

AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING

CHRIST CHURCH S&G HQ. 9.30am Tuesday 18th April 2017.

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

Margaret Gibbon (Trustee) was also in attendance.

ITEM 1 **WELCOME:** The Chairman welcomed members to the meeting with a special word of welcome for Margaret.

ITEM 2 **APOLOGIES:** There were no Apologies. All members present.

ITEM 3 **MINUTES OF MANAGEMENT COMMITTEE MEETING (21st March 2017):**

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

ITEM 4 **MATTERS ARISING:**

IS has informed Group Leaders on the policy concerning Obituary Notices.

BW reported that four accounts have been closed at HSBC and the change of signatories is being dealt with.

LB wrote to Alex McMinn thanking him for all his selfless work for the U3A over many years.

PT explained to Alan Bonner that the policy on Obituaries would be published in the magazine.

Judy Ingman has been contacted about the concerns she raised.

LB has contacted Joan Quinlan about the membership fee.

LB has contacted Pauline Jones about the storage of U3A files. This matter is being followed up.....**ACTION LB.**

LB wrote and thanked a former member who had expressed her appreciation of all the benefits and enjoyment she had received from the U3A.

IS had informed LB of the names of members who would still be on the Group Support Sub-Committee after the AGM. The Chairman requested that vacancies be advertised in ENews.....**ACTION LB.**

The Confidential Minutes were read out by the Secretary, approved as a true record and signed by the Chairman. IS had spoken to the Group Leaders as requested.

ITEM 5 **CORRESPONDENCE:**

A letter was received from the Secretary of the Scout & Guide HQ Committee asking that all issues relating to the building should be forwarded to him in writing. The Management Committee noted the content of the letter and will liaise with him in future as requested.

ITEM 6 GUIDELINES FOR RECORDING CONFIDENTIAL MINUTES:

In advance of the meeting, LB had circulated guidelines on dealing with Confidential items in Committee meetings. As requested, GR had contacted the County Officer who acts as clerk to Aughton Town Green school Governors' to ascertain the County Council policy and circulated the procedure to Management Committee members.

Following discussion, it was agreed Confidential items are recorded in Part 2 Minutes and referenced in the Main Minutes. Confidential Minutes are not published with the Main Minutes.

A numbered hard copy of the Confidential Minutes will be circulated to members at the meeting and time allowed to consider the content prior to discussion.

The hard copy will be collected in by the Secretary at the end of the meeting.

ITEM 7 AGM:

Alan Bonner has offered to manage the process of admission to the AGM and deal with the administration of a secret ballot if this is required. His offer was accepted. LB to inform Alan of this decision.....**ACTION LB.**

Discussion took place on how best to publicise the AGM to the maximum number of members. It was agreed LB would contact members by Email informing them of the AGM and other relevant information. Nearer the date of the AGM, she would then send out a further Email containing a link to the website to access the agenda and papers for the AGM explaining that any member could request copies to be sent by Email should they have difficulty in accessing the link. LB and IH would liaise on the Beacon system. LB to contact Joyce Nolan with a view to providing a link to AGM documents**ACTION LB and IH.**

Reference to the AGM will be highlighted in the next magazine and on the website.....**ACTION PT.**

It was recognised that deadlines for resolutions and the publication of notices must be met.

It was agreed to recommend that the membership fee remains at £15 for 2018-9.

The proposal that there should be free membership for life for the over 90s was discussed and approved. This proposal will be presented to the members at the AGM.

During the discussion about subscriptions, it was recognised that the whole issue of subscriptions needed to be considered within the context of our strategic vision for the future of the U3A.

ITEM 10 TREASURER'S REPORT:

This item was moved up the agenda at the request of the Treasurer who had another meeting to attend.

In advance of the meeting the Treasurer had circulated the following documentation:

Summary of movements on Bank and Investment accounts (1st April 2016-31st March 2017).

Consolidated Financial Summary (1st April 2016-31st March 2017).

Main Account Financial Summary (1st April 2016-31st March 2017).

Groups Account Financial Summary (1st April 2016-31st March 2017).

