

**Aughton & Ormskirk U3A
Executive Committee Meeting
Tuesday 16th November 2010**

Present:- Jeff Roberts Chairman, Alex McMinn Founding Chairman, Ted Morrell Chair of Trustees, Dorothy Harrison Vice Chairman, Wendy Craddock Secretary, Chris Jones Treasurer, Pat McKenzire Membership , Norman Williamson Social, Bernie Handford Resources, Stan Bryan Publicity, Edna Lally, Willem Weichers, Margery Sargent, Anne Snell, Ann Haskell, Beth Blamires.

FORMAL AGENDA

1). **Welcome and Apologies:-** Jeff Roberts welcomed everyone to the meeting apologies received from:- Bill Evans, Andrew Beeston Trustee, Pauline Jones

2). **Minutes:-** Group Support:-Line Dancing:- The wording to be changed to "It was noted that the tutor has a heavy workload and might require help. Resources:- 6th line the wording " it was felt that a £5.00 ticket **would** be more appropriate" to be changed to "it was felt that a £5.00 ticket **may** be more appropriate". New and Ongoing items:- item b) **paid** to be inserted before professional. **WC**
After these alterations were made the minutes were signed as a true record.

3). **Matters Arising:-**

1). Memory Course update:- A very successful meeting has been held giving a clear picture of the way forward and the Memory Team will report progress to the Executive in three months. Alex McMinn gave further feedback from the meeting that Andrew Beeston (Trustee) was looking at Copyright, ISPN and Licensing issues. Bill Evans was designing the book with initially 30 copies available for "Train for the Trainers Course" after which any alterations can be incorporated. The participants for the "Train the Trainers Course" have yet to be selected.

WC.AM

4). **Treasurers Report:-CJ** The balances for this time of year are very healthy with the income from Horizons, Book Sales and Gift Aid as a bonus. The Third Age Trust affiliation fees of approx £6K are due in January and if we are to maintain our standards then a healthy balance is needed to cover all eventualities, such as a drop in membership numbers, the retirement age rising, reduction in gift aid

Balances:-C a/c 15K. Dep a/c25K, Bond 5K

Gift Aid:- as a result of attending the NW Seminar training day **AH** made the point that gift aid forms should be signed annually the Treasurer agreed with this point. It is possible that Aughton & Ormskirk being one of the larger U3A's might be targeted by Gift Aid Tax Inspectors who would want to see all paper work, check on information held, therefore we need a paper-trail. If these are incorrect the possibility is we might lose the right to claim Gift Aid or have to repay all Gift Aid monies received. **Action by Membership Secretary & Treasurer.**

5) **Membership:-PM** During the last month we have had:-20 new members, 3 re –registered members, 2 resignations and 4 deaths. Actual number of members 1711 this is an increase of 10 as at this time last year. The issued membership number is 2815 with 300 members lost to local U3A's over the years. The options for Membership subscriptions to the end of our year were discussed one being charge £20 from January for 15months this would cause problems with our data base. A general discussion was held re payment of a reduced subscription until April. Referred to Membership Secretary

6). **Committees**

Group Support: JR-

Sunday Lunch groups notice in the Newsletter is requesting help in keeping the group going. Group Support will also send a letter or email to the group members detailing the situation.

During November Groups Support are monitoring group registers. So far 4 groups have returned the registers these show that out of the 4 groups 333 visits to groups have been made by 262 members. These are very promising results.

Publicity:-SB At the moment the Newsletter production is the priority, with both Bill and Margaret away, Stan has been delighted with the response for early copy from the groups The Group Leaders input to the Newsletter, Website and email is improving

Social:- NW The sale of diaries has gone well with only 20 left. There is cause for concern over the sale of tickets for the Christmas meal at the Adelphi at least 200 need to be sold. The full cost for the lunch requires paying by the end of November and if the minimum number not achieved then a smaller room will be allocated with less

room for dancing, an email to be sent out as a reminder for table monies **JR**. This committee now requires new members as they have one resignation and others would like to step down. Norman would like a list of possible names for consideration as the activities run by this committee are demanding. An outcome from the NW Seminar day was that people don't just join they need to be given a resume of what is required/ expected of them first

Resources:-BH we have applied for a grant for the musical production "That Terrible U3A". A rolling Inventory/ location of our equipment is being completed .A grant has been applied for to upgrade our PA system.

