

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

Christ Church S & G HQ 9.30am Tuesday 19th July 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 M Gibbon (Trustee) and M Wiechers (Trustee).

ITEM 1 WELCOME: The Chairman welcomed all present to the meeting with a special welcome to the two Trustees.

ITEM 2 APOLOGIES: No apologies from Management Committee as all members present.

ITEM 3 MINUTES OF MANAGEMENT MEETING 21st JUNE 2016:

The Minutes were accepted as a true record and signed by the Chairman once the initials VB were changed to DL in Item 12 "Communications" section.

ITEM 4 MATTERS ARISING:

IG and DG had represented the U3A at the Civic Sunday Service.

DL will seek a response as to the whether members would like to receive a copy of the Third Age Matters magazine by placing a notice in Enews and the magazine....**ACTION DL.**

LB had spoken to the previous Secretary about the problem which arose at Christ Church during the AGM. This issue will be rectified in future.

LB wrote to a member about difficulties experienced by the member in a particular Group but has not received a response.

A room has been booked at the Ministry Centre on Thursday mornings from 9.30am till 11.30am with parking available at the top end of the Ministry car park. The benefits of this will be reviewed in December.

The Chairman followed up an expenses claim and the matter was resolved.

The Finance and Resources Sub-Committee will receive the final account of the most recent Musical Theatre event before the next Management Committee meeting...**ACTION F&R SUB-COMMITTEE.**

The Civic Hall has been added to the list of venues available to all Groups.

ITEM 5 CORRESPONDENCE RECEIVED:

Correspondence relating to having to pay a levy for the use of the Beacon system was circulated in advance of the meeting. IH explained the current situation. Following

discussion, it was agreed that the Chairman would respond stating that the financial justification for the levy still needed to be explained and that our U3A would not make a decision until we receive the consultant's report..... **ACTION CHAIRMAN.**

Correspondence relating to parking and associated issues had been circulated in advance of the meeting. The Chairman stressed that U3A members must act courteously and reasonably at all times. The Chairman will write to one of the correspondents indicating that her concerns were discussed. The actions taken by Bob Carlton in an attempt to resolve the problems were much appreciated. The Chairman reported that he had alerted the Trustees to the issue in an effort to enlist support for improvements. Progress in improving the parking situation will be monitored in three months time.....**ACTION CHAIRMAN.**

ITEM 6 FEEDBACK FROM INAUGURAL TRUSTEES' MEETING :

All Trustees were present at the meeting the previous morning. It was agreed that the meeting was an excellent start to the new regime. LB was thanked for coordinating the arrangements.

Jeff Roberts was elected as Chairman of the Board of Trustees.

The Draft Minutes of meetings will be published on the web-site and circulated to Management Committee members.

The day to day running of the U3A is delegated to the Management Committee.

Issues relating to the Trustees will be an agenda item at all Management Committee meetings.

The Trustees will examine whether the current U3A Insurance is appropriate.

A survey of car parking arrangements is being considered.

GM has been tasked with considering how best to assess the appropriate level of financial reserves for our U3A.....**ACTION GM..**

It is recognised that the Trustees have ultimate responsibility and the importance of clarifying and understanding the distinct roles of the Trustees and the Management Committee is vital. The need for good communication is obvious.

ITEM 7 TREASURER'S REPORT:

Financial statements were circulated in advance of the meeting.

Discussion took place on the best format for future financial reports. The F&R Sub-Committee are tasked with overseeing and managing the detail of the finances on behalf of the Management Committee. It was agreed that the total Opening and Closing Balances for each month would be circulated along with the cumulative receipts and payments. The total

reserves figure will also be included on a monthly basis. This will give the Management Committee an overall picture of the financial position. Members can seek clarification on any financial issue from BW.

ITEM 8 MEMBERSHIP SECRETARY'S REPORT:

IH had circulated information in advance of the meeting. 13 new members had joined since the last meeting. Currently we have 1782 members which is 75 more than this time last year. The last membership number issued was 4117.

ITEM 9 ADVERTISING DOCUMENT:

The details of this document were discussed. It was agreed that points 8 and 9 in the policy should be reversed to stress that raffles are for a particular charity and not U3A funds. This should be emphasised whenever a raffle is being organised.

