

## **AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING.**

Christ Church S & G HQ. 9.30am Tuesday 15<sup>th</sup> November 2016.

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

Derrick Fewings was present to address Item 3.

ITEM 1 **WELCOME:** The Chairman welcomed all present to the meeting with a special word of welcome to D Fewings.

ITEM 2 **APOLOGIES:** G Latham, I Smart.

ITEM 3 **BEACON SYSTEM FOR FINANCIAL PURPOSES:**

Detailed correspondence had been circulated in advance.

Derrick Fewings pointed out the Beacon System was being used for Membership and the proposal was to extend its usage for accounting purposes. He explained the proposal in detail and answered questions. He pointed out that the Finance and Resources Sub-Committee has spent a great deal of time and effort in investigating and evaluating Beacon and endorses his proposal unanimously. A number of other U3As were using Beacon for finance and Derrick has joined the Beacon national user group.

Following discussion, approval was given for the Beacon system to be the system used for the Main Account from November and usage of the Beacon system for the Groups Account to be given further consideration and developed accordingly.

Derrick was thanked for an excellent presentation and all the work he had undertaken. At this point Derrick left the meeting.

ITEM 4 **MINUTES OF MANAGEMENT COMMITTEE MEETING ( 18<sup>th</sup> October 2016 ):**

The Minutes were approved as a true record and signed by the Chairman with the following amendments:

Item 6 "The Scouts intend to increase the rent..." should read "The S&G HQ Management Committee intend to increase the rent....."

Item 11 "MOOT" should read "MOOC".

ITEM 5 **MATTERS ARISING:**

Minutes of the Trustee meetings have been circulated to the Management Committee.

There is still uncertainty about our current copyright licence and what it covers. This will be an agenda item at our next meeting. LB to obtain as much information as possible **ACTION LB.**

LB has written to the S&G HQ Management Committee about the proposed rent increase and is awaiting a response.....**ACTION LB.**

IH has implemented the Data Protection Agreement as requested.

PT will discuss with Alex McMinn the possibility of involving the housebound in the Massive Open Online Courses initiative. Information about MOOC will be published in the magazine.....**ACTION PT.**

PT will send a summary of "Inclusiveness Awareness" to LB for circulation and this will be discussed at the next meeting.....**ACTION PT and LB.**

The Chairman reported that Pauline Jones will take overall responsibility as Coordinator for Horizons. This role will sit within the remit of the Social Sub-Committee.

The possible appointment of an archivist requires further discussion.

There is the need to review any past policies relating to Health and Safety. LB will make necessary enquiries.....**ACTION LB.**

#### ITEM 6 **CORRESPONDENCE:**

Denise Latham has resigned from the Management Committee. In her letter, she indicated she would continue with the film and poetry groups. In response, the Committee wished her well and thanked her for her work on the Management Committee and her significant contribution to the life of our U3A.

A letter was received from Alan Bonner relating to the position of Honorary Lifetime President. This had been discussed by the Management Committee at an earlier meeting and was being referred to the Trustees. The Trustees were aware of the response of the Management Committee. LB will inform Alan that the matter is being dealt with by the Trustees.....**ACTION LB.**

A request was received asking our U3A to send a representative to the South West Lancs Network meeting on 21<sup>st</sup> November in St Helens. This meeting will discuss a proposed new constitution. GM will attend if free.....**ACTION GM.**

#### ITEM 7 **DISTANCE LEARNING PROGRAMME:**

This item was deferred till the next meeting.

#### ITEM 8 **MATTERS FROM TRUSTEES' MEETINGS:**

The Trustees had not met since our last meeting.

#### ITEM 9 **SITUATIONS VACANT:**

PT has taken over as Chairman of the Communications Sub-Committee until 2017 when he

will become Chairman of the Group Support Sub-Committee when the present Chairman retires.

Sue Watkinson, Alex McMinn and Jeff Roberts will continue to share the responsibilities of Speaker Secretary.

The Chairman is exploring the possibility of a member assuming the role of Health and Safety officer.

ITEM 10 **TREASURER'S REPORT:**

It was agreed that LB will recirculate the relevant paperwork and members can submit any questions to BW.....**ACTION LB.**

ITEM 11 **MEMBERSHIP SECRETARY'S REPORT:**

IH had circulated information in advance of the meeting.

16 new members had joined since the October report. Currently we have 1897 members which is 34 more than this time last year. The last membership number issued was 4185. IH explained how he seeks to follow up people who do not renew their membership. Possibly, the opportunity to renew on-line will make an impact. IH agreed to look into this **ACTION IH**

ITEM 12 **AGM 2017:**

It was agreed the 2017 AGM should be publicised as soon as possible. The Secretary will make reference to the AGM in her message in the magazine indicating that there will be vacancies to be filled in the Management Committee and in Sub-Committees. This matter will be considered further at the next Management Committee meeting.

ITEM 13 **APPROVAL OF F&R SUB-COMMITTEE TERMS OF REFERENCE AS AMENDED:**

The terms of reference were approved for publication. It was noted that it was strong on finance and possibly more information on resources could be included when it is reviewed.

ITEM 14 **SUB-COMMITTEES:**

**TERMS OF REFERENCE:**

COMMUNICATIONS SUB-COMMITTEE....approved for publication once word "financial" removed from 1.2.

HORIZONS SUB-COMMITTEE ....Terms of Reference to be forwarded to Pauline Jones for comment....**ACTION LB.**

LEARNING AND SUPPORT SUB-COMMITTEE.....approved for publication recognising that IH will provide additional information about the Beacon system....**ACTION IH.**

SOCIAL.....approved for publication.

Sub-Committee Chairmen undertook to ensure that Terms of Reference are kept under review.

#### REPORTS:

Minutes of the various meetings had been circulated in advance of the meeting.

The Communication Sub-Committee's decision to retain the white box intended for the address label on the magazine was noted.

The Queen's Award for Voluntary Service should be displayed in an appropriate place in the Scout & Guide HQ.

#### ITEM 15 SECRETARY'S NOTICES:

LB invited anybody interested in attending a Study Day on "Understanding Tomorrow's World" to get the details from her. There will be a Study Day in Warrington in January 2017 and a Study Day in Lancaster in March 2017

#### ITEM 16 ANY OTHER BUSINESS:

LB will follow up the need to place the Minutes of Trustees and Management Committee meetings on the notice-board ....**ACTION LB.**

LB will write to the Scout & Guide HQ Management Committee to seek information about the impact of the building programme on U3A activities.....**ACTION LB.**

The Management Committee request sight of the agenda for Trustees' meetings in advance of each Trustees meeting so that the Management Committee can discuss the agenda items. This will provide the Management Committee Trustees with the benefit of this discussion before they attend the Trustees meeting.

It was agreed that on rare occasions it could be necessary to have a " Confidential " section to the minutes of Management Committee meetings.

#### ITEM17 DATE OF NEXT MEETING:

It was agreed that members would keep Tuesday 20<sup>th</sup> December free in case there is the need for a meeting. If no meeting in December, the next meeting will be on Tuesday 17<sup>th</sup> January 2017. LB will keep members informed.....**ACTION LB.**

The meeting closed at 12.15pm.