

## AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.30am Tuesday 21<sup>st</sup> March 2017.

**PRESENT:** G Maitland, D Baker, V Bullen, L Burden, D Glennon, I Haskell, G Latham, D Morley, G Roberts, D Slater, I Smart, P Trigwell, B Watkinson.

Alex Mc Minn was present for Item 2 on the agenda.

**ITEM 1 WELCOME:** The Chairman welcomed members to the meeting with a special word of welcome to Alex Mc Minn.

### **ITEM 2 EXTERNAL RELATIONS:**

Alex Mc Minn circulated papers associated with External Relations including the Strategy for External Relations and a summary of what is being achieved by our U3A.

Alex drew attention to the problems associated with dementia and the increasing need to raise awareness so that members could learn how to handle and support people suffering from this illness. Following discussion, it was agreed this topic should be addressed at a monthly Speakers Meeting. Alex agreed to approach an appropriate speaker.

Following a request from the Trustees, Alex had produced a Strategy paper which stressed the need to enhance the credibility of the U3A and sustain and develop our relationships both with national and local U3A officers and other significant external bodies.

Alex drew attention to the excellent on-going work undertaken by Jack Brettle in relation to the medical applications of robots and artificial intelligence.

Next year is the tenth anniversary of our U3A receiving the Queens Award for Community and Voluntary Service. It is proposed to place the trophy awarded on display and all the associated correspondence in the archives. Alex suggested we should think about how we can celebrate the tenth anniversary of its award and our 15<sup>th</sup> anniversary, also next year.

The Chairman thanked Alex for all the work he has undertaken over the years in External Relations and for all he has achieved in raising the profile of the Aughton and Ormskirk U3A. The Publicity Sub-Committee will include External Relations and Alex will share all information with them. He will liaise with the Trustees at the next Trustees meeting.

At this point Alex left the Management Committee meeting.

**ITEM 3 APOLOGIES:** An apology was received from I Grant.

**ITEM 4 MINUTES OF MANAGEMENT COMMITTEE MEETING** on 21<sup>st</sup> February 2017:

The Minutes were approved as a true record and signed by the Chairman.

**ITEM 5 MATTERS ARISING:**

IS will inform Group Leaders on the policy concerning Obituary Notices.....**ACTION IS.**

PT will ensure the policy on Obituary Notices is in the next magazine.....**ACTION PT.**

VB has asked Pauline Jones to tell the Duty Managers at Horizons about the policy on Obituary Notices.

GL confirmed that financial procedures were in compliance with the Constitution.

BW is liaising with HSBC over its requirements for notification of GL as Treasurer, the change of signatories and closure of four U3A accounts as approved by the Management Committee.....**ACTION BW.**

GL is continuing research into how to obtain the best investment deal for the Bond and Deposit funds and he will submit a proposal to the Finance and Resources Sub-Committee for decision, as approved by the Management Committee at its last meeting....**ACTION GL.**

GL is liaising with the bank over the appointment of the new Treasurer and the change of signatories. Everything is in hand.

Research is continuing into how to get the best investment deal for the Bond and Deposit funds.....**ACTION GL.**

LB has written to Jack Dixon to thank him for his dedicated service to the Bridge Group and to Bob Broughton for his great service to the Tai Chi Group.

Matters Arising from Confidential Minutes were read out and are minuted in Part 2 of these minutes.

**ITEM 6 CORRESPONDENCE:**

A letter had been received from Alex Mc Minn asking to be relieved of responsibilities for External Relations and liaison with the South West Lancashire Network.

LB will reply to Alex Mc Minn thanking him for all his selfless work for the U3A over many years.....**ACTION LB.**

PT will follow up Alan Bonner's letter and explain the policy on Obituaries will be published in the next magazine.....**ACTION PT.**

PT will liaise with Judy Ingman to seek further information relating to her concerns and LB will write to her.....**ACTION PT and LB.**

IH has contacted Joan Quinlan in relation to her question about the membership fee. IH circulated a paper providing information about U3A capitation fees. LB will write to her

outlining the policy decision taken by the Executive Committee in 2007 and explaining this remains our policy....**ACTION LB.**

In response to a query from Pauline Jones about the storage of U3A files, it was agreed that LB would look into the possibility of renting storage space and if required would then submit a request to the Finance and Resources Sub-Committee. LB will inform PJ of this decision.....**ACTION LB.**

A lady who is no longer a member of the U3A wrote saying how much she had enjoyed and benefitted from being in the U3A. LB will write to her saying how much we appreciate her comments.....**ACTION LB.**

**ITEM 9 TREASURER'S REPORT:** (This item was moved up the agenda as GL had another appointment.)

GL had circulated five reports prior to the meeting, all covering the period 1<sup>st</sup> April 2016 to 28<sup>th</sup> February 2017. He explained the changes he had made to the content and format of the Financial Summaries relating to the Groups Account and Main Account.

