

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

CHRIST CHURCH S&G HQ. 9.30am Tuesday 17<sup>th</sup> October 2017.

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

**ITEM 1 WELCOME:** The Chairman welcomed members to the meeting. He added his appreciation for all the hard work undertaken by members of the various Sub-Committees.

**ITEM 2 APOLOGIES:** B Yates.

### **ITEM 3 MINUTES OF MANAGEMENT COMMITTEE MEETING ON 18<sup>th</sup> JULY 2017:**

The Minutes were accepted as a true record and signed by the Chairman once it was recognised that Geoff Maitland had been present at the meeting and his name had been omitted in the minutes.

Discussion took place on the length of time between Management Committee meetings and the consequent delay before U3A members had sight of the minutes. It was agreed that the Secretary would Email the draft minutes to Management Committee members as soon as possible after the meeting and members had three days to respond to LB if they had any concerns about the minutes. If no response within three days, LB would assume satisfaction. LB would make any necessary changes and then publish the draft minutes to the U3A members. The formal acceptance and signing off of the minutes would take place as an agenda item at the next meeting.....**ACTION LB.**

### **ITEM 4 MATTERS ARISING:**

The majority of items were agenda items.

LB had responded to the correspondent who had expressed concern about interruptions to exercise classes in the main hall.

### **ITEM 5 CORRESPONDENCE:**

The Secretary of the Scout and Guide Committee had written to LB stating that the concerns relating to the emergency exit and parking issues plus the query about the projector would be discussed at the next meeting of their Committee.

A letter was received highlighting incidents of anti-social behaviour and vandalism in and around the HQ during a U3A meeting. Following discussion, it was agreed to approach the Scout and Guide Committee about the possibility of CCTV being installed with the offer of the U3A paying part or all of the costs.....**ACTION LB.**

Correspondence was received suggesting that volunteers operating at Horizons should get a free cup of tea or coffee. It was agreed this would be difficult to administer and there were

others such as Group Leaders who contribute a lot to the U3A also present at Horizons. It was agreed that with immediate effect tea and coffee would be free for all attending Horizons for a period of a year. This decision would be reviewed after an appropriate length of time but no later than October 2018.

**ITEM 6 FEEDBACK FROM TRUSTEES' MEETING ON 9<sup>th</sup> OCTOBER 2017:**

The Management Committee received feedback from the Trustees' meeting including the information that GL's paper entitled "Strategy Proposal" had been accepted in principle. Responsibility for the interpretation and implementation of the strategies outlined in this paper resides with the Management Committee. The Trustees will be kept informed about decisions and actions taken.

**ITEM 7 2018 CELEBRATIONS:**

PT and VB reported back on meetings with Alex McMinn.

An event was planned at the Civic Centre. Proposed numbers were given including invited guests and associated preliminary costing. Two other events are in the initial planning stages. The Management Committee gave approval for the event at the Civic Hall recognising that the celebrations being organised were primarily for U3A members. It was agreed that there should be a sensible limit on the number of invited guests. PT and VB were thanked for their involvement in the planning and were requested to bring specific proposals for Management Committee approval at the next meeting.....**ACTION PT and VB**

**ITEM 8 UPDATE ON HEALTH AND SAFETY:**

DS reported that there are six members on the working party with a wide range of expertise and experience. They have identified the scope and aims of their remit and have started to look at policies operating in other U3As. The initial focus will relate to premises. DS will keep the Management Committee informed about progress.....**ACTION DS.**

**ITEM 9 UPDATE ON ARCHIVING:**

AS received no response to his advertisement for support from members. AS is undertaking research and consulting people on topics such as legal implications, current methods of filing and how to store hardware. AS will report back on progress.

The Chairman decided to rearrange the order of items on the agenda.

**ITEM 11 TREASURER'S REPORT:**

GL informed the meeting that he would be resigning as Treasurer with effect from 31<sup>st</sup> March 2018.

The Chairman thanked GL for his significant contribution as Treasurer pointing out how he had introduced substantial change and refined the operational processes as he sought to move the finances forward by providing detailed financial statements and summaries accompanied by clear explanations and operating with a good support network.

It was recognised that a successor as Treasurer is required as soon as possible. Details of the vacancy will be circulated by word of mouth and LB will place information in Enews and the magazine. The Chairman will refer to the vacancy in his article in the magazine....**ACTION LB and CHAIRMAN.**

This matter will be an item on the agenda for the next meeting of the Trustees.....**ACTION LB.**

The Treasurer had circulated financial documentation in advance of the meeting. He identified and explained certain items including printing costs, attendance fees and cash movements.

