

## Aughton & Ormskirk U3A

### Minutes of Committee meeting held on Tuesday 10 July 2007 in Scout & Guide HQ

**Chairman:** Ted Morrell

**Apologies:** Beryl Campbell, Dorothy Harrison, Geoff Maitland, Alex McMinn, Alan Worthington

1. Minutes of the meeting held on 12 June 2007 were approved as a correct record.

2. Matters arising from the Minutes

- a) Feedback from Special General Meeting:- 136 members had attended and the resolution to amend the Constitution and adopt the new Trustees had been agreed unanimously. Some concern had been expressed that the Trustees were generally not well known to Members and it was agreed that a photo-shoot be arranged (at the first meeting of Trustees?), Norman Platt would give details of the date, time and venue.
- b) Cost of Display Stands – deferred until the Publicity Sub Committee item (taken under Treasurer's report).

3. Horizons and Speaker Meetings

A full discussion took place on the future of Thursday morning speaker meetings and their apparent conflict with Horizons, which had developed into a event in its own right. There were adverse comments about the seating and heating in the Church; the unwillingness of some to move ~~away~~ from HQ and the difficulty experienced by those who had tasks to undertake, e.g. coffee and chair rota people. However, there was much support for the speaker meetings as an opportunity for more and different Members to come together. Ted spoke of the synergy ~~created by the combination of Horizons and speaker~~. It was eventually agreed that for the September meeting (Alex is the speaker) we would start with the meeting in Church at 1000 and follow with coffee in HQ.

October - Leonardo Constantine – life experiences as cook on board an Arctic sailing vessel

November – representative of the Liverpool Philharmonic

December – representative of the Royal National Institute for the Deaf

Ted asked for help in finding suitable speakers for meetings in 2008. Alex had already volunteered and Jim, Carol and Sue agreed to help. It was accepted that payment of fees might attract more professional speakers. Sue suggested that individual Groups might consider finding a speaker on their particular topic of interest (e.g. Art Appreciation, Gardening, etc.)

The layout of Horizons was then considered. The Social Sub Committee had accepted (reluctantly) that it would be their responsibility to coordinate the meeting/greeting function and the coffee rota but NOT the Groups tables. A change of layout was suggested with all sales activities in the smaller room (but not books due to the storage location); Welcome, Membership and Finance would be moved to the far wall of the larger room to improve access into the building and a general Groups Table, with a rota of helpers, would cover all activities. Good signage would be essential with a meeters/greeters rota also in place to welcome newcomers. A plan would be drawn up by Jim and Norman Williamson and the new layout would be implemented in early August. **AGREED.**

4. Trustee Report – The amended CVs for the new Trustees had not been completed. Item deferred to August.
5. Membership Report – Pat had sent out 199 letters, to 247 individuals, asking for renewal of unpaid subscriptions. 115 were still outstanding but many replies had been received explaining why former Members had not renewed. All comments had been positive. 1435 have now renewed, the next number to be issued is 1832 and we have 1550 Members.
6. Treasurer's Report – Jeff presented the usual monthly statements. £5000 had been invested for 12 months and a further £5000 for six months at more advantageous interest rates. On-line banking is being investigated. For Groups, there is now a receipt book, a budget form and analysis of income and expenditure. The main use for the budget form will be for Groups meeting away from HQ and those that employ tutors. A funding application for a new Reisograph has been made to the Harold & Alice Bridges Charity although Jeff considers that a replacement photocopier is more essential. All forms will be included in the Group Leaders' Handbook. Two requests for equipment have been accepted: one for the display stands used at Blackpool (£528.75) and one for a portable amplifier/speaker (Local History). For the latter item only £80 of U3A funds was used as the balance came from under-spent Lottery Funding.



