

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

Christ Church S&G HQ. 9.30 am Tuesday 17th January 2017.

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

ITEM 1 **WELCOME:** The Chairman welcomed members to the meeting. He wished all present a Happy New Year.

ITEM 2 **APOLOGIES:** There were no Apologies as all members were present.

ITEM 3 **MINUTES OF MANAGEMENT COMMITTEE MEETING (15th November 2016):**

The Minutes was approved as a true record and signed by the Chairman.

ITEM 4 **MATTERS ARISING:**

PT reported that he is still pursuing the possibility of involving the housebound in the Massive Open Online Courses initiative and will report on progress at the next meeting.....**ACTION PT.**

LB has made enquiries about past policies relating to Health and Safety. Notes received from Sue Watkinson have been passed on to GM.

LB wrote to Alan Bonner informing him that the question of Honorary Lifetime President is being dealt with by the Trustees.

Our U3A was not represented at the South West Lancs Network meeting in November 2016.

As requested, LB circulated relevant paperwork associated with the Treasurer's Report.

The Terms of Reference for the Horizon's Sub-Committee had been sent to Pauline Jones and LB will send a copy to VB.....**ACTION LB.**

IH will provide additional information about the Beacon System to the Learning and Support Sub-Committee.....**ACTION IH.**

LB has posted the Minutes of the Trustees and Management Committee meetings on the notice-board.

ITEM 5 **CORRESPONDENCE:**

Alan Bonner had written to the Committee asking for clarification and publication of the policy concerning whether the death of a member should be reported by the Duty Manager to the members present at Horizons. This was discussed in depth by the Management

Committee. IH volunteered to research past decisions on this matter. It was agreed to defer making any decision till IH reports back at the next meeting.....**ACTION IH.** LB to inform Alan Bonner.....**ACTION LB.**

Correspondence had been received from the Scout and Guides HQ Committee in response to a communication from LB. The Management Committee is seeking to clarify the role of the U3A as tenants of the Scout and Guides HQ. It was agreed this is a matter for the Trustees. GL will list as bullet points the concerns expressed by the Management Committee and forward them to LB so that they can be considered as an agenda item at a Trustees meeting.....**ACTION GL.**

A letter was received about Standing Orders for Coordinators. It was noted that most of the issues raised are contained in the Group Leaders' Handbook. This Handbook is being updated and will incorporate as appropriate the suggestions made in the correspondence.

The Third Age Trust Sources magazine is encouraging Group Leaders to contribute articles and photographs to the magazine.

ITEM 6 CONFIDENTIAL ITEM:

This item is minuted in Part 2 of these minutes.

ITEM 7 CURRENT COPYRIGHT LICENCE:

Following correspondence received, LB reported we have an appropriate photocopying licence and relevant certificate. It was agreed we should purchase the recommended £60 film licence which provides all necessary cover.....**ACTION LB.**

ITEM 8 INCLUSIVENESS:

PT had distributed a detailed paper following his attendance at the U3A NW Regions Inclusiveness Conference in November. He highlighted the implications of Hearing Impairment and Visual Impairment and how this relates to the arrangements in our U3A concerning such issues as the loop system, use of microphones, size of screens, training in using equipment, etc. PT offered to test the effectiveness of the equipment available and report back.....**ACTION PT.**

ITEM 9 BEACON SYSTEM:

The Third Age Trust had sent information about a conference in Birmingham in April for all U3As who are using the Beacon System. It was agreed that Derrick Fewings, IH and GL would attend representing our U3A.

The Beacon charge of 50p per member per year had been discussed previously and was approved.

The Beacon team are looking for help from people with programming experience.

IH agreed to publicise relevant information in Enews and the magazine....**ACTION IH.**

ITEM 10 MATTERS FROM THE TRUSTEES:

As there had not been a Trustees meeting since the last Management Committee meeting, there was nothing to report.

ITEM 11 SITUATIONS VACANT:

LB is still trying to arrange for someone to deal with archive records.

PT has offered to chair the Group Support Sub-Committee when IS retires from the Management Committee provided he is replaced by someone prepared to chair the Communications Sub-Committee.

ITEM 12 TREASURER'S REPORT:

BW had circulated copies of the Main Account and the Groups Account in advance of the meeting. It was noted that expenditure was exceeding income but this would be offset by income still to be received. BW pointed out that transferring all accounts into the Beacon System was working admirably. The overall total bank balance will be indicated in future accounts. The Trustees are reviewing the overall finances.

