

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

Christ Church S & G HQ

9.30am Tuesday 21st June 2016.

PRESENT: G Maitland, D Baker, V Bullen, L Burden, D Glennon, I Grant, I Haskell, D Latham, G Latham, D Morley, G Roberts, D Slater, I Smart, P Trigwell, B Watkinson.

Also present were T Morrell (Trustee) and J Roberts (Trustee) as observers.

ITEM 1 WELCOME: The Chairman welcomed all present to the meeting. As there were a number of new members, The Chairman invited the Committee members and the Trustees to introduce themselves.

The Chairman also welcomed Alex Mc Minn who was in attendance to provide the External Relations report.

Alex had circulated his report in advance of the meeting. He highlighted our involvement with Academic Health Sciences Network, a NHS initiative to help older people sustain independent living. Our role is to act as a cohort of “users” to evaluate the emerging technologies and advise on the gaps in the research. Over 30 of our members collaborated in a survey. Jack Brettle is evaluating an iPhone app which measures and transmits Blood Pressure and Heart Rhythms. Alex pointed out that some of the developments raise ethical and philosophical issues and Tim Miles, our Philosophy Group leader, has become involved.

Alex asked for volunteers to represent our U3A at the Civic Sunday Service on 3rd July. IG and DG will be our representatives.....**ACTION IG AND DG.**

Alex was thanked by the Chairman for his presentation. Alex left the meeting at 9.55am.

ITEM 2 APOLOGIES: No apologies from Management Committee as all members present. Apologies were received from Margaret Wiechers (Trustee) and Margaret Gibbon (Trustee).

ITEM 3 ELECTION OF OFFICERS:

CHAIRMAN...G Maitland. Proposed by GR. Seconded by IS. Elected unanimously.

VICE CHAIRMAN.....I Grant. Proposed by GR. Seconded by DG. Elected unanimously.

SECRETARY.....L Burden. Proposed by IS. Seconded by DL. Elected unanimously.

TREASURER.....B Watkinson. Proposed by LB. Seconded by DM. Elected unanimously.

MEMBERSHIP SECRETARY....I Haskell. Proposed by IS. Seconded by IG. Elected unanimously.

MINUTES SECRETARY.....D Glennon. Proposed by BW. Seconded by DM. Elected unanimously.

The Chairman pointed out that Sub-Committees elect their own Chairmen but it is desirable if each Chairman is a member of the Management Committee.

SL has represented the U3A on Aughton Village Hall Committee. DS will represent us in future.

ITEM 4 MINUTES OF EXECUTIVE MEETING 17th MAY 2016:

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

ITEM 5 MATTERS ARISING:

Our previous Secretary, Pauline Jones (PJ), had written thanking the Memory Course team.

PJ had responded to the correspondent who asked about advertising vacancies.

PJ wrote to the correspondent who asked about the organisation of Speaker Meetings.

DS and DB will assist the Membership Secretary.

The Communications Sub-Committee will follow up what motivated people to join the U3A.....**ACTION COMMUNICATIONS SUB-COMMITTEE.**

Following discussion as to the possible benefits of every member receiving a copy of the Third Age Matters magazine, LB will ask Pauline Jones if there has been any response to the notice in our U3A magazine.....**ACTION LB.**

The Advertising Policy document is to be circulated to all members of the Management Committee.....**ACTION DM and LB.**

LB will liaise with SL about the answer phone.....**ACTION LB.**

LB will send a card and flowers to the ex-member who will celebrate her 100th birthday in the near future.....**ACTION LB.**

IH circulated information about the Beacon System and Mail Chimp but has not received any response. LB will refer the matter to the Communications Sub-Committee.....**ACTION LB.**

ITEM 6 MINUTES OF AGM MEETING 2nd JUNE 2016:

The Draft Minutes of the meeting had been circulated in advance.

It was recognised that formal approval will be considered by the members at the 2017 AGM. The Chairman signed the Minutes signifying Management Committee approval for the Draft Minutes and they will be put on the website. Copies will be given to the Trustees.

ITEM 7 MATTERS ARISING:

It is recognised that every effort is made to be sensitive to personal issues in the Minutes and not name people unnecessarily.

The previous Secretary was under the impression Christ Church had been hired till 12.30pm. This is to be confirmed with Pauline Jones and if so an explanation for our eviction will be sought.....**ACTION LB.**

The possibility of using the Ministry Centre in future for the AGM will be explored.

The Minutes of the previous meeting will not be read out in future. The Minutes will be published on the website and the notice-board and copies will be available from the Secretary.

