

Aughton & Ormskirk U3A

Minutes of Executive Committee meeting held on Tuesday 8 January 2008 in Scout & Guide HQ, Aughton

Chairman: Ted Morrell

Present: Carole Gray, Dorothy Harrison, Pat McKenzie, Chris Procter, Jeff Roberts, Jim Robson, Bob Roscoe, Susan Watkinson, Norman Williamson, Alan Worthington

Apologies: Norman Platt, Beryl Campbell and Alex McMinn

1. Minutes of the meeting held on 11 December 2007 were amended as follows: - we must identify Norman Platt (P) or Norman Williamson (W); thus the name in item 2(a) (Cultural Exchanges) should read Norman (P). The minutes were then agreed as a correct record.
2. Matters arising from the Minutes
 - a) Welcome Letter – Pat requested that this should be produced as soon as possible (Sue and Ted to action).
 - b) 5th Birthday – Working Party currently comprises, Ted, Jim (GSC) Chris (SC), Sue (PC), Sally Kirby (Travel), Jeff Roberts (Finance) and Alex. Drama and Music would not sit on the Working Party. Ted will call a meeting.
Royal Iris Cruise – 25 June for between 320 and 340 members: Pat and Dorothy will assist Ted, with Brian King.
Christmas Lunch – 19 December (provisional), to be considered by the Social Committee. Alan offered help.
 - c) Duty Managers Rota for Horizons – Stan Marsters has completed his list for 2008, each DM to be responsible for his/her own substitutions. More help with chairs to be requested.
 - d) Help with various other activities – Agreed that personal approaches work best, the Information Table and Welcome Groups are now complete. Repeat request for someone to take over the minutes and assistant Treasurer; mention to be made to Group Leaders and in the next Newsletter – “U3A is not something you go to, it's something you support”. Alan agreed to move to Assistant Treasurer after his time on Publicity.
 - e) Analysis of Survey for WLDC – the task had been completed and £300 earned for A&OU3A. Discussion on how to spend this (cake for 5th birthday, something on Sustainability?).
3. Cultural Exchanges – the background to the paper by Beth Blamires was again discussed. Agreed that a Working Party should be established to explore cultural exchanges with more emphasis on education: involvement of the Languages Groups and the Travel Committee was requested with Ted, Carole and Norman (P) representing the Executive. Ted will call a meeting and the Newsletter will confirm arrangements.
4. Payment of Tutors – Jeff reported that 11 tutors were paid, only 2 were members. Requested information about tax, National Insurance and Professional/Public Liability insurance cover were still not fully available. Ted agreed to call a meeting with Jeff, Jim and Bob to report on all aspects by the February meeting.
5. Trustees Report – there was nothing to report
6. Membership Report – Pat reported that there had been 3 new members - next number 2024 with 1635 paid up members (this becomes the Capitation figure for National Office subscriptions). Ted and Sue will produce a graph of membership over the period when information has been available. Pat has assembled many of the £2.50 (WLDC) forms for the current year to 31 March. Many members do not feature at all and it was agreed that for 2008-09 we must try to get the information on renewal. This will mean changing the renewal forms. (Pat and Sue)
7. Treasurer's Report – Jeff tabled the usual income and expenditure account. He is concerned to make members fully made aware of the necessity of increasing subs to £12.50 but will emphasise that Groups' charges will not rise. Pat is concerned that we may not sustain all 1600 members for 2008-09 due to increasing U3As around us. Jeff reported resistance to completing the Gift Aid Form (as yet unclaimed for 2007-08). A Money Management Account is now open with a higher rate for balances over £10,000, and regular transfers in and out of current account. Alan asked why £10,000? An urgent search is on for an Assistant Treasurer (Alex has approached a retired Bank Manager.)
8. Committee Reports – Ted requested notification of all meetings to ex-officio representatives (Ted, Jeff and Sue)
 - a. **Groups Support** – No meeting but Jim reported verbally. The letter to Maghull U3A regarding joint membership (agreed in December) will be sent shortly (Ted, copied to Jim and Sue). Portuguese - exploratory meeting to be arranged, German and Greek unlikely to go ahead yet. Fishing – no information. An offer of violin lessons had been made by William Sexton. Sue confirmed that all members of Committees now received the Executive Minutes. Next meeting Monday 14 January
 - b. **Publicity** – No meeting had been held but Alan reported that plans must be made so that the next Newsletter Distribution Day does not clash with Pilates. Jim will check that once each quarter the room can remain clear. A discussion on using plastic sleeves rather than envelopes for mailing the newsletter will be followed by the Publicity Committee: meeting to be held Thursday 10 January
 - c. **Travel** – Minutes of the meeting held 10 December had been circulated. Norman (W) reiterated that the Cornwall Holiday was now cancelled; the Austrian Holiday was likely to cancel shortly but that Ireland and Madrid would run. He cited other Group Holidays, Art Appreciation, Walking and Gardening as the reason for the lack of interest. New Year in Bruges was not yet advertised. He explained again about the idea of a Travel Group to put

