

## Aughton & Ormskirk U3A

Minutes of Committee meeting held on Tuesday 9 October 2007 in St Michael Church Hall, Aughton

**Chairman:** Geoff Malliard

**Present:** Beryi Campbell, Carole Gray, Dorothy Harrison, Pat McKenzie, Ted Morrell, Norman Platt, Chris Procter, Jeff Roberts, Jim Robson, Bob Roscoe, Susan Watkinson, Norman Williamson, Alan Worthington. (All present)

Alex McMinn (Chairman of Trustees) was in attendance until 1030.

Congratulations were offered to Beryi on her Golden Wedding celebration and to Alex on his appointment to the National Executive, representing 73 North West U3As. Geoff offered the full support of the Committee in this new role.

- 1) Minutes of the meeting held on 11 September 2007 were agreed as a correct record with no amendments.
- 2) Matters arising from the Minutes
  - i) Re-organisation of room layout at Horizons – item will be taken with Social Committee.
  - ii) 5<sup>th</sup> birthday plans – Alex explained that funds were difficult to obtain and he was discussing an event with Tony Crimiisk (music) and Irene Kierney (drama). He asked that all other items involving him should be brought forward so that he could leave early and explained that his new role would involve him in quite extensive travelling and that he must relinquish his various project responsibilities very soon. This was done, but the minutes of the Trustee item are at item 5 and the project items are included at item 9.
  - iii) Archiving – the process was on-going. The Chairman had agreed to the distribution of minutes to all members of Sub Committees, following a suggestion that it would improve communications between this Committee and the Sub Committees. Ted then proposed that this Committee be named the "Executive Committee" and all Sub Committees become "Committees". This was AGREED.
- 3) Committee Structure for 2008-09 – the paper circulated by the Chairman was discussed. Geoff confirmed that he would take his year off following the 2008 AGM and Ted will offer himself for re-election. Jeff's retirement/year off has been put back to 2010 because there is no-one yet ready to take on the Treasurer's role. Alan advised that he was standing down as Editor at the 2008 AGM but would take 2009 as his year off. Agreed that this should be discussed again.
- 4) Speaker Meetings – feedback on new timings and arrangements – The October meeting had been less well attended but there were similar issues, particularly the rush to take coffee. The Book Stall will not be out on Speaker days. Chris was concerned that the numbers of members in the building might breach Health & Safety rules. The formal review will take place after the November meeting and in time for the next Newsletter.
- 5) Trustees Report – Alex advised that Ray Simm is sorting out the problem of the Constitution with the Charities Commissioners: there appeared to have been a misunderstanding about the original wording. Geoff urged a meeting of the Trustees to approve the 2006-07 accounts. CVs for the new Trustees are still on hold.
- 6) Membership Report – Pat reported that 44 new members had enrolled this month, there had been one death. There are 1579 current members and the next number is 1970. She expects the Number 2000 within October. It was suggested that any presentation could be done at the November speaker meeting.
- 7) Treasurer's Report – Jeff presented the usual monthly statements and answered questions about the figures. Norman Williamson will check with Discovery Travel on likely Travel Commission for 2007 from all day trips and holidays.
- 8) Committee Reports
  - i) **Finance** – Minutes of the meeting held 27 September were considered. Bob added that some Groups are operating at a loss, or with very low numbers, without obtaining consent from the Finance Committee. He thought the 50p contribution (minimum) would have to rise but this had not been discussed as any increase would not be needed or applied until after 1 April 2008. He reported that Group Leaders are not necessarily paying in all monies collected. A discussion followed and points raised included:- new Groups must be supported financially but perhaps for a limited period; they must liaise with Groups Support and Finance Committees and operate in the most cost-effective premises (perhaps a private house until they are established); combined Groups with other U3As could be considered (Ted has advice on this from National Office). Geoff reiterated the general rule that every attendance at a Group meeting should carry a minimum charge of 50p towards the costs of coffee and premises. It was AGREED that the subscription level and the 50p minimum charge would be included in the Finance Committee budget presentation to the Committee meeting in January 2008. Ted advised that National Capitation might rise to £3 but that there was some new advice about members holding dual U3A membership. This will be taken into account.
  - ii) **Social** – there were no formal minutes but Chris reported verbally.
    - (1) Events – The Race Night had been much enjoyed and had made a small profit (£60). Christmas Lunch Party – Sefton Council had reneged on the contract for the Floral Hall with no blame on U3A. A new date

(Wednesday <sup>12th</sup> 13 December) and venue (Adelphi Hotel, Liverpool) had been booked at the same price. The Social Committee pleased with the deal they had made and hoped numbers would be maintained.

