

## Aughton & Ormskirk U3A

### Minutes of Committee meeting held on Tuesday 12 June 2007 in Scout & Guide HQ

**Chairman:** Geoff Maitland

**Apologies:** Beryl Campbell, Carole Gray, Dorothy Harrison, Pat McKenzie, Jim Robson, Bob Roscoe, Alan Worthington. **In attendance** – Alex McMinn (Chairman of Trustees)

The Chairman opened the meeting by welcoming Norman Williamson to the Committee.

1. **Minutes of the meeting held on 10 May 2007** were amended as follows, before being approved as a correct record. Item 6 – Trustee Report – “It had been suggested that Jeff volunteer to resign as a Trustee; Item 7 – Membership Report – “There had been 1221 renewals so far”; In Social Sub Committee Report Chris challenged the statement made by the Chairman over responsibility for Horizons but it was agreed that this was an opinion, not an incorrect record of fact, and later discussion would include this item.
2. **Matters arising from the Minutes**
  - a) 5<sup>th</sup> Birthday events/creative arts exhibition and funding – Alex agreed that positive proposals would be made to the Committee in October as there were many angles to explore. Geoff hoped that the main event would be held in October 2008 perhaps combined with a big Social Event. The Drama Group must be informed of these plans in good time. Ted mentioned the 25<sup>th</sup> Anniversary National celebrations for all 2007.
  - b) AGM – no comments or queries had been received following posting of the minutes on the website.
3. **Constitution changes and Special General Meeting (Thursday 5 July at 1145)** - Ted had circulated to various folk including Ray Sim. All seem comfortable with these “final” changes to the Constitution. The document was agreed and will be presented to the members with a recommendation for approval at the SGM.
4. **Trustee Report** – Alex presented a paper setting out the details of the proposed Trustees and Modus Operandi. Concern was expressed that only one woman was included and Alex asked for suggestions for others he could contact. He emphasised the different roles – Trustees concentrating on Governance and Stewardship, the Committee on Strategy and Action. The paper will be modified when each proposed Trustee has completed their CV. A correction was made to the composition of the Board to concur with the Constitution, in that it will consist of at least three members of the Committee. It was agreed that all the names be accepted and offered to the Membership with a recommendation of approval at the SGM. A visual presentation will be made by Alex and Ted. It was further agreed that the details, perhaps with photographs, should be included in a future newsletter and that the new Trustees be offered copies of the Minutes of main Committee meetings by email if they so desire. Ted will subsequently advise U3A Headquarters of these actions. He reminded the Committee that we hold Trustee Indemnity Insurance cover. Norman Platt agreed to be secretary to the Trustees.
5. **Membership Report** – To the end of June 2006 we had 1207 members; at end of June 2007 we have 1308 with 259 not yet renewed. The next number is 1803. Pat will write a letter to each defaulter seeking renewal or an explanation. Geoff asked that responses in writing or by email are sent to him. The necessary expenditure on postage was approved.
6. **Treasurer's Report**
  - a) **Presentation of Audited Accounts 2006-07** – Jeff presented copies of the accounts and invited questions. He pointed out the inclusion of depreciation at a rate of 25% on standard items and 33.3% on computer equipment. The “Research Fund” was included in general reserves for the purposes of these accounts and the £2,000 held over for various items had been put back into the reserve although the work had been commissioned before 31 March. The overdrawn Theatre account was queried (this was due to problems with cashing cheques) and the £500 Stock item for calendars (which will be written off next year). The accounts will be made available to members on request. It was noted that Groups appeared to be running at a loss and Jeff confessed that he had no idea yet what scale this was on but action must be taken soon to control over spending. Groups Leaders will be advised again that they must get permission before undertaking any activity where expenditure will exceed income. A Group Budget Form was presented and agreed. The audited accounts will be held for Members' Approval until the AGM of May 2008 but the 2007-08 draft accounts will also be ready for that date. The 12 month bond of £5,000 had now matured and the money returned to the current account. It was agreed that £5,000 should be placed into a 12 month bond and a further £5,000 into a 6 month bond to attract extra interest. The accounts were agreed.
  - b) **Monthly Accounts** – the usual format was presented and questions invited. The application for Gift Aid will be made round Christmas-time.
7. **Sub Committee Reports**
  - a) **Finance** – the minutes of the meeting held 29 May were considered and accepted.
  - b) **Social** – minutes of the meeting held on 22 May were considered.
    - i) Events – there was an issue with clashing of dates for future events – deferred to JULY
    - ii) Welfare – no report

