

# AUGHTON – ORMSKIRK U3A

## Minutes of Executive Committee Meeting

17 February 2015.

**Present:** Willem Wiechers;(Chairman) Cathleen Barnes; Lily Bunner; Bill Evans; Mia Faza; Bernie Handford; Ian Haskell; Dorothy Harrison; Pauline Jones; Stan Livingston; Alex McMinn; Geoff Roberts; (vice-chairman); Iain Smart; Bill Watkinson; Idris Williams;

1. **Welcome:** the Chairman welcomed members to the meeting.
2. **Apologies:** none.
3. **Minutes of Committee meeting 20 January:** were read and amended as necessary
4. **Minutes of a Special committee meeting** on 3 February were read and amended.
5. **Matters Arising:** It was suggested that the agreed standing orders should be ratified at this meeting. It was agreed that the Secretary should now take responsibility and email them to committee members. The Chairman stated that after studying them, committee members could agree to them by email.
6. **Correspondence:** at previous meetings correspondence was dealt with under AOB. The Chairman stated that this could lead to insufficient attention being paid to it by the committee. Correspondence will now be on the agenda after matters arising. The Chairman stated that he would reply to queries of a sensitive nature whilst the Secretary will deal with most other matters. Copies of all letters should always be sent to the Chairman and Secretary or to a committee member if it deals with their area of concern. A letter had also been received from a U3A member relating to auditing of the u3a accounts. The Chairman stated that he would reply to it.
7. **Proposed New Constitution:** The new version was sent out yesterday by IH. It was suggested that as it is eight pages in length we should have another meeting specifically to go through it together. The Chairman replied that we can make it the main item of the March meeting. IH suggested that we should especially look at item 2 of the section 'the essential Trustee'. He felt that the points in Option A are the key to it all and how it impacts on the rest of it. Executive can make recommendations but the Trustees will have the final say. He said that there are some decisions the Trustees cannot delegate. The point was raised as to who would be Chairman of u3a the Chairman of the Executive or that of the Trustees?
8. **AGM:** The Membership secretary suggested to the committee that the nominations form should include a declaration to be signed stating that the applicant is 'a fit and proper person'. -Completed forms should be passed to the Secretary or can be posted to U3A

Ormskirk, PO. Box 198. The Chairman stated that at Horizons he would encourage people to stand for the committee. He will also write a Paper about the Working Party and will make time at the AGM for members to air their views. A question was asked whether we can nominate more than one person for the committee. The answer was, yes we can.

There was a proposal that we should have tellers at the AGM. This was carried by 14 votes in favour and one against. The Chairman will ask Alan Bonner to organise tellers. A question was asked relating to vacancies. The reply was that committee members are elected for six years; officers are elected for three years; the Chairman is elected for two years. Three people are retiring this year. The Membership secretary has served for 3 years and needs to be re-elected within the committee to remain in that role.

9. **Treasurers Report:** Deposit Account £28162.23 Main Account £4354.43 Groups Account £21884.64 Deposit Bond £20,000.00. He reported that two cheques recently received from a longstanding member had been rejected by the bank. This had been dealt with satisfactorily for all concerned. With regard to the issue of paid tutors he referred to a 4-page document by the NEC which recommends U3A's to adopt a policy of not using tutors that have to be paid. The Chairman replied that we are not breaking any rules by paying a small number of external tutors. It is evident from reading the TAT magazine that many U3A's do likewise. The stipulation in our U3A is that the executive is asked before engaging a paid tutor.
10. **Membership Secretary:** Since the January meeting there have been 17 new members. Last member number 3809. Current members total 1894. Number of members paid 1901 position same date last year 1933. Subscription Income 2014-15 £28.145. Subscription income 2014-15 £510.00. He stated that he will soon be sending out Renewal Notices.
11. **Sub-Committee Reports: Social Group:** reported that arrangements are making good progress for the Summer Gala and plan for the same programme as last year. With regard to the booking at the Adelphi for Christmas, a slightly smaller room than our usual room has been booked and deposit paid.  
**Groups Support** is concerned for the gardening group as their leader is relinquishing the role and no one has come forward to take over which may result in the group folding.  
**Resources Group:** The Treasurer reported that members had had to climb on a table in order to pull down the screen in the large room. The Chairman said it should be left to the Finance and Resource sub-committee to deal with the issue. MF asked if we can obtain a radio microphone. Resources will discuss this but it was pointed out that organisers should perhaps bring their own batteries.  
**Publicity group** circulated the new flyer to advertise our U3A which is a coloured folding leaflet with photos and text on three sides.
12. **Speaker Secretary** reported that Speakers are booked through to September inclusive. The Speaker in July will be Stephen Cross on 'Valley of the Kings'. The U3A choir is booked for December. A letter had been received from Peter Quant stating he had enjoyed his visit and the opportunity to speak to us. MF asked for confirmation that he could pay expenses to the Musical group in April which was given.

**AOB A.Mc.** said he had received a letter from John Kane on the subject of dying. He had also received a letter from the Clinical Commissioning Group on 'Join My View'.

**Queens Court** has asked if they could come and talk to us about the Hospice. A short course on '**Later Life Issues**' is to be considered.

PJ stated that the job description for the Secretary states that the Secretary is the point of contact for all outside bodies. The chairman said we should all read the booklet on committee roles. The membership Secretary and the Vice Chairman will meet to discuss the insertion of the Role and Responsibilities for the new Management Committee.

There being no further business, the meeting concluded at 12.40.

**Next meeting: 17 March 2015. 9.30am Scout & Guide HQ.**