- (2) Welfare issues – Dorothy is still considering people who can't get easily to HQ for meetings. She suggested that the lapsed members list could be the starting point. Pat agreed and asked that she be advised of any deaths so that she could avoid distress in sending reminder letters.
- (3) Horizons – there had been some resistance to the agreed changes in layout. Jim reminded the Committee that the changes had been in response to members' comments, that the building/meetings were not as friendly as they had been and that new members could not be welcomed. Communication with Group Leaders had been slow but many people involved in manning Horizons had agreed that the new layout was good. After much discussion it was AGREED that the Welcome table, Treasurer and Membership should be on the left of the main room with a general long "Information" table across the far end. Any Group Leader wishing to promote a Group meeting or activity must request a table and double up with general information. All selling activities would be in the small room with limited coffee tables. Leadership from 0900 was essential so that the rooms could be laid out in accordance with this decision. Geoff asked for full co-operation from all members of the Executive Committee. Chris reported that Dorothy Howel wished to sell cards made by her Group with a 25p contribution from each sale going to U3A funds. This was agreed.

- iii) **Groups Support** – Jim reported that the Handbook is ready and will be distributed on 26 October. The page on Health & Safety prepared by Jim Costello had been omitted at his suggestion but he was now unable to attend the Group Leaders' meeting to present the item. Ted was not able to attend either. Jim Costello's approach was to change attitudes to risk and encourage members to be more aware rather than dictate to them. As a preliminary to this, it was AGREED that the Health & Safety Policy proposed by Jim Costello be adopted by the Executive Committee on behalf of U3A. Ted agreed to put together a short item for inclusion at the Group Leaders' Meeting. It was suggested that First Aid training might be considered.
- iv) **Publicity** – no meeting had been held but Alan reported that the September newsletter had been submitted to the National Competition. He mentioned a "wilful" clash of a new Walking Group with an established Group, both meeting on the same Thursday morning in the month. He said that the Walks Co-ordinator had not been in favour of the new Group and, accordingly, information about the new Group had not been included in the Newsletter. The information had also been presented three weeks after the closing date.
- v) **Travel** – Minutes of the meeting held on 17 September were considered. Norman reported that the Madrid holiday is now booking well. The wording suggested to indicate room prices should not include "Single Supplement". It was agreed that the six-week ring fencing for A & O U3A members before contacting other U3As would apply only if the holiday had been advertised in the Newsletter. Ted mentioned the clash of dates with other holidays (Walking, Gardening) and Geoff recommended full co-operation with the Travel Committee before dates are fixed.
- vi) **Premises** – no meeting had been held.
- 9) **Special Projects** – Alex now wished to find other people to take forward his Projects, i.e. External Relations, Sustainable Development (meeting on 16 October to discuss the future) and E-learning (Willem Wiechers will take this forward towards a launch in January).
- 10) **Third Age Trust and external items** - there had not been any take-up for the North West Study Day; the National Conference Cruise had gone well; summer schools were advertised; Advice Bulletin on "Regions" had been published.
- 11) **Any other business** –
- a) A Children's Choir from Uganda would sing next Thursday morning in Christ Church for our members.
- b) The U3A Choir had offered to sing carols on a Thursday before Christmas. 20 December was chosen but it was suggested that they should remain in HQ so that all helpers could enjoy the music, not in Christ Church.
- c) Geoff had received an invitation for a Churches' Together event in Coronation Park, Ormskirk on 28 June 2008 and it was agreed that we should avoid having any events on this date. Publicity Committee will plan the activities.
- d) Jim requested that announcements at Horizons should be limited to our own activities. This was AGREED>

There was no further business and the meeting closed at 1230.