## 7. Sub Committee Reports

- a) **Finance** – Bob reported that some Group Leaders are expecting automatic funding for items but they are not providing any details. There is now an Application Form and process for taking the applications through the Finance Committee. This form will be included in the Group Leaders' Handbook.
- b) **Social** – there were no formal minutes but Chris reported verbally.
  - (i) Events – the BBQ had been much enjoyed in spite of the wet weather and a surplus had been achieved. 22 tables had already been booked for the Christmas Lunch Party.
  - (ii) Welfare issues – Margaret Fairhurst was now helping Dorothy and questions were raised about the location of the cards provided by the Painting Group. *(iv) 14 Dec Table 10/11/08*
  - (iii) Horizons – already covered in previous items
- c) **Groups Support** – The Group Leaders' Handbook is almost complete and will be presented to the August Committee for final approval.  
E-Learning – there was no further information  
Internet Cafe – Alan Nolan represents this activity on the Groups Support S/C. The take-up is not as good as expected with the same people using the facility each week. Does this need more attention? A report and future plans were requested for the August Committee meeting. *Sue will speak to Alan*
- d) **Publicity** – minutes of the meeting held 5 June (deferred from the June 12 meeting due to lack of time) were considered. Special thanks were recorded to Stan Bryan, who had been Chairman of the S/C since its inception and an item about this will be included in the Newsletter. Sue requested that a copy of Dreamweaver Software be purchased and installed to enable someone in addition to Margaret Weichers to input information to the web site. This would cost around £160. A formal application will be made to the Treasurer. A discussion then took place about the next edition of the Newsletter (September – early December, distribution on 30 August). This will contain an article "What U3A means to me", with a short history of U3A, to satisfy the conditions of the competition being held by The Third Age Trust for the best Newsletter in the UK. *from 26 to 30* The article will take up at least two extra pages and the request for one edition of 16 pages with associated extra postage costs was approved. This would be an additional cost of approximately £450. The Treasurer advised that the newsletter was currently well within budget. HQ is free on the evening of 29 August for newsletter preparation. *11/08*
- e) **External Relations and Sustainable Development** – no report
- f) **Travel** – Norman Williamson reported on the Open Meeting held on 29 June. The presentation on the findings of the Travel S/C and the proposed holidays for 2008 had been well received and the feed-back from the meeting would be discussed on Monday 16 July after which a firm proposal would be implemented. He noted that Art Appreciation had planned holidays in Scotland (January) and Florence (March) and that the local branch of the National Trust had booked a week in Madrid (September). The vast majority of Members seemed to be quite happy with the services of Discovery Travel.
- g) **Premises** – no meeting had been held. The question of the purchase of land and development of a Bowling Green would not be pursued.

## 8. Third Age Trust and external items

- a) The Third Age Trust AGM would be held on 18 August
- b) 2008 Diaries were now available. An order for 200 to be sold at £2.00 was agreed.
- c) The order for U3A News has been reduced to 350.
- d) Various Summer Schools are being run in Chester to serve the north-west.

*e) Alex nominated*

## 9. Any Other Business

- a) Twinning Links with Macerata U3A, Italy – Jim presented a statement of activities to date and highlighted the need for more Members to become involved. An item will be included in the Newsletter but this will follow the visit of 11 Members of Macerata U3A in late August. *from 26 to 30* He is working up a programme of visits for them and will ask for help via a flyer at Horizons.
- b) Health & Safety Statement – a short discussion took place on the issues raised by Jim Costello, now our H & S officer. Jeff, as Manager of the building, needs U3A to be more aware of the risks involved in activities.
- c) Archiving/Filing and availability of minutes to Members – Sue is concerned that no formal method of filing and archiving minutes had yet been implemented. Use of a CD was suggested. Norman Platt (who had left the meeting at this stage) would be asked what his plans are. It was agreed that Minutes of the main Committee would (subject to Chairman's approval) be placed on the web site and also in a folder in the office at HQ.

*d) minutes on web site August onwards*

There was no further business and the meeting closed at 12 noon.