

MINUTES OF A MEETING OF THE TRUSTEES OF AUGHTON & ORMSKIRK U3A

HELD ON FRIDAY 27TH JANUARY, 2017

AT

9.30 A.M.

IN

THE MINISTRY CENTRE, AUGHTON

PRESENT: J. H. Roberts, L. Burden, M. Gibbon, T. Morrell, B. Watkinson, M. Wiechers

ACTION

1. CHAIRMAN'S WELCOME

1.1. The Chairman welcomed everyone to the meeting.

2. APOLOGIES

2.1. Apologies were received from G. Maitland and G. Lathom

3. MINUTES OF A MEETING OF THE TRUSTEES HELD ON FRIDAY 14TH OCTOBER, 2016

3.1. The Minutes, having been ratified earlier, were signed by JHR, Chairman of the Trustees.

4. MATTERS ARISING

4.1 (4.2) LB informed the meeting that archiving of hard copy records was going ahead. We are looking for someone to process digital records.

4.2. (5.1) JHR had forwarded a paper outlining the views expressed by Trustees to LB who then circulated it to the next meeting of the Management Committee.

4.3. (5.2) (5.3) JHR welcomed members of both Trustees and Management Committees to an Informal lunch. MG informed the meeting that there had been a very good turn-out and the lunch was well attended and comments were favourable, indicating that the informal get together had been very successful.

4.4. (6.1) Ian Haskell confirmed that he is to give a further presentation on the Beacon System.

4.5. (8.1) LB had sent out her Strategy Paper to all Trustees.

4.6 (9.1) Iain Smart confirmed that he is looking into organising First Aid Training. The Trustees were in favour of this and JHR agreed to look into the possibility of using the same trainers as the Scouts. It was agreed that the Management Committee should decide priorities of attendance. MG offered her help.

JHR

MG

4.7. (9.2) MG confirmed that she had replenished the First Aid Boxes in HQ.

4.8. (9.3) MG informed the meeting that a notice had been placed in the Magazine informing

Members of the location of First Aid Boxes in HQ.

5. TREASURER'S REPORT

5.1. BW gave a presentation and handed out copies of the Main Account and the Group Account.

He informed the Committee that a decision had been taken to move over to the Beacon System of Accounting which had been trialled by GL and Derrick Fewings, Secretary of F&R who were now satisfied that the Beacon System was working satisfactorily. He explained that the layout of the accounts had been negotiated with the Management Committee and that they had requested additional Balances of all accounts. He confirmed that a user levy of 50p per head is being applied to U3As using the Beacon System. It was explained that DF would keep records of all financial transactions on the Beacon System.

5.2. It had been agreed by the Management Committee that GL would now become Treasurer and BW would act as Assistant Treasurer until the end of the financial year.

5.3 GL will take over from BW as Trustee and will attend all future meetings in his role as Treasurer.

5.4 It was proposed that GL would now become the Principal User for the Internet System. The Trustees support the recommendation by BW that DF should be a designated user of the Internet system.

5.5 A meeting is to be arranged with the Auditors at which Chair of Trustees will be present.

GL,BW,JHR

6. STRATEGIC PLAN – PROGRESS

6.1 A discussion took place and the following points were raised:

(i) Membership – An online renewal facility was now being offered to members.

(ii) There should be regular social occasions for both Members and new Members.

(iii) Do we stay affiliated to the Third Age Trust and adhere to its Principles.

(iv) Produce a Questionnaire for non-members.

(v) Look into the feasibility of reciprocal arrangements with other U3As.

6.2. JHR asked Trustees to condense their Reports to include two or three of the most important points to be included in a Strategy Plan for the next five years.

ALL

7. AGM 2017

7.1 The 14th Annual General Meeting of the Aughton & Ormskirk U3A will be held on Thursday, 15th June, 2017 at 10.30 in Christ Church, Aughton.

7.1. All Trustees confirmed they would be happy to serve for another year.

7.2 LB informed the meeting that a Notice will be placed in the March Magazine, on the notice

board at HQ and included on the Website.

LB

7.3 There will be four vacant places on the Management Committee.

8. HONORARY LIFE PRESIDENT

8.1 It was unanimously agreed by the Trustees to recommend Alex McMinn for the award of Honorary Life President to members at the AGM in June.

9. WL Dial-a-Ride Community Cars

9.1. MW to email details to Trustees

MW

10. MATTERS FOR MANAGEMENT COMMITTEE

10.1 a. It was agreed that the Agenda of Trustees' Meetings could be circulated to the Management Committee prior to the Trustees' meeting.

10.2 b. Relationship between Management Committee and Trustees – consideration of roles to be discussed at a later date.

11. ROLE OF U3A AS TENANTS OF THE S& G HQ – LEASE/RENTAL AGREEMENT

11.1 LB circulated a paper for consideration.

11.2 JHR had forwarded copies to TM and the Secretary of the S&G Management Committee.

11.2 A discussion took place and it was agreed that JHR would put something down on paper and take this forward.

JHR

12. DATES OF FUTURE MEETINGS

12.1 It was agreed that Trustee Meetings should be held quarterly.

12.2 Dates agreed were: Monday 10th April 2017; Monday 10th July 2017;
and Monday 9th October, 2017.

13. A.O.B.

13.1 JHR informed the meeting that there was a problem with emails being redirected to the Trustees. MW to ask the Web Manager to temporarily suspend these until further notice.

MW

13.2 MW to contact Bill Evans to ask him to remove the email address from the Magazine .

MW

Signed..... Date.....