

AUGHTON & ORMSKIRK U3A

Minutes of the Executive Committee Meeting held on 16th March 2010

Present: Ted Morrell, Jeff Roberts, Sue Watkinson, Wendy Craddock, Chris Jones, Stan Bryan, Edna Lally, Bernie Handford, Norman Williamson, Dorothy Harrison, Ann Haskell, Bill Evans, Willem Wiechers, Beth Blamires.

Apologies: David Blanchflower, Sandra Webster, Pat McKenzie, Carole Gray, Alec McMinn, Andrew Beeston and Peter Sewell (Trustees)

1 **Minutes** of the meeting held on 16th February 2010 agreed.

2 **Matters arising from the minutes**

- a) The building work at the old school building is on track so we can now consider restarting the monthly speaker meetings and moving back from Aughton Village Hall.
- b) Archiving – Sue agreed to check back to see how much information she had, then Ted would fill in the early years. Discussion on the use of a scanner. A comment was made that this would occupy a lot of time rather than concentrating on more important matters.
- c) A.G.M - the committee was reminded that a quorum of 100 members was needed and everyone was urged to bring partners etc. 140 attended last year. Sue has to date received three nominations the closing date being two weeks before the AGM. The committee has 4 vacancies with a further 2 co-opted places available. The names at the moment are Norman Williamson re-election, Willem Wiechers election from co-opted status, Wendy Craddock, Alec McMinn, Pauline Jones and also showing an interest Marjorie Sargeant and Geoff Roberts (Trustee). Ted said that the preference for Executive Committee members was to come via the sub committees unless coming on to the committee for a specific role.
- d) Constitution - no change for this year, we are still waiting for the new Third Age Trust version.

3) **Membership report:** No information was available

4) **Treasurers report:** Current funds are current account £3,277. deposit ££5,009 and groups approx £15K. The notional groups rent from this account is £12,600. Chris expects to receive £4K from gift aid. Cost of telephone and stationery are up on last year, also concern about the cost of toners for the Lexmark printer.

A grant application has been made to replace computers, provide a new server, laptops, hi-fi system although we could cover much of this cost without a grant.

The financial year ends 31st March 2010. Chris has organised a rolling audit so only the month of March will need doing. The annual accounts will not be published on the web, a hard copy giving basic information will be available at the A.G.M.

The Groups account is financially sound. Small groups are supported by the larger ones. Numbers at Gardening are down. Bowls needs helping with deposits at the beginning of the season but otherwise no problem. No speaker expenses incurred this year although two were carried forward from last year but having no speaker meeting has impacted on revenue from Horizons.

At the AGM Jack Dixon will be proposed once again as Internal Auditor

5) **Secretary's matters.**

The Third Age Trust AGM will be at Cirencester on 9th September 2010. The election for the vacant N W Trustee place will take place at this meeting (the sole nomination is John Ellison). Because of timing and late applications to attend in 2009 the 2010 meeting is AGM only but next year (2011) TAT are booking a venue for a conference.

U3A Insurance Policies Risk assessment – several check-lists have been issued for our use, covering Risk Assessment issues. The matter will be referred to Groups Support Committee.

A new booklet Growth Matters has been published to follow Size Matters. Sue/Secretary has 5 copies of the U3A Story for loan to members.

On the 25th May 2010 NW AGM and Lecture will be held in Manchester. Two delegates are needed but open to everyone.

Music Licence - Sue will report back after a meeting to be held this weekend.

6) **Committees**

Resources and Treasurer report that they are working together.

Group Support reported that the training day in March had been well attended by some 20 members covering 15 groups. Archaeology (short course) started a month late. Aerobics Light started last week with a taster session with 12 attendees but several have not signed on for 10 lessons @ £25 so there is a potential loss. Groups returning to slots at S&G HQ may cause problems. South Lancashire U3As have produced a matrix of Groups to help struggling U3A's in the network. Jeff proposed a full audit of membership once group leaders have checked new membership cards. To be included on June 2010 Agenda. Short courses have proved popular some have paid tutors/some are member tutors. Short courses could have scope to run for longer than five weeks. Normal groups run 12 monthly but some including language courses run on a rolling 10 weeks basis.