H.E.O Group:-DH a ten minute talk "Care for Carers" will be given at Horizons 18th November. An article is in the Newsletter about concerns over mobility during the winter months it is hoped that members within the groups will help. Another Dial a Ride trip to the Playhouse theatre is planned for Thursday 30th December.

7) Secretary's Matters:-

Third Age Trust Newsletter pointed out that The Finance Act 2010 has introduced a new condition which charities must satisfy if they are in receipt of gift aid. The relevant forms were handed too **AM & TM**. The Treasurers report also refers to this. Learning Extension Grants from Third Age Trust are still available (Enquires will be made about retrospective grants for the shop). Information about a competition "Britain's Best Bus Journeys" closing date 30th Nov, NIMR lecture at Mill Hill 8th Dec both before our Newsletter publication were enclosed. A letter from the new Jazz appreciation co-ordinator will be passed to the Jazz Group.

North West Region WC & AH attended a NW Region seminar day **WC** gave feedback of the day three of our members (Sue Watkinson, Stan & Marjorie Bryan) presented a very professional session on Communication. Mike Long from T.A.T talked about Groups and thought that our idea for Short Courses as possibly the way forward. Meg Shaw talked about Committees including the constitution but stated this didn't apply to us as A&O did not comply with the Third Age Trust model. The Finance presentation highlighted issues concerning Gift Aid and also referred to the TAT "Information for Treasurers" & "Insurance" booklets mentioning in particular U3A's position regarding paid tutors. Meg Shaw also requested that U3A members in the North West region complete the NW region questionnaire. Our committee agreed that we email this to our members requesting them to return the questionnaire directly to Meg Shaw. Due to timings inclusion in the Newsletter was not an option

8) Trustees Report. TM The Trustees meeting has been postponed until January

INFORMAL ITEMS

9) Speaker Meetings:- The list for the speaker up to May is attached. The speaker on December 2nd will be Prof Margo Gosney and her team from Reading University speaking on "Nutrition in Later Life" they will also be asking for volunteers to take part in a research study this is a pilot study prior to a wider rollout to the Third Age Trust. Coffee will not be served after 10.30 am on Thursday 2nd December to enable the room to be cleared and set up for the research study. Announcements have already been made at Horizons regarding this. There then followed much discussion about the problems connected to speaker mornings. The lack of attendance could be a problem for us as the speakers have been promised large audiences The Executive felt we are very lucky to have the facilities of the Christ Church available to us even though the vicar has suddenly started addressing the meeting. Further discussion will take place re speaker meetings.

10). SW Lancashire Network TM a meeting is taking place this Thursday between the three U3A's in Southport with a view to amalgamating.

11) Shared Learning Project TM the first meeting is now scheduled for January. The aim is to look at listed buildings in the area e.g. churches and producing a booklet giving family history, local history, church history, music history it will be a short sharp fun activity. Ted would like about 10/12 A&O members to be involved. A concern was raised resulting from the shop a comment was made that it was thought U3A was a religious cult therefore was our studying churches appropriate.

12). New Members Welcome. This will be the afternoon of Monday January 31st. It will be open house at the S&G H.Q. a working party will be needed and a planning meeting will be held on Monday 13th December at the S&G HQ.

13). Third Age Trust National Questionnaire. A request was made that it should be emailed to the committee for comment and returned by the 30th November. This gives time for the master copy of the questionnaire to be completed and returned to TAT before the closing date **JR**

The Executive thanked Edna Lally for her sterling efforts playing the Bugle at last Thursday's Horizons Remembrance Day meeting.

The meeting closed at 11.40 a.m. The next meeting Tuesday 18 January 2011

