

## **AUGHTON & ORMSKIRK U3A MANAGEMENT COMMITTEE MEETING**

CHRIST CHURCH S&G HQ. 9.30am Tuesday 20<sup>th</sup> June 2017.

**PRESENT:** G Maitland, P Andrews, J Astles, D Baker, V Bullen, L Burden, D Glennon, I Grant, I Haskell, G Latham, D Morley, A Starkie, M Tomlinson, P Trigwell, B Yates.

Also in attendance were J Roberts (Trustee) and M Gibbon (Trustee).

ITEM 1 **WELCOME:** The Chairman welcomed members to the meeting. A special word of welcome was extended to the four newly elected members. The Chairman also welcomed the two Trustees.

ITEM 2 **APOLOGIES:** D Slater.

ITEM 3 **ELECTION OF OFFICERS:**

Before electing Officers, the Chairman asked the meeting to approve the co-option of Brian Yates on to the Management Committee. This was proposed by PT and seconded by JA and received unanimous approval.

The Officers elected were:

CHAIRMAN...I Grant. Proposed by LB. Seconded by PT. Elected unanimously.

GM congratulated IG on his election and IG took over the chairmanship of the meeting.

SECRETARY....L Burden. Proposed by IG. Seconded by GL. Elected unanimously.

MEMBERSHIP SECRETARY.....I Haskell. Proposed by IG. Seconded by LB. Elected unanimously.

MINUTES SECRETARY....D Glennon. Proposed by IH. Seconded by LB. Elected unanimously.

TREASURER....G Latham. Proposed by IG. Seconded by LB. Elected unanimously.

VICE CHAIRMAN.....P Trigwell. Proposed by DG. Seconded by LB. Elected unanimously.

The Chairman added his words of welcome to the new Management Committee members. He encouraged them to contribute fully to meetings and to participate in the work of the Sub-Committees.

ITEM 4 **MINUTES OF MANAGEMENT COMMITTEE MEETING ON 16<sup>th</sup> May 2017:**

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

ITEM 5 **MATTERS ARISING:**

LB is continuing to work with Pauline Jones on the storage of U3A files....**ACTION LB.**

It was pointed out that Bill Watkinson has a lot of documentation at home. In addition, equipment belonging to the U3A is widely dispersed due to lack of storage space. The F&R Sub-Committee was asked to explore the possibility of renting storage space....**ACTION F&R SUB-COMMITTEE.**

The possibility of electronic storage as appropriate will be given future consideration.

LB will circulate the agenda of Trustees meetings to the Management Committee....**ACTION LB.**

The Trustees are working on a Strategic Plan for the U3A as explained at the AGM.....**ACTION TRUSTEES.**

LB will continue to seek a member who will take over responsibility for Health and Safety. It was suggested we need a Health and Safety audit and consideration could be given to seeking professional advice. Possibly a Health and Safety Sub-Committee could be formed.....**ACTION LB.**

DM has contacted all premises used by the U3A to create a schedule about each location. DM will circulate this information to members of the Management Committee.....**ACTION DM.**

LB wrote to Alex McMinn thanking him for alerting the Management Committee to Health and Safety issues.

GM and LB were thanked for the articles they had published in the most recent magazine giving their reports as Chairman and Secretary respectively.

It was agreed that the AGM had been a success. There will be a different style of presentation of the accounts at the next AGM. The level of reserves needs to be explained and justified to the members to avoid any possible misunderstanding.

GL attended the U3A North West Region workshop on Charity Law and Finance. He reported that other U3As did not share our approach to paying Tutors. In discussion, the Management Committee reiterated approval of the process operating in our U3A.

#### **ITEM 6 MINUTES OF AGM ON 15<sup>th</sup> JUNE 2017:**

The Draft Minutes had been circulated in advance of the meeting and were noted.

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

This item was moved up the agenda as IH had to leave the meeting early.

IH had circulated in advance details on current numbers. Later, he circulated revised figures. 10 members had joined since the last meeting. Currently, we have 1778 members. 1179 have renewed in person or by post. 522 have renewed by PayPal.

IH provided the Committee with statistics of the number of members for each year since 2009 who have not renewed their membership along with the reasons where this is known.

IH had compiled an analysis of members attending the 2017 AGM. The figures showed that original members (with membership numbers 1-1000) outnumbered newer members in attendance. IH suggested that a number of members joining recently simply wanted to join one group. He suggested the implications of this analysis needed to be considered.

It was pointed out that there are a lot of members who contribute significantly to the U3A who were not at the AGM.