BW reminded the Committee that he is retiring from the Management Committee this year and recommended that his Deputy as Treasurer (Gerry Latham) should take over the role of Treasurer with immediate effect. BW outlined all the benefits of this transition stating he would remain as Assistant Treasurer till his retirement. Following discussion, the Management Committee considered this to be an example of good succession planning and there was unanimous agreement to accept the resignation of BW and the appointment of GL as Treasurer. GL would now be a new ex-officio Trustee and the Trustees would be informed by LB....**ACTION LB.**

The Chairman expressed his gratitude to BW for his outstanding work as Treasurer. He thanked GL for accepting the role of Treasurer.

GL spoke of the complexity caused by the lack of integration of Group bank accounts and following discussion it was agreed four bank accounts should be closed. In order to enable this decision to be fully and properly implemented, at the behest of the members, the Chairman decided that the following motion should be put to the meeting:

"That the four bank accounts in the names of the Philharmonic, Theatre, BMM and Dining should be closed by the Treasurer as part of his reorganisation of the accounting and reporting processes".

The motion was carried unanimously. It was further agreed that the necessary changes to the current authorised bank signatories would be submitted to and considered at the next meeting of the Management Committee....**ACTION GL.**

Other documents circulated for information prior to the meeting included:

A list of all the Groups in alphabetical order. GL explained that this was the level of analysis at which the Groups were opened in Beacon.

A policy statement in relation to premises and associated session costs following on from decisions taken at earlier meetings.

Notes of a meeting at which Ted Morrell spoke to the F&R Sub-Committee about Insurance. It was accepted at this meeting that it was unnecessary to continue taking out additional cover beyond the standard recommended by U3A national guidelines.

A summary of actions taken by the F&R Sub-Committee.

It was recognised that control of expenditure is our responsibility. Some concern was expressed about financial losses incurred by certain Groups. GL said that in order to improve overall visibility on the funding of Group functions and special events, the F&R Sub-Committee will create a new comprehensive template.....**ACTION F&R SUB-COMMITTEE.**

ITEM 13 MEMBERSHIP SECRETARY'S REPORT:

In advance of the meeting, IH had circulated a paper giving detailed information relating to Online Membership Renewal. IH spoke about the implications of this initiative and the consequent benefits if accepted. Following discussion, the Management Committee agreed to introduce Online Membership Renewal, approved the cost of its use and asked IH to provide maximum publicity and information for the benefit of the members.....**ACTION IH.**

IH informed the meeting that there had been 10 new members since the November 2016 report. Currently we have 1905 members which is 4 more than this time last year.

ITEM 14 AGM 2017:

Details of the year appointed, re-election dates and retirement dates of Management Committee members had been circulated in advance.

The AGM will be held on Thursday 15th June at 10.30am at Christ Church. The church will be booked till 1pm.....**ACTION LB.**

The new Chief Executive of the Third Age Trust will be invited to speak at the AGM....**ACTION LB.**

There will be a minimum of 4 vacancies to be filled on the Management Committee.

The agenda for the AGM will be discussed at the next meeting and a provisional Agenda along with Notice of the AGM will be printed in the next Newsletter which will be distributed in March.

ITEM 15 REPORT ON SUB-COMMITTEES:

Minutes of the Learning and Group Support Sub-Committee meeting and the Social Sub-Committee meeting had been circulated in advance.

IS thanked members of the Management Committee who had supported the Group Leaders meeting and the New Members meeting. IS was pleased at the response and quality of the new members who attended. IG was thanked for representing the Chairman at the New Members meeting.

IS proposes to organise a First Aid course for Group Leaders. Any necessary expenditure was approved.

Item 16 SECRETARY'S NOTICES:

A communication from West Lancashire Clinical Commissioning Group entitled "Chronic Pain: Opportunities To Improve" had been circulated prior to the meeting.

Third Age Trust had contacted us to inform us Eric Midwinter (one of the founders of the U3A) had been invited to speak on the "You and Yours" Radio 4 programme.

Notice was given of national U3A events planned for the forthcoming season.

ITEM 17 A.O.B. :

It was agreed a rota would be established to provide refreshments at the Management Committee meetings.

ITEM 18 DATE OF NEXT MEETING:

The next meeting will be on Tuesday 21st February 2017 at 9.30am.

The meeting closed at 1.10pm.