like-minded people together for them to organise their own holidays. A leader could offer assistance but bookings could be made with any Travel Agent. Sue requested a different name for such a group to avoid confusion with the Travel Committee and it was agreed that it be called the "Holiday Group". It is likely that the Gardening Holidays will generate some commission for U3A. The final trips of 2007 to Alsace and Switzerland had been much enjoyed.

d. **Premises** – No meeting.

e. **Finance** – A discussion on the "enabling principle", within which Committees operate, was discussed. A more specific definition was suggested; reference was made to the Group Leaders' Handbook. Dorothy said that Groups must be independent and that smaller Groups need as much support as the larger ones. Meeting on 29 January.

f. **Social** – No meeting until 22 January but Chris reported verbally:

(I) Events – Christmas Lunch – A refund and compensation (expenses – tickets and floral decorations) are still due from the Floral Hall. The Adelphi lunch gave a surplus of only £91 (having taken funds from the raffle as previously agreed). 286 tickets were issued, 11 returned and 275 charged by Adelphi. Everyone seemed to have enjoyed the event and Carole spoke warmly of good service, food and atmosphere. Barn Dance – 22 February at Ormskirk Civic Hall – 7.00 – 10.30 with bar open – tickets on sale. Carols in HQ at Horizons – a lovely atmosphere and much appreciated. The U3A Choir has booked Aughton Village Hall on 29 February for a "Friday Night is Singing Night".

(II) Welfare issues – Dorothy will continue working on this when she comes off this committee at the AGM.

(III) Horizons – Some new recruits to coffee and chairs and working well.

9. Special Projects – Alex had prepared papers on his projects, which were all noted. (All papers attached to minutes.)

10. Third Age Trust and related items – No items

11. Any Other Business –

- a. Pat enquired about the Green Fayre at Beacon Park (part of Alex's paper) – item referred to Publicity.
- b. Carole asked for more awareness in saving paper, utilising both sides (with the new copier) and making only essential copies.
- c. Sue made a request on behalf of Margaret Wiechers, who had taken over responsibility for Fair Trade issues. Margaret asked whether Fair Trade products could be used at Horizons (referred to Chris Procter) and whether she could have a stand for Fair Trade Fortnight at Horizons (yes but be aware of previous poor support for sales table)
- d. Sue had been approached by the West Lancs Pensioners' Forum with a request for members to sign a petition. Previous decisions were repeated, i.e. no outside notices, no raffle tickets, no signing petitions but yes to leaflets on the Information Table. Sue will advise WLPF.
- e. Ted had talked with member & a retired nurse (Mickey Scott) with a view to running First Aid Courses for Group Leaders. This must be encouraged and Ted will action with a date in March/April, information to Group Leaders via the Newsletter and an email message.

There was no further business and the meeting closed at 12.30

Chairman
12 February 2008

Next meeting Tuesday 12 February 2008 starting at 9.45 a.m. and finishing at 12.00 noon

Items to be included in Agenda: Position of Vice-Chairman, Report on Lancashire Link activities