He also introduced a new report- a Consolidated Financial Summary-which combined the Main and Group Accounts and the Theatre and Philharmonic Groups into a single document. Footnotes provided definitions of some of the categories-“Session Fees” and “Activities”. GL asked whether the meeting felt it necessary to receive all three financial summaries in future if the Consolidated Financial Summary summarised the other two Financial Summaries.

GL had circulated a Summary of Movements on Bank and Investment accounts. He explained that the Philharmonic and Theatre Groups' receipts and payments will be consolidated in the Groups Account Financial Summary (and consequently the Consolidated Financial Summary) in March and the two bank accounts will be closed along with the BMM and Dining accounts. Thus the four accounts will not appear in this summary at the end of March.

Finally, GL discussed the fifth report which was a breakdown of Groups' receipts and payments (excluding premises costs) sorted and summarised by class. He said that a little refinement was still required and he answered questions regarding the report's use and interpretation.

GL informed the meeting that it had been agreed that the annual accounts would be submitted to JVSA by 15<sup>th</sup> April, and that they would complete their independent examination by 5<sup>th</sup> June in time for approval by the Trustees in advance of presentation to the members at the AGM on 15<sup>th</sup> June.

GL was thanked for the format and clarity of the presentation and for the hard work which had gone into the production of the format.

At this point GL left the meeting.

**ITEM 7 AGM:**

The proposed agenda for the 14<sup>th</sup> AGM on 15<sup>th</sup> June had been circulated in advance.

Members of the Management Committee not standing for re-election were asked to put their decision in writing to LB.

There will be four vacancies to be filled on the Management Committee.

The Trustees will be asked for the details of their agenda items.....**ACTION LB.**

**ITEM 8 SITUATIONS VACANT:**

Nobody has come forward to replace IS as Chairman of the Learning and Group Support Sub-Committee. IS was asked to inform LB of the names of members who would still be on this Sub-Committee after the AGM.....**ACTION IS.**

**ITEM 10 MEMBERSHIP SECRETARY'S REPORT:**

IH had circulated information and gave details of current numbers. 33 new members had joined since the last meeting. Currently we have 1980 members. So far 450 have renewed in person or by post. 329 have renewed by PayPal. Membership is healthy.

IH reported that PayPal is now in operation after initial problems were resolved. A few people had problems renewing on-line, others indicated their satisfaction with the system.

The trend remains steadily upward.

**ITEM 11 PROJECTOR:**

This matter is to be on the agenda for the Trustees meeting.....**ACTION LB.**

**ITEM 12 SUB-COMMITTEE REPORTS:**

The report of the Finance & Resources Sub-Committee had been circulated in advance.

In answer to a question about the photocopier, DM gave details of the costs involved. He indicated that it will be necessary to reissue codes and communication was a big problem. IH offered to assist with communication via the Beacon System and this was gratefully accepted. It was agreed a new machine should be purchased rather than incur a significant cost to repair the existing one.

Minutes of the Social Sub-Committee and the Learning and Group Support Sub-Committee had been circulated prior to the meeting. Both were noted and accepted.

IS expressed his appreciation of the support given by Sue Watkinson in finding a tutor for the Tai Chi Groups.

**ITEM 13 REFRESHMENT ROTA:**

DS had drawn up a rota for refreshments for the Management Committee meetings and this was accepted.

**ITEM 14 SECRETARY'S NOTICES:**

There was one notice from the NHS encouraging people to attend a free "Breathe Easy" event.

**ITEM 15 A.O.B.**

PT reported that the magazine was being delivered to the U3A a few days before the distribution date. This allowed him to take copies to Group meetings in advance of the official distribution date in an effort to reduce postage charges. £556 was the postage charge for sending out the most recent magazines.

PT reported that the Contractors' List needs to go on the web-site. Members are responding slowly to the request for names to be inserted in the Contractors' List.

**ITEM 16 DATE OF NEXT MEETING:**

The next meeting will be on Tuesday 18<sup>th</sup> April 2017 at 9.30am.

The meeting closed at 12.45 pm.