Monthly Summary of Transactions for Theatre and Philharmonic Groups (1st April 2016-31st March 2017).

Statement of Assets and Liabilities at 31st March 2017.

GL explained that the documents circulated to the Committee comprised the U3A accounts for financial year 2016-17. He explained the content and purpose of each document and answered questions. He pointed out that from the April report, additional categories would be added in the financial summaries in order to refine the existing allocations of receipts and payments.

GL advised the meeting that, although the accounts had been produced through the Beacon system, the raw data had continued to be extracted from BW's spreadsheet system until 31st March. For this reason, he believed it was appropriate for BW to sign off the year-end accounts after the independent examination by JVSA and that BW (as Assistant Treasurer) should present the accounts to members at the AGM on 15th June.

GL informed the Committee that he had transferred all the necessary financial information, schedules and Beacon transaction extracts on to a flash drive that he would deliver to JVSA's office that same day and BW would deliver his files for scrutiny.

BW was thanked for his outstanding work as Treasurer in the past and GL was thanked for his comprehensive financial presentation to the Committee.

At this point GL left the meeting.

ITEM 8 REPORT ON TRUSTEES:

The Trustees had held their meeting on 10th April.

The Chairman of the Trustees is preparing documentation on the strategic vision of the U3A.

Margaret Gibbon will attend a meeting being hosted by Age Concern on 21st April to launch "Charter for Later Life". PT expressed an interest in attending.

It was recognised that ideally each premises used by the U3A should have a defibrillator. This matter was referred to the F&R Sub-Committee for consideration.....**ACTION F&R SUB-COMMITTEE.**

It was reiterated that the Management Committee members should receive the agenda of Trustees meetings.....**ACTION LB.**

ITEM 9 15th ANNIVERSARY CELEBRATIONS:

This matter to be considered by members of the Management Committee and discussed at a future meeting.

ITEM 11 MEMBERSHIP SECRETARY'S REPORT:

IH had circulated information on details of current numbers and gave an update on more recent changes. 18 members had joined since the last meeting. Currently we have 1997 members. So far, 915 have renewed in person or by post. 462 have renewed by PayPal. Numbers are healthy.

ITEM 12 SUB-COMMITTEES:

LEARNING and GROUP SUPPORT SUB-COMMITTEE:

IS reported that a new Tai Chi group is starting.

There will be a First Aid demonstration on 30th May and Group Leaders have been informed.

The Handbook for Group Leaders has been sent to the F&R Sub-Committee for their consideration.....**ACTION F&R SUB-COMMITTEE.**

IS explained that nobody had come forward to replace him as Chairman of the Learning and Group Support Sub-Committee and that there were other resignations which would leave this Sub-Committee under-resourced.

SOCIAL SUB-COMMITTEE:

This Sub-Committee had not met since the last Management Committee meeting.

COMMUNICATIONS SUB-COMMITTEE:

PT explained that this Sub-Committee cannot take on all aspects of External Relations and requests the Trustees and the Management Committee to develop an External Relations

strategic plan to give clarity and guidance on how best to move forward.....**ACTION TRUSTEES and MANAGEMENT COMMITTEE.**

FINANCE and RESOURCES SUB-COMMITTEE:

The report of the F&R Sub-Committee had been circulated in advance.

DM explained that the Insurance company had accepted our claim following the accidental damage to the photocopier.

The Musical Theatre Group had submitted budgets for the May and October productions. Concern was expressed about the number of tickets being sold.

ITEM 13 SECRETARY'S NOTICES:

LB drew attention to the North West Region of U3As Annual General Meeting to be held on June 7th at Manchester Quaker Meeting House. The AGM has been incorporated into an Annual Conference day.

U3A 2017 Summer Schools will take place from 17th-20th July in Shropshire, from 14th-17th August in Cirencester and from 11th-14th September in Cirencester. Places are available.

ITEM 14: A.O.B:

There were no items for AOB.

ITEM 15: DATE OF NEXT MEETING:

The next meeting will be on Tuesday 16th May at 9.30am.

The meeting closed at 12.25pm.