#### **ITEM 8 CORRESPONDENCE:**

A letter was received from Sue Watkinson expressing her delight and gratitude at receiving the bouquet of flowers at the AGM. She suggested that a better method of introducing nominees for vacancies on the Management Committee could be considered.

Mick and Fiona Maguire had written saying they were stepping down as organisers of the Card Making group and they would be replaced by Jean Chambers.

Correspondence was received from Alan Bonner seeking clarification about the policy for putting chairs away at the end of Horizons. LB will ask Pauline Jones to formulate a rota and will write to Alan and his team thanking them for their invaluable support at the AGM

#### **ACTION LB.**

Geoff Maitland had written thanking the Committee for the gift of wine presented to him at the AGM and for all the support he had received as Chairman.

#### **ITEM 9 TREASURER'S REPORT:**

GL had circulated to members the financial reporting package for the period 1<sup>st</sup> April-31<sup>st</sup> May 2017 including Consolidated Financial Summary, Main and Groups' Accounts Financial Summaries, Summary of Cash Movements, Statement of Assets and Liabilities and a summary of Groups' receipts and payment by class.

GL explained that the accounts were prepared on the basis of receipts and payments as allowed by Charity Commission law. He also explained the refinements he had made to the financial summaries.

GL asked for cooperation in helping Group Leaders to distinguish between attendance fees and contributions and deposits when paying in their monies. This would help his efforts towards improving the accuracy of the financial reporting. Reference to this would be included in the new Group Leaders Handbook.

GL pointed out that the Groups' Receipts and Payments Report was not yet complete as there was no basis yet established for allocating the S&G HQ annual rental costs among

those Groups that use the premises. JR agreed to provide a copy of the updated timetables to assist in the allocation process.....**ACTION JEFF ROBERTS.**

There had been no response yet to the efforts being made to appoint an Assistant Treasurer.

GL was thanked for his presentation of the accounts. The support given to the Treasurer by Derrick Fewings was also noted and appreciated.

GL referred to an exchange of Emails with the Musical Theatre Group concerning the methodology for presenting income and expenditure. A meeting had taken place with representatives of the Musical Theatre Group in an attempt to resolve this matter.

GL pointed out that in any exercise to determine the income and expenditure of any Group it is necessary to include total income and total costs irrespective of the time period. This basic principle is applied consistently to all Groups whatever their situation or activity.

At GL's suggestion, the Management Committee agreed that GL should draft a letter to be sent to the representatives of the Musical Theatre Group to explain these points. The letter should be signed by IG and/or DM.....**ACTION GL.**

This letter would emphasise that the current discussion about the Musical Theatre Group's presentation of its income and expenditure does not in any way reduce the Management Committee's support for the Musical Theatre Group.

The Management Committee has already ratified the approval granted by the F&R Sub-Committee to the Musical Theatre Group's budget proposal for its "Musical Memories" production.

It was agreed that further meetings would be held with the Musical Theatre Group representatives if one or both parties considered it necessary.

#### **ITEM 11 MEETINGS AND FREQUENCY:**

It was suggested that the Management Committee did not need to meet every month and a possible timetable of meetings till July 2018 was circulated for consideration. In discussion, it was recognised that the Sub-Committees need to be strengthened and functioning efficiently, each with an established Chairman, before a final decision can be made. It was agreed to examine these issues as an agenda item at the next meeting. LB will circulate information about the operation of Sub-Committees to the new members of the Management Committee.....**ACTION LB.**

#### **ITEM 12 2018 CELEBRATIONS:**

It was agreed planning for the 2018 celebrations needed to begin. LB will ask Alex McMinn to chair a working party to gather ideas together and report progress to the Management Committee.....**ACTION LB.**

**ITEM 13 SUB-COMMITTEE REPORTS:**

No documentation had been circulated prior to the meeting.

VB reported that the sale of tickets for the Summer Social was going well.

PT indicated that getting magazines to a number of the Groups for circulation was saving the U3A about £100 in postage charges.

**ITEM 14 SECRETARY'S NOTICES:**

The U3A National Conference and AGM will be held 29-31 August at the East Midlands Conference Centre in Nottingham. Anyone intending to attend is asked to contact LB.

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

PT asked new members of the Management Committee to read through the Guidelines for Group Leaders and pass their observations back to him. PT will organise a Group Leaders meeting to circulate and publicise the document.....**ACTION PT.**

PT mentioned the problems faced by leaders on trips involving small coaches when there is no microphone available to facilitate communication. PT will cost possible machines which could be used and will report back to the next meeting.....**ACTION PT.**

**ITEM 16 DATE OF NEXT MEETING:**

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

The meeting finished at 1pm.