

## AUGHTON & ORMSKIRK U3A EXECUTIVE COMMITTEE MEETING

CHRIST CHURCH S&G HQ 9.30 am 16 June 2015

**Present:** G Maitland (Chairman), C Barnes, L Bunner, L Burden, M Faza, D Glennon, I Grant, 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. The Chairman welcomed IG to his first meeting.

**ITEM 2 Apologies:** No Apologies. All members present.

**ITEM 4 Matters arising from Minutes of meeting held on 21<sup>st</sup> April** (taken before ITEM 3):

DM recognised it was unavoidable that new members should only be given Minutes of previous meeting at the meeting on May 12<sup>th</sup> but this minimised their ability to contribute to Matters Arising.

DM asked about the policy of paying expenses or fees and whether committee members always knew about the transactions taking place particularly if they had been approved a number of years previously. This matter was discussed in some detail and explained to the satisfaction of DM.

BW represented the U3A at the NW Regional AGM. Sue Watkinson finished her term of office as Chair. There were two main speakers and both offered supportive services to any U3A. BW stated there are two vacancies on the NW Committee. He explained the interaction between the various regions and the networks which have been established.

**ITEM 3 Minutes of meeting held on 12<sup>th</sup> May:**

The Minutes of the meeting held on 12<sup>th</sup> May were accepted as a true and correct record with just two amendments:

- 1 DM pointed out his name had been omitted from members welcomed by the Chairman.
- 2 In item 8 the word “approved” was to replace the word “endorsed”.

PJ wrote to Margaret Handford and John Hayton thanking them for all their work on behalf of the U3A.

The Chairman reiterated his request for sub-committees to submit brief reports to PJ in time for her to send them out with the other papers in advance of the meetings.

A letter received on the 7<sup>th</sup> May would be dealt with under Item 8, The Constitution.

**ITEM 5 Correspondence received:**

It was agreed IH would represent the U3A at the Third Age Trust AGM and his expenses would be paid.

MF received a letter offering for the Choir to sing at future Horizons Meetings. Following discussion, it was agreed MF would communicate the views and reservations of the committee to the Leader of the Choir.

A request from Body Shop to have a table at Horizons was rejected.

The Chairman had dealt with a letter from a member who raised concerns about the election process. The Chairman clarified matters for the member concerned and the matter was now resolved.

**ITEM 6 Finance “teach-in”:**

**ITEM 9 Treasurer’s Report:**

BW was asked to deal with these items together. He gave a thorough and detailed presentation to clarify the key issues and methodologies.

He pointed out that the two principal accounts are the General/Main account and the Groups account.

He gave details of the cost of renting the Scout/Guide HQ and six external premises.

He identified the names of the eleven Tutors paid by the U3A and asked for the details to be appended to the minutes.

BW is currently preparing a paper outlining a framework for financial management to be implemented by Groups. He will submit this to the Executive for ratification. Topics include:

Fees for Tutors and methods of paying.

Paying in of money and use of paying-in slips.

Equitable payment by Groups and financing own refreshments.

Use of photocopier.

Third Party liability.

Signatories on accounts. Issues with HSBC banking. ( The Secretary should write to HSBC and inform them when a signatory has been removed from the approved list.)

Benefits of Internet banking.

Inspection of accounts.

BW presented an overhead giving details of a typical month for Group accounts. The vast majority of items are routine. He would report unusual transactions to the committee.

The Chairman thanked BW for his presentation and all his hard work on our behalf.

A request was received for equipment to facilitate Language learning from the newly formed German group. Approval was given to purchase the equipment requested.

The Film Appreciation group requested the purchase of a new quality screen. The committee decided more technical information is required and BW will seek to obtain this.

In discussion, the committee recognised the need for a Finance/Resource sub-committee with specific responsibilities to review properly constituted proposals identifying specific costs. This is a topic for a future meeting.

**ITEM 7 Definition of roles (including sub-committees):**

It was agreed that a review of the committee members roles and the roles of the various sub-committees should be undertaken to identify if there are any areas not being covered. This is an item for the next meeting.

**ITEM 8 Constitution:**

It was agreed this item would be the first item on the agenda at the next meeting.

**ITEM 10 Membership Secretary's report:**

IH reported membership growth has been flat for a while and possibly we will see a slight dip but it is not a matter of serious concern. Renewal forms have been out for a while. IH will send out reminders.

**ITEM 11 Queries regarding reports from sub-committees:**

LB reported the disappointing response to the sale of tickets for the Summer Gala. Following a discussion on possible reasons, it was agreed to reassess the events organised by the Social Committee.

IS informed the committee that Ann Robinson had agreed to run the Philharmonic group.

The short course on Chemistry is struggling to find accommodation.

SL reported that Margaret Wiechers is requesting permission to pay £90 to a professional company to give advice on setting up a new web-site which will be an easier system to operate. Margaret, Alan Nolan and Bob Bruen are identifying questions to ask the consultant. Approval was given.

**ITEM 12 Secretary's Notices:**

The annual return form had been received from TTA. PJ will liaise with the Chairman to complete it.

200 U3A diaries have been ordered.

**ITEM 12 AOB:**

Alex Mc Minn has been asked to attend Executive meetings every three months to give quarterly reports on external relations he has undertaken on behalf of the U3A.

Standing Orders will be an agenda item at the next meeting. It will follow item on the Constitution.

PJ was asked to write to Jean Welding to thank her for all her work organising Philharmonic trips.

DM gave an update on the electrical testing which has been partly completed.

MF was asked to prepare a paper on the management of Horizons.

The Chairman stated future meetings will finish by 12 o'clock.

**DATE OF NEXT MEETING: TUESDAY 21<sup>st</sup> JULY at 9.30am.**

The meeting finished at 1.10pm.

