

Aughton & Ormskirk U3A

Minutes of Executive Committee meeting held on Tuesday 08 April 2008 in HQ

Chairman: Ted Morrell

Present: Beryl Campbell, Carole Gray, Pat McKenzie, Chris Procter, Jeff Roberts, Jim Robson, Bob Roscoe, Susan Watkinson, Norman Williamson. In attendance: Beth Blamires, David Blanchflower and Ann Haskell.

Apologies: Dorothy Harrison, Alex McMinn, Norman Platt, Alan Worthington

1. Minutes of the meeting held on 11 March 2008 were amended as follows, then approved.

Item 8 – The mini statement of Social Committee activities requested by the Treasurer was purely for display on the notice board. The statement had already been provided to him. Beryl Campbell was in attendance.

AGREED that the minutes shall not be circulated beyond this Committee until they are approved at the following meeting.

2. Matters arising from the Minutes

a) Fair Trade – a brief report had been received from Margaret Wiechers. Agreed that Fair Trade coffee should be purchased in future and that the Fair Trade stall should be held once each month. Jim Robson to fix the dates with Wendy at the shop.

b) First Aid Event – 40 people had attended a successful presentation by Mickey Scott. Several Health & Safety issues had been raised and these should be taken up with Jim Costello. Jim Robson suggested an Emergency Card for each member (after a check by Alan's Doctor daughter). Jim and Sue Watkinson to agree the format and distribution.

3. 5th Birthday Celebrations – 244 ferry tickets have been sold and 198 bus places booked (now on 4th and final bus).

A meeting had been held on 26 March to discuss other birthday celebrations (notes provided by Ted) and the last week in October (half term, thus HQ is free) selected. The Drama Group is now involved. A suggestions box has been made and must be prominently displayed each Thursday.

4. Payment of Tutors – All previous points of view were considered. Jeff had recently discussed the matter with the Accountants – they are concerned regarding the tax position but there would be no problem if all paid tutors were registered self employed. It was accepted that there are two separate issues to be agreed, 1) the principle of paying members against the Guiding Principles and advice from U3A HQ, 2) tax, National Insurance and Public Liability.

AGREED that no-one can be a paid tutor for the U3A in which they are a member. This decision will be communicated by a personal approach and letter to the three members involved with a full and open explanation of the reasoning behind the decision. Sue will draft a letter, Ted will respond to HQ. This policy will be implemented by September 2008. Jeff will pursue issues of self employment, tax and National Insurance with the accountants.

5. Trustees Report – No meeting had been held

Constitution – an email from the Charities Commission was considered. All changes from the 2007 AGM had been approved with the exception of the proposed change to the Objects Clause. This must revert to the previous wording. The 2008 AGM will be asked to approve this and the Objects Clause will be quoted in full**. (Sue)

6. Annual General Meeting

a) Presentations – The proposed division in reports from Committees was agreed also that sufficient time must be left for the Open Forum. A photo show will be arranged before the start of the meeting.

b) Resolutions – Agreed as discussed at previous meeting and above 5. Confirmed that with regard to subscriptions “the Committee determines the rate and the AGM confirms it”.

c) Nominations to Executive Committee had been received for Beth Blamires, David Blanchflower and Ann Haskell. Jeff advised that Chris Jones, a retired senior Bank Manager, had agreed to take over as Treasurer. He is a well known Ormskirk man, involved in several local bodies and other charities. It was **AGREED** that he must be nominated for the Committee. Ann Haskell volunteered to stand down but will accept co-option following the AGM until 2009 or earlier if a vacancy occurs.

d) Other notes – the Chair gang and coffee rota members must be primed to be ready early on 8 May, HQ will be closed at 1030 to allow time for everyone involved to go into the Church for the meeting. (NOTE: coffee served from 0915)

7. Membership Report – Pat reported that there have been 21 new members since the last Executive, 2 have rejoined and 5 are not renewing. Total membership is 1714 and the next number is 2112. Of these 1050 have already paid their 2008-09 subscriptions - this is up on 2008; also that nearby U3As have taken some of our members, but that the inclusion of the Gift Aid Form with the Renewal Form has resulted in many more Gift Aid Declarations.

8. Treasurer's Report – Jeff presented the usual monthly statements and explained that all papers are now with the Auditor. Projections for 2008-09 are based on 1700 paying members, no travel commission, an increase in National Capitation, increase in printing and postage of the newsletter and increased rental charges. In spite of the increase in subscriptions he anticipates the deficit for the year will be £5,000. He advised on new account presentations and reporting. In reply to questions he said a) the bank interest will increase now the accounts are linked to a daily “sweep”; b) the speakers/monthly meeting item includes payments to Bill Evans; c) the equipment item of £8,246 represents all our own finances – no grant aid.

9. Sub Committee Reports

a) Social –

I) Events - All social events have now been replaced by the 5th birthday celebrations

II) Welfare issues – Dorothy had prepared some notes and the Chairman summarised these. They will be typed up and circulated with the minutes.

III) Horizons – no comments

b) Groups Support – Groups' circulars by e-mail are now going to all Leaders. Ted asked for information about which Committee member was in charge of which Group activity.

c) Publicity – A meeting had been held on 1 April but minutes were not yet available.

d) Travel – Minutes from 10 March were considered. Norman W reminded members about the Holiday Group Open Meeting to be held on Monday 14 April at 1000 and invited everyone to attend.

e) Finance – Bob thanked Jeff for his work with this Committee and noted that Chris Jones would be attending Finance Committee meetings. He reiterated that increases were inevitable as we move on.

11. Special Projects

a) External Relations b) Sustainable Development c) E-learning and Internet – no discussion

d) Cultural Exchanges – Beth reported that she had e-mailed everyone involved in the 2007 Macerata visit to ask whether anyone would like to travel to Italy in early May. As there had been no response she had decided to abandon this trip and to plan for 2009 with dates agreed by the end of December 2008. Possible "pen pal" links with the Italian Conversation Groups were suggested as were exchanges with other interest groups. Jim and Beth to discuss. The purpose of Cultural Exchanges (Beth's paper to the March Executive) to be discussed at the July meeting.

12. Lancashire Link – No report was available. Jim and David Blanchflower had attended a North West Study Day in Chester and now proposed a "Shared Learning" project on the topic "Local Worthies and their influence on the local community". Ormskirk Library seemed willing to help, funds for printing the completed document were available from U3A HQ. Several contacts were suggested and the project will be advertised in the next Newsletter with a three month action period to completion. Beth suggested applying for reading rights at Edge Hill Library.

13. Third Age Trust (TAT) and external items

a) National Office Circulars – various items were being progressed with individuals and Group Leaders

b) Diaries 2009 – AGREED that 250 should be ordered at £1.90 and sold at £2.00 each

c) Third Age Trust EGM will be held in May to modify and update their Memorandum and Articles of Association so that they are in line with the current legal position and geographical regions. **AGREED** that our FOUR votes should be cast in favour of the changes and sent to the Secretary of TAT.

14. Any other business

a) Jeff advised that we had been invited to attend a meeting for those involved in working with older people at County Hall on 25 April. Beth agreed to attend as U3A representative.

There was no further business and the meeting closed at 1210.

Next meeting Tuesday 13 May at 0945

Wording of the Objects Clause (3) for 2008 AGM as recommended by the Charities Commission

**i) to advance the education of the public and in particular the education of older people no longer in full time gainful employment in Aughton, Ormskirk and West Lancashire and its surrounding locality.