

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING.

Christ Church S & G HQ. 9.30am Tuesday 18th October, 2016 .

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

ITEM 1 **WELCOME:** The Chairman welcomed all present to the meeting.

ITEM 2 **APOLOGIES:** Apologies were received from D Slater.

ITEM 3 **MINUTES OF MANAGEMENT COMMITTEE MEETING (20th SEPTEMBER 2016):**

The Minutes were accepted as an accurate record of the meeting and signed by the Chairman.

ITEM 4 **MATTERS ARISING:**

The wording relating to the F & R Sub-Committee on the web-site has been altered.

The possibility of a Distance Learning Programme for the housebound needs to be given further consideration. LB will circulate the original correspondence.....**ACTION LB.**

Sue Watkinson has contacted members of the TEAM group. They will attend Horizons on 20th October.

The possibility of a short course on First Aid will be considered by the Group Support Sub-Committee.

LB has contacted the correspondent who suggested the Park and Ride initiative.

The Trustees have been approached with concerns about parking issues and ownership of land. The Management Committee reiterated the vital need to have all Health and Safety issues addressed and clarified with appropriate safeguards put in place. The Management Committee expressed disappointment at the lack of response received so far. The possibility of appointing a Health and Safety officer was discussed.

Minutes of Trustee meetings will be circulated to the Management Committee....**ACTION LB.**

LB will seek further information about what our current copyright licence covers and entails. She will ask Bill Evans about the Christ Church copyright licence.....**ACTION LB.**

The problems associated with Groups being full and new ones not being started will be addressed by the Group Support Sub-Committee....**ACTION GROUP SUPPORT SUB-COMMITTEE.**

ITEM 5 **CORRESPONDENCE:**

Sue Watkinson alerted the Management Committee to concerns raised following an accident to a member who had fallen and was bleeding. This incident highlighted the need for an appropriate First Aid kit to be available and its location clearly publicised. On a temporary basis, Margaret Gibbon will organise a First Aid box and keep it stocked. Once again, Health and Safety issues were discussed and the possible benefits of appointing a suitably qualified Health and Safety Officer were considered. It was recognised this would require dialogue and coordination with the Scouts.

ITEM 6 **MATTERS FROM TRUSTEES' MEETING:**

A communication entitled "News from the Trustees" outlined the role of the Trustees and indicated that the Trustees are working to produce a "Strategic Plan" for our next five years.

LB has contacted previous secretaries with a view to establishing a central archive.

The S&G HQ Management Committee intend to increase the rent associated with usage of the Scout and Guide HQ. The Management Committee will request written confirmation of this increase and the terms and conditions applying from its implementation. This information will then be given consideration by the Management Committee. LB to seek this information...**ACTION LB.**

ITEM 7 **MEETING WITH THE TRUSTEES:**

An informal meeting of the Trustees and the Management Committee had been arranged. The Trustees felt that there is no need for any further meetings at this stage. Meetings would be arranged in future if considered necessary.

ITEM 8 **SITUATIONS VACANT:**

A Group Support Chairman is required when IS comes to the end of his tenure.

An archivist to take custody of our official documents.

Possible appointment of a Health and Safety officer.

An agenda item at the next meeting will be a consideration of the implications relating to Management Committee members coming to the end of their period of office next year.

ITEM 9 **TREASURER'S REPORT:**

BW had circulated financial statements in advance of the meeting. BW answered questions posed by Committee members.

We are meeting with the Upholland U3A Treasurer about the possibility of them utilising the Beacon system for their accounts.

ITEM 10 **MEMBERSHIP SECRETARY'S REPORT:**

IH had circulated information in advance of the meeting.

31 new members had joined since the September report. Currently we have 1873 members which is 34 more than this time last year. The last membership number issued was 4169.

IH pointed out that data security is under consideration. He circulated a paper relating to a Data Protection Agreement which had been produced by Bristol U3A. Following discussion, IH was authorised to implement this Agreement for our U3A.....**ACTION IH.**

ITEM 11 **PRESENTATION BY PT:**

PT had circulated in advance of the meeting a paper entitled MOOC (Massive Open Online Courses). He explained the wide-ranging benefits and opportunities associated with this initiative.

PT suggested the possibility of setting up a MOOC group and PT would be willing to be Group Leader. There were possible opportunities for involving the housebound and PT will explore this with Alex McMinn.....**ACTION PT.**

PT will advertise MOOC in the next magazine.....**ACTION PT.**

PT will attend "Inclusiveness Awareness" and report back at the next meeting.....**ACTION PT.**

ITEM 12 **SUB-COMMITTEES:**

Terms of Reference for the Sub-Committees had been received before the meeting.

The Chairman asked members to send any observations about the Terms of Reference to the Secretary so that a considered discussion could take place at a future meeting. In an attempt to ensure consistency in the format, GL will consult with each Sub-Committee leader and he offered to rewrite the Terms of Reference to maximise consistency.....**ACTION GL.**

GL will make the changes agreed at the meeting in the following paragraphs of the F&R Terms of Reference 2.12, 4.6, 6.3 and 6.5.

Once established, the Terms of Reference will be subject to periodic review as appropriate.

It was recognised that the components of Horizons needed to be co-ordinated. The issue of people arriving before 9.15am was aired. The Chairman will liaise with Alan Bonner to seek advice on the way forward.....**ACTION CHAIRMAN.**

The Finance and Resources Sub-Committee report had been circulated in advance of the meeting. Ratification of approval was requested from the Management Committee for the

following items: Indoor Bowls mat, booklet for self-learning project, rubber stamp set and software upgrade for Digital Photography. All requests were approved.

The list of signatories for cheques had been approved previously. Any changes need to be presented by the F&R Sub-Committee to the Management Committee for approval.

A request from Bill Evans to leave the small white box off the top right hand corner of the back page of the magazine will be considered by the Communications Sub-Committee.

The Group Support Sub-Committee has arranged the following events:

Friday 25th November....Group Leaders Meeting (7pm)

Wednesday 30th November....New Members meeting (2pm)

Management Committee support is requested at both of these events.

Minutes of the Social Committee meeting had been circulated in advance.

ITEM13 SECRETARY'S NOTICES:

A Committee Forum and Consultation meeting will be held on Tuesday December 6th from 10.30am-4pm at the Quaker Meeting House in Liverpool.

A conference entitled "Inclusiveness Awareness" will be held at the Gateway Centre on Friday 4th November 10.30am-3.30pm

A study day entitled "LS Lowry: the Art and the Artist" will be held at The Lowry, Salford Quays on Thursday 17th November 10.30am-1.15pm.

Item 14 A.O.B.:

The Chairman reminded all present to provide the Secretary with papers to be circulated in advance of Management Committee meetings. She must receive these papers at least 7 days before the meeting.

ITEM 15 DATE OF NEXT MEETING:

The next meeting will be held on Tuesday November 15th at 9.30am in the Scout & Guide HQ.

The meeting closed at 12.35pm.