Publicity group information is still needed for the web site (direct to MW) and someone in each group should be made responsible for keeping information up to date and interesting. Some sensitive out of date information had been found

in an attachment (now removed) and it was agreed that the author of any report or entry should be responsible for updating it.

Item 3) Group Leaders had responded well to a recent email from Bill Evans.

Item 10) Some people come to Horizons just to hear the notices so a notice board will be available in the foyer after the announcements.

Flyer(?) distribution - Publicity uses this term to describe the new A4 tri-fold leaflet, created for promotional purposes. Should we use another name? A schedule has been worked out for distribution of U3A material around the area the library, doctors surgeries etc.

The theme of the next newsletter will be "Moving On".

Welfare – (helping each other group) had a good discussion on Vulnerable Adults Policy: see attachment (1). The main concern is that any visits do not become official ones as they then come under the remit of Government legislation. We must also be aware that grant-funding bodies are asking for such a policy. If U3A groups and individuals visit members in their own homes as friends or neighbours then all is well.

However, Beth urged members to consider having a written policy to respond to any concerns either from a vulnerable member or about such a member. She stressed that members will move in and out of vulnerability as they become less fit and active.

Dorothy then suggested that a list of useful telephone contact numbers should be printed in every newsletter. Another idea was to use the back of the membership card, which could be laminated.

Social - the Murder Mystery event will be held this coming weekend and all tickets are sold. A BBQ is planned for the 19th June at Aughton Village Hall and previous risk assessment criteria will be revisited. A barn dance is planned for September: venue to be confirmed. The Christmas lunch this year is on the 17th December at the Adelphi Hotel in Liverpool details to be confirmed.

7) Speaker Meetings

Michelle Trace, our new speaker secretary, attended the meeting. She gave a brief synopsis of her career which included teacher, lecturer, adult education, development work with community groups, working at Nottingham University covering public talks with a wide range of speakers to call on. Her ideas included specific topics with different group leaders having input or revisiting previous speakers. It was suggested that an "Ideas Box" be available at Horizons. The Treasurer was not willing to give a budget figure but promised that he would consider any requests for expenses and fees on an individual basis. June 3 is the proposed return date to the Church and of Horizons to S&G HQ so we need a good speaker to start us off again. Car parking should not present a problem as the building work should be finished and we may be able to use the school car park. Bill Evans offered to show Michelle what audio/visual facilities were available in Church.. Ann Haskell will find details of Dr Steve Barrett as a possible speaker and e-mail them to Michelle. She was asked to ensure that someone would do the votes of thanks. The matter of cushions for the church was mentioned – the outcome bring your own!. It was confirmed that speaker meetings are open to all, including other neighbouring U3A's.

8) Special projects no report

9) Report from UCLAN (Sandbox) – Willem gave brief details of the response to the visit to Preston, when members explored the possibilities of connecting U3A Group meetings to home-bound members via internet links. The report has not identified any system capable of meeting our needs and within our budget. Willem suggested a sample survey of members to identify the extent of IT usage and attitudes to technology.

10) Trustees report none

11) NW Region

The notes of the North West meeting by John Ellison had been circulated. Alex is standing down as the NW Trustee and it appears that John Ellison will be his replacement unless another nomination is received. There was some discussion on the increased level of management within TAT and the meeting was reassured that National office is still totally committed to maintaining contact with all member U3As. A possible nomination to the NW Regional Committee was discussed briefly. There may eventually be a need for a capitation charge to run the NW Region but this will be small.

12) South West Lancs Network – this is an informal network of local U3As and no funding is necessary as each member takes turn to host meetings.

A.O.B

a) The treasurer would like claims for expenses by next Thursday

b) 90 members attended the very successful Lancashire Sinfonetta recital on Saturday 6th March. The orchestra may come to West Lancashire in the future, Ormskirk School had been identified as a possible venue.

Meeting ended 12 noon.

Next meeting Tuesday 20th April at 9.30.a.m.