- iii) Horizons – Ted introduced issues of Speaker meetings and falling attendances – discussion & decisions was deferred to July meeting. A 9.30 start was agreed .Ted will write members re topic. NB Geoff & Alex will not be present on 10<sup>th</sup> July. If any other committee members are away their written comments will be invited.
- c) **Groups Support** – Minutes of the meeting held 14 May were noted. The deadline for the Handbook was put back to the end of August. E-Learning – Alex reported that this was becoming a big Project rather than a sub-division of Groups Support and he was seeking a Member to take it forward as Chairman. Internet Cafe - no report
- d) **Publicity** – A meeting had been held on 5 June but the minutes were not finalised and would be presented in July. Sue explained that the September newsletter would be the edition to be entered for the national competition. It would require an extra double page spread and would include notes on the history but a larger feature on “U3A and me” which was being prepared by Margaret Kitchen. Costing of the 16 page newsletter and the extra postage will be advised in July. Alex reported that the Blackpool Conference had been well attended and the new yellow leaflets much appreciated. Costs of the display banners and printing had been around £700. Geoff asked whether U3A National Office had helped with the costs. Help had been offered with travel but not with the banners or printing as this was specific to Aughton-Ormskirk U3A. He asked that everyone should adhere to the rules on expenditure as agreed.
- e) **External Relations and Sustainable Development** – Alex presented a paper on External Relations. His Sub Committee had met on 7 June and, although the members had networking skills, they had not yet established a good working knowledge of our U3A. It was agreed that External Relations should remain as a Sub Committee but that it could meet perhaps quarterly and that the officers should be invited to attend ex-officio. Geoff believed that a means must be established for Members’ views to be considered and communicated. The proposed “Lancashire Link” of North West U3As was discussed. It was generally considered that we will not benefit from the liaison but that we would, and have, always helped neighbouring U3As. Ted thought we and other Lancashire U3As should make more use of the resources offered by national office in study, groups advice, etc. rather than “re-invent the wheel”. Geoff believed that informal local links for subjects, e.g. Spanish, might be useful but not through formal Study Days and after much discussion it was agreed that we should join on a 12 month trial, that one of our number should attend meetings, then re-assess.
- f) **Travel** – Minutes of the meeting held 30 April 2007 were considered. Norman emphasised the need for Travel Commission to be returned to those who enjoy the holidays as a very small percentage of the membership is subsidising the general funds of U3A. Clearly the future loss of Discovery Travel commission to funds will be significant as this had been very useful. This was agreed unanimously. It was suggested that non-members travelling with us should pay an administration charge but Norman was doubtful if prices could be set so precisely until the numbers travelling on each holiday were known. Geoff stated that the Single Supplement question must be reviewed carefully; there was concern about competition from other Groups, e.g. Art Appreciation, organising their own holidays and suggestions that smaller groups could arrange their own travel perhaps through a Travel “Group” or “Club”. Norman reassured the Committee that they were being watchful on all these matters and stressed that changes would be made from 2008 onwards, not this year. Members were reminded that the open Travel Meeting would be held on Friday 29 June at 1400.
- g) **Premises** – no meeting had been held but Geoff mentioned that the Bowling Group was looking for new premises.
8. **Third Age Trust and external items** – there were no items
9. **Any Other Business**  
There was no further business and the meeting closed at 1230.