It was agreed that the Contractor's List is now out of date. Members have always valued a properly constructed List. It was decided that the current List should be withdrawn and an appropriately compiled new List should be created. An advertisement will be placed in the next magazine seeking a volunteer to undertake this task.

ITEM 10 COMPOSITION OF SUB-COMMITTEES:

Details of the personnel on each Sub-Committee had been circulated in advance. Each Sub-Committee appears to be strong, fit for purpose and healthily constituted.

IS will serve as Chairman on the Learning and Group Support Sub-Committee until the AGM next year. It is for the Sub-Committee to recommend his replacement.

The Chairs of each Sub-Committee were asked to draft terms of reference for their Sub-Committee. These drafts will be considered at the October meeting of the Management Committee....**ACTION CHAIRS OF SUB-COMMITTEES.**

GL undertook to circulate to Sub-Committee Chairs a copy of the draft terms of reference he had prepared for the F&R Sub-Committee.....**ACTION GL.**

DM was asked to check the accuracy of the wording relating to the F&R Sub-Committee on the web-site.....**ACTION DM.**

ITEM 11 SUB-COMMITTEE REPORTS:

FINANCE AND RESOURCES....relevant information had been circulated in advance.

There had been no response so far to the advertisement seeking an Assistant Treasurer. DM will place another advertisement on Enews and in the magazine....**ACTION DM.**

The F&R Sub-Committee will ensure there is clarity over the delegated authority of members who can sign cheques.....**ACTION F&R SUB-COMMITTEE.**

The F&R Sub-Committee will contact the HQ Building Manager to ensure the identified area for people to muster in the event of an emergency is clearly marked preventing cars to be parked in this area. **ACTION F&R SUB-COMMITTEE.**

Once F&R Sub-Committee have approved a bid, in their report to the Management Committee state “approved” rather than “recommended” and provide Management Committee with any additional information considered appropriate.

LEARNING AND GROUP SUPPORT....relevant information had been circulated in advance.

Nobody has volunteered to undertake the role of Speaker Secretary. Sue Watkinson and Alex McMinn have offered to assume responsibility as an interim measure. Their offer was gratefully accepted.

Nobody has volunteered to run the Archaeology Group and nobody has volunteered to be the leader of the Gardening Group.

IS will organise another New Members’ meeting and a Group Leaders’ meeting.

IH is considering how a database on Leaders can be implemented.

A day to study the art, history and culture of Venice has been organised. It will be on Friday 21st October (10am-3pm) in the Ministry Centre. Full details will be publicised appropriately.

SOCIAL.....relevant information had been circulated in advance.

82 members attended and enjoyed the Summer Social.

COMMUNICATIONS.....relevant information had been circulated in advance.

A new answer phone has been purchased.

The Sub-Committee would like to thank Bill Evans and his team for all the work they have undertaken in developing the magazine.

Clarification had been sought as to how the Sub-Committee could assist with External Relations. The Chairman explained that Alex McMinn undertook almost single-handedly the wide-ranging task of External Relations. He reiterated his desire for the Communications

Sub-Committee to consider how Alex could be supported.....**ACTION COMMUNICATIONS SUB-COMMITTEE.**

ITEM 12 SECRETARY'S NOTICES:

200 Diaries have been ordered.

PT volunteered to attend the TAT Conference 2016 at East Midlands Conference Centre in August dependent upon family commitments.....**ACTION PT.**

There were two nominees for election as a North West Trustee. Sue Watkinson had provided a summary of their application statements and this was read out by BW. Following further discussion, it was decided on a vote that our U3A would support Angela Roberts.

BW will liaise with Ted Morrell over his suggestion of a gift for a retiring officer of TAT...**ACTION BW**

ITEM 13 A.O.B:

The Trustees will receive paperwork for future Management Committee meetings.

Members were reminded to submit papers and agenda items at least a week in advance of Management Committee meetings.

LB was thanked for all her efficient work on our behalf as Secretary.

It was agreed to organise an informal meeting of the Trustees and Management Committee on a date to be decided.

DATE OF NEXT MEETING: TUESDAY 20th SEPTEMBER in Scout 7 Guide HQ at 9.30am.

(No meeting in August)

The meeting closed at 12.35pm.