GL expressed his gratitude to all who gave him support.

#### **ITEM 12 MEMBERSHIP SECRETARY'S REPORT:**

IH had circulated information in advance of the meeting. 43 members had joined since the last meeting. We now have 1868 members.

The Chairman thanked Ian for his crucial work as Membership Secretary.

#### **ITEM 10 STRATEGY:**

GL had produced and circulated in advance a detailed "STRATEGY PROPOSAL" paper. He stressed that he visualised this document as Phase 1 in a process of strategic thinking for our U3A. The document pointed out that in implementing a duty of care to the members a Health and Safety Working Party had been established. In addition, efforts were being made to introduce a comprehensive system of archiving. The Groups' Support Sub-Committee was seeking to ensure maximum utilisation of the S&G HQ. In considering the Level of Funds, consideration must be given to the priority of serving and protecting the long-term interests of our U3A members.

Following discussion about various financial options, it was recognised that the current Level of Funds is adequate. The members must be given an explanation as to why it is considered prudent to hold on to the balance of £98,487 in the current financial climate and this could begin at the forthcoming Group Leaders' Evening.

GL was thanked for the production of this thought-provoking document which could be viewed as the catalyst for on-going strategic thinking in our U3A.

#### **ITEM 13 UPDATE ON AUDIO TOUR GUIDE SYSTEM:**

PT circulated a "Report on Tour Guide Systems" for discussion. He had been asked to look into the logistics of purchasing a system for use by our U3A members.

In considering the three possible options, questions were raised about storage and organising and monitoring use of the equipment. It was agreed that PT could go ahead and purchase Option 2 provided that he can arrange for a member to store, organise and maintain the equipment in their home and ensure that it is available for use by other Groups. PT must ensure that the equipment is clearly marked as U3A property during storage in a member's home. PT was advised to defer any decision until Group Leaders were consulted about how to resolve these concerns.....**ACTION PT.**

**ITEM 14 GROUP LEADERS' SOCIAL EVENING:**

PT circulated a summary of progress so far. He had sent out invitations and the initial response had been disappointing. Management Committee members are invited. PT intends to prepare and cater for about 70.

**ITEM 15 UPDATE OF INFORMATION ON SUB-COMMITTEES ON WEBSITE:**

GL urged the Chairs of Sub-Committees to monitor and update what is on the website in relation to their Sub-Committee...**ACTION CHAIRS OF SUB-COMMITTEES.**

**ITEM 16 SUB-COMMITTEE REPORTS:**

Reports from the Sub-Committees had been circulated in advance of the meeting.

AS pointed out that the Communications Sub-Committee had advertised forthcoming social events and would be willing to assist with the publicity for the 2018 celebrations. The question about how widely we want to advertise the U3A will be discussed as an agenda item at our next meeting.....**ACTION LB.**

The Social Sub-Committee are selling tickets for the Christmas Lunch and diaries are on sale.

**ITEM 17 SECRETARY'S NOTICES:**

LB drew attention to certain leaflets including Inclusiveness Awareness, Music Makers and Language Group Workshops.

**ITEM 18 AGM PAPERS:**

LB had circulated papers outlining the current guidelines for AGMs. This provides a detailed breakdown about the necessary preparation and operation of an AGM. LB outlined the procedures followed for the 2017 AGM in line with the Constitution and that they had worked well. She also said that she had emailed all members and had had a good response.

GM proposed that the committee should confirm in the magazine that the preferred method of communication should be by Email, withdrawal by notification.

Information on the AGM will also be available in the Magazine, on the Website, Enews and on the HQ Notice Board.

**ITEM 19 A.O.B.:**

As this was the last meeting for Geoff Maitland as a member of the Management Committee having completed the maximum six year's service allowed by the Constitution, the Chairman thanked Geoff for his outstanding contribution and commitment in so many ways to the Management Committee and the U3A in general over the years.

**ITEM 20 DATE OF NEXT MEETING....TUESDAY 16<sup>th</sup> JANUARY 2018.**

The meeting concluded at 1.40pm.

**Signed..... Date.....**

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**Note:**

Following the meeting, the Chairman recognised that there had been insufficient time to fully discuss the items relating to the AGM and he decided that this topic will be addressed as an agenda item at the meeting in January 2018.