

AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING

Christ Church S & G HQ

9.30am Tuesday 17th May 2016.

PRESENT: G Maitland, C Barnes, V Bullen, L Burden, M Faza, D Glennon, 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: Apologies were received from I Grant.

ITEM 3 MINUTES OF EXECUTIVE MEETING 12th APRIL 2016:

The Minutes were accepted as a true record and signed by the Chairman.

ITEM 4 MATTERS ARISING:

The Chairman spoke to Alex McMinn about a possible grant. This will not be forthcoming as funding is not available.

The Secretary has been allocated an upgraded computer. PJ has purchased a modern desktop printer for the usage of the Secretary.

BW informed Margaret and Willem Wiechers that the Executive Committee gave full approval to the resolutions associated with the Web Server and related matters.

PJ spoke to the relevant people about the location of the Welcome Desk at Horizons and the problem is now resolved.

PJ publicised information about existing vacancies and application forms as requested.

DM informed Groups using Burscough Sports Centre of the changes which will apply from 1st July 2016.

ITEM 5 CORRESPONDENCE:

The Memory Course team have informed the Committee that the Memory Course will be coming to an end in this area. The Course will continue to function elsewhere. PJ will write to the Memory Team thanking them for all their hard work and success in organising the courses.....**ACTION PJ.**

A correspondent asked about the process of advertising vacancies for the Management Committee and Trustees. In discussion, the Executive agreed that the vacancies had received appropriate publicity. PJ to respond on behalf of the Executive....**ACTION PJ.**

The same correspondent suggested a group should be established to organise the programme of Speaker Meetings. It was agreed that the new Speaker Secretary should make this decision once appointed. PJ to reply to the correspondent.....**ACTION PJ.**

A letter was received just as the meeting was about to begin. It was agreed this correspondence would be dealt with at the next meeting. PJ to inform the correspondent of this decision.....**ACTION PJ.**

ITEM 6 AGM AGENDA, VOTING PROCEDURES, etc:

The agenda for the AGM was agreed.

Alan Bonner and his team will be responsible for the counting of votes relating to the election of Trustees. PJ circulated the voting slip and the appropriate wording was agreed. The Chairman will introduce each candidate in turn and ask them to read their application statement to the members from the podium. In the unlikely event of a tied vote, a recount will take place and if the vote remains tied, a show of hands by the members will determine the outcome. As an absolute final mechanism for resolving a tied vote, a straw poll will be conducted. The Chairman will explain these contingency arrangements prior to a vote being taken. The nominees will be asked to sit in the front benches. PJ will inform them of the agreed procedure.....**ACTION PJ**

The five nominees for the five vacancies on the Management Committee will be introduced by the Chairman. It will be proposed that they are elected en bloc.

Committee members were asked to contribute to the discussion at the Open Forum if issues are raised relating to their responsibilities.

ITEM 7 100th BIRTHDAY CELEBRATION:

Following discussion, it was agreed to send a congratulatory card and bouquet to the ex-member who will be celebrating her 100th birthday in the near future.

ITEM 8 TREASURER'S REPORT:

The Treasurer had circulated financial statements in advance of the meeting. He clarified issues raised by Committee members relating to the payment for the Wine Lunch, the hire of Christ Church Hall and expenses for the Robots lecture and items associated with Group Income.

An agreed Communication Plan is needed to ensure recommendations of the Finance and Resources Committee are understood by Group Leaders. It was felt that the new list of Group Leaders produced using the Beacon system will assist in this.

ITEM 9 MEMBERSHIP SECRETARY'S REPORT:

IH circulated documentation in advance of the meeting. 18 new members had joined since his April report. The last member number to be issued was 4099. There are 2001 current members but 512 members have not yet renewed.

IH referred to the comments received from the questionnaire on the membership renewal form. These will be disseminated for action by the relevant Sub-Committees, etc...**ACTION PJ.**

Two members have volunteered to assist the Membership Secretary.

It was suggested that we seek to discover how members found out about the U3A and what inspired them to join. Various suggestions were proposed and it will be left to the Communications Sub-Committee to follow up this issue....**ACTION COMMUNICATIONS SUB-COMMITTEE.**

ITEM 10 QUERIES ON SUB-COMMITTEE REPORTS:

FINANCE and RESOURCES SUB-COMMITTEE:

Documentation had been circulated in advance of the meeting.

DM will put a notice in the Magazine asking members to apply if they would like to have copies of the Third Age Matters magazine delivered.....**ACTION DM.**

There has been no response from Scarisbrick Village Hall concerning the arrangements for the purchase of a defibrillator. This will be followed up....**ACTION DM.**

A new format for showing Groups' accounts will be used concurrently with the existing method over the next three months.

The use of Ormskirk Civic Hall for rehearsals will be considered further by the Musical Theatre Group.

DM will report back on the Advertising Policy.....**ACTION DM.**

LEARNING and GROUP SUPPORT SUB-COMMITTEE:

Documentation had been circulated in advance of the meeting.

Everything requiring action had been completed.

A leader is needed to organise the Speaker meetings. The vacancy will be advertised in the magazine. The last Speaker meeting addressed by a consultant eye surgeon was excellent and very well attended.

COMMUNICATIONS SUB-COMMITTEE:

Problems associated with the answer phone were discussed. It was agreed SL will liaise with Alan Nolan to change the message on the answer phone.....**ACTION SL.**

The Communications Sub-Committee will consider the possibility of a promotional video and put forward suggestions in due course.

It was recognised that the Beacon Membership system has been adopted by the Executive Committee and not the Membership Secretary.

SOCIAL SUB-COMMITTEE:

The Executive had received information in advance about the arrangements for the Summer Afternoon event at Aughton Village Hall on July 2nd and the Christmas Lunch event on 16th December in the Ministry Centre.

ITEM 12 SECRETARY'S NOTICES:

PJ had received no new information from the Third Age Trust since the last meeting. All other matters had been dealt with during the course of the meeting.

ITEM 13 AOB:

Advice was provided about the financial implications associated with organising Occasional Tours.

Information relating to the voting procedures at the AGM will be placed in e-news.

Both the Beacon System and MailChimp can send out information to members. It is necessary to decide which is the better system to use in the future. IH will circulate examples from both systems to assist in making a decision.....**ACTION IH.**

Members retiring from the Executive Committee were thanked for all their hard work.

DATE OF NEXT MEETING: TUESDAY 21st JUNE in Scout and Guide HQ at 9.30am.

The meeting closed at 12.30pm.