNING AND GROUP SUPPORT SUB-COMMITTEE

Documentation had been received in advance of the meeting.

IS reminded all present that next Tuesday 22nd March at 2pm is the New Member's meeting. He asked Executive Committee members to attend and help.

COMMUNICATIONS SUB-COMMITTEE

SL indicated the Sub-Committee had nothing to report at this meeting.

SPEAKERS MEETINGS

MF mentioned the meeting on 5th May which will deal with common eye problems especially in advancing years.

ITEM 11 SECRETARY'S NOTICES:

All Executive Committee members receive a copy of "Third Age Matters". Consideration needs to be given as to whether all members should receive a copy. The matter was referred to the Finance and Resources Sub-Committee for consideration of cost implications....**ACTION F&R SUB-COMMITTEE.**

A copy of "Committee Reference File" has been sent to each U3A. This is an invaluable document and all Executive Committee members should be aware of it. It can be accessed on-line and it is updated regularly. Two copies will be circulated.

ITEM 12 AOB:

Concern was expressed about a member on the grounds of Health and Safety issues. BW will speak to her husband about our anxieties....**ACTION BW.**

The Chairman pointed out that the Constitution allows for the appointment of an Honorary Life President. This will be an agenda item at the next meeting.

DATE OF NEXT MEETING.....**Tuesday 12th April 2016** at 9.30 am in the Ministry Centre.

The meeting closed at 12.30pm.