

Aughton & Ormskirk U3A

Minutes of Executive Committee meeting held on Tuesday 12 February 2008 in Scout & Guide HQ, Aughton

Chairman: Ted Morrell

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

Apologies: Alex McMinn

1. Minutes of the meeting held on 8 January 2008 were agreed as a correct record.
2. Matters arising from the Minutes
 - a) 5th Birthday – Royal Daffodil Cruise now booked for 25 June for an optimum 250 members, cost ca £20 pp
 - b) Cultural Exchanges – Beth Blamires is asking those involved in first Macerata visit for their views on a repeat visit. Jim advised that Macerata U3A is run by the local Rotary Club, there are 60 in the English Group but there are other activities. Beth Blamires will attend the March meeting at 1100 to discuss further.
 - c) WLDC Survey – agreed that the £300 should be put in a “5th Birthday” Fund.
 - d) Fair Trade Fortnight – Margaret Wiechers has made arrangements for a coffee tasting and sales table on 28 February. The position of the Books Stall tables must be considered on this date.
 - e) First Aid Courses – Ted has arranged for an Awareness Session, led by Mickey Scott, on 31 March at 1430. All Group Leaders will be invited to attend.
 - f) New Members' Welcome Letter – Ted has now started sending this in monthly batches.
3. Payment of Tutors - Advice from National Office is that Public Liability insurance does not cover member/tutors who are paid. Several questions were raised including the independence of any individual U3A, the principle of some members being paid and most others not and whether members of other U3As can be paid tutors here. Again, the issue of whether the problem was insurance, Tax/NI or employment was discussed but not resolved. Jeff tabled a schedule of paid tutors and their membership status. Further questions to be asked of the Accountant (employment, tax and NI issues) and National Office (principle plus insurance cover) but AGREED that no further paid tutors are used until this is resolved. **All requests for paid tutors must be brought to this Committee.**
4. Trustees Report – Draft minutes of a recent meeting had not yet been seen by Alex but will be issued shortly. Questions were asked about which version of the Constitution we are now working with – the original one (2004) or the partly amended one from 2006 or 2007. Norman believes that some amendments were accepted by the Charities Commission, others not. The position will be clarified as soon as possible.
5. Annual General Meeting – It was AGREED that there should be only THREE presentations, Chairman, Treasurer and Secretary, any slides to be checked by a third party before presentation. Agreed that an Open Question Time was essential and sufficient time allowed. It is believed that 100 members constitute a quorum (see Item 4 above) as the Charities Commission had not challenged this item in the amended Constitution. Sue, Norman and Ray Sim to sort this out before the meeting. Changes to the elected Committee – Dorothy is taking a year off, there is one more vacancy and Ted is due for re-election. AGREED that the Committee must be refreshed with new members: accordingly, Ann Haskell is willing to be nominated and it was suggested that someone from the e-learning group might be a useful link. (Carole left after this item.)
6. Membership Report – Pat reported that there had been 37 new members - next number 2061 with 1669 paid up members. The renewal form will include the Gift Aid declaration. Questions were asked about the WLDC £2.50 scheme and whether it would apply for 2008-09. No-one knew, but if enquiries show that it will apply, then a further and separate sheet will be included with the newsletter.
7. Treasurer's Report – Jeff tabled the usual income and expenditure account. The Gift Aid application (900 members) is for £2,504. Question was asked about couples signing once for each or one for both? Jeff confirmed that the 50p Group attendance fee will continue to be charged but that the £12.50 subscription rate will cover an increase for all members. There was some concern at the 50p charge applying to all Groups regardless of the time they used the rooms, e.g. Table Tennis (4 hours). Jeff pointed out the anticipated deficit for 2008-09 but also noted the levels of reserves. Alex had advised in a note that another Lottery Bid would be made in autumn 2008. Committees and Group Leaders should be made aware of this so that projects can be prepared.
8. Committee Reports
 - a. **Finance** – Minutes of the meeting held 29 January had been circulated. Bob was concerned that damage had been caused to the Carousel Projector, which is to be repaired. This could this be an insurance claim (but a £50 excess applies). Chairs had also been damaged in the store room, which is always left in a mess. U3A members are now causing inconvenience to other U3A members and more care must be taken of all equipment. The question of secure storage of electric and electronic equipment was again raised. Can we ask someone to make the cupboards secure and inaccessible except to key holders? Can a future Groups email make it clear that we must all look after the furniture and equipment? Someone had called out the photocopier engineer and

an invoice had been sent for unnecessary work. AGREED that only named people can call out the engineer and the company advised of this. Some Groups are still holding their own funds against advice from National Office. The Charities Commission or Inland Revenue may need evidence of all income and expenditure in future so we must try to bring all Groups in line with advice in our Handbook.

b. **Social** – Minutes of the meeting held 22 January had been circulated.

- (I) Events – Christmas Lunch – The booking for 19 December 2008 at the Adelphi was now confirmed. A further £90 is due from the Floral Hall for the cancelled 2007 event. Barn Dance – 22 February at Ormskirk Civic Hall – Only 74 tickets have been sold, we need 100. Chris asked everyone to note that all members of the Social Committee pay for their own tickets for all events. Chairman of Social Committee – Wendy Wilkinson will retire from the Committee in May and Chris will retire from the Chair. They have noted a reduction in the role of the Social Committee as Groups are arranging more events: there is less for this Committee to do and they wonder whether there should be a formal Chairman appointed, when the members can just work together?
- (II) Welfare issues – Interest in and need for friendly sympathy and counselling is becoming apparent. Sue will contact the West Lancs Bereavement Counselling Service, which has received good reports, for information.. Three people are willing to offer lifts to meetings, Margaret Fairhurst has taken on the sending of cards. A note will be placed in the newsletter about talking through bereavement or illness problems. Perhaps a letter to local Doctors explaining about U3A and our latest enterprise could be considered?
- (III) Horizons – There are another 10 recruits for the Chairs and Tables rota on Thursday mornings.

c. **Groups Support** – Minutes of the meeting held 14 January had been circulated.

d. **Publicity** – Minutes of the meeting held 10 January had been circulated. Alan reported on the usual problems of getting information in for the newsletter. The newsletter item about the Contractors' List had been changed to exclude all contact details as several telephone calls had been made from suspected non members with demands for information over the phone. Regarding bulk mailings, it had been agreed that our present system is adequate.

e. **Travel** – No further meeting until 10 March.

f. **Premises** – No meeting. Delete this Committee from the list as nothing is happening.

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

10. Lancashire Link – Jim, Alex (in his Third Age Trust role) and Ted will attend the next meeting in Maghull on 3 March.

11. Third Age Trust and related items – Sue described the content of recent mailings, many of the meetings and courses were held in the south of England or London.

12. Any Other Business –

- a. Jeff reported problems with parking (Lunch Dining) and a funeral at Christ Church. Ted will talk to Margaret Newton (NB Alternative pick up points have now been found).
- b. Sunday Club has been given a contract by St. Michael's Church Hall, requiring that all furniture is replaced and the Hall vacated by the agreed closing time. This caused some concern to the ladies involved. Help invited (Beryl Campbell offered to attend to put tables away, Sue and Bill Watkinson also).
- c. Alex had left papers (Sustainable Development, E-learning, External relations, Lancashire Arts and Local Groups) which received good initial comment and will be dealt with more fully at our next meeting when he plans to be present.

There was no further business and the meeting closed at 12.30

Chairman
11 March 2008

Next meeting Tuesday 11 March 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, Special Projects