The Management Committee needs to know from the Trustee Body whether the Trustees give approval to policies currently in place so that the Management Committee can continue to implement them. In the meantime, it is business as usual.

ITEM 8 CORRESPONDENCE RECEIVED:

A letter had been received relating to difficulties a member experienced in a particular Group. This was considered by the Committee. The Chairman will liaise as appropriate to resolve the matter. LB will write to the correspondent.....**ACTION LB.**

It is understood the notice "Horizons Parking" issued from the Ministry Centre is to be reviewed. Issues relating to parking were discussed. LB will investigate the possibility of hiring a room at the Ministry Centre on Thursday mornings.....**ACTION LB.**

ITEM 9 SITUATIONS VACANT:

There had been no response concerning the Speaker Secretary vacancy.

ITEM 10 TREASURER'S REPORT:

Copies of the accounts had been circulated in advance of the meeting.

BW explained that the accounts relate to a single month.

It was agreed the Trustees would be asked to consider the question of Insurance so we know precisely what we pay for.

The Chairman will enquire about particular expenses.....**ACTION CHAIRMAN**

The F&R Sub-Committee will consider the best format for presenting information to the Management Committee.....**ACTION F&R COMMITTEE.**

ITEM 11 MEMBERSHIP SECRETARY'S REPORT:

IH had circulated information in advance of the meeting. 6 new members have joined since his May report. The last member number to be issued was 4105. There have been 140 renewals since the AGM but 364 members have not yet renewed. IH will contact those members who have not renewed. We have more members this year than at the same time last year.

Our Secretary has access to the Beacon system. IH pointed out that the Beacon system was supposed to be free but now a charge is to be introduced. The Chairman will write a letter of complaint....**ACTION CHAIRMAN.**

ITEM 12 SUB COMMITTEES:

COMPOSITION OF SUB-COMMITTEES.... Details of members serving on the various Sub-Committees had been circulated in advance.

FINANCE AND RESOURCES....Derrick Fewings is a coopted member and has made a significant contribution. DS and GL volunteered to join this Sub-Committee. The question of an Assistant Treasurer was discussed.

LEARNING AND GROUP SUPPORT....IS reported that the Sub-Committee is functioning adequately. Succession will be reviewed.

SOCIAL....IT support can be obtained outside of the Sub-Committee. Members of the Management Committee were asked to consider if they were prepared to fill the vacancy on this Sub-Committee following the retirement of Mia Faza.

COMMUNICATIONS....This Sub-Committee needs a new Chairman to succeed Stan Livingston. DL and PT will serve on this Sub-Committee.

The Chairman asked that an updated list of the composition of each Sub-Committee should be circulated with the papers for the next meeting.....**ACTION LB.**

REPORTS FROM SUB-COMMITTEES.....Reports had been circulated in advance of the meeting.

SOCIAL SUB-COMMITTEE.....VB reported that only 34 tickets had been sold so far for the Summer Social. This was disappointing and the Sub-Committee would review whether such events should be organised in future.

LEARNING AND GROUP SUPPORT.....A Group Leaders database is to be established.

A Literary Day is being arranged for Saturday 15th October.

A series of talks and visits relating to Cathedral Architecture will begin in October.

It is hoped a day to consider the history and culture of Venice will be organised in the autumn.

FINANCE AND RESOURCES....The final account of the most recent Musical Theatre event is awaited. This will be followed up by DM.....**ACTION DM.**

The status of the Civic Hall as a venue available to all Groups and the implications of this were discussed at length. The Finance and Resources Sub-Committee will finalise this issue.....**ACTION F&R SUB-COMMITTEE.**

A list of venues and their current rates will be published.

ITEM 13 SECRETARY'S NOTICES:

LB had circulated information in advance of the meeting.

The ordering of 2017 diaries is in hand.

The U3A will be represented at the following three local events:

Park Praise at Coronation Park on 25th June

One West Lancs Show at Edge Hill on 6th July

Ormskirk Gingerbread Festival at the end of July

LB also circulated information about Community Health Services in West Lancashire and an interactive whole day workshop entitled "Planning Ahead: More Time to Learn, Laugh and Live" to be held in Lancaster on 12th July.

ITEM 14 AOB:

LB is liaising with the Trustees to arrange a meeting before the next Management Committee meeting.

Management Committee members are asked to inform LB of issues which they feel should be considered by the Trustees at their meeting....**ACTION MANAGEMENT COMMITTEE MEMBERS.**

Matters for Trustees to be an agenda item in future....**ACTION LB.**

DATE OF NEXT MEETING: TUESDAY 19th JULY in Scout & Guide HQ at 9.30am.

The meeting closed at 12.40pm.