

MINUTES OF A MANAGEMENT COMMITTEE MEETING OF AUGHTON & ORMSKIRK U3A
HELD AT S&G HQ AT 9.15 AT S&G HQ ON TUESDAY 17TH JULY, 2018

PRESENT: Ian Grant (Chairman), Paul Andrews, Jane Astles, Doreen Baker, Val Bullen, Linda Burden, Gerry Latham, Deirdre Slater, Alan Starkie, Megan Tomlinson.

IN ATTENDANCE: Margaret Gibbon, Chairman of Trustees

ITEM 1 Welcome

Ian Grant welcomed everyone to the first meeting after the AGM.

MT agreed to be Minutes Secretary.

This was the last meeting with GL as Treasurer and IG thanked him for all his hard work during his time as Treasurer.

Margaret Gibbons attended the meeting as Chairman of Trustees and assured the members that it was the intention of the Trustees that they work together with the Management Committee to the betterment of the U3A. We have achieved 15 years and should look to the future.

IG intended to invite members to Horizons to express their views and discuss how they feel.

The Third Age Trust may be thinking slightly differently but we must follow procedure laid down until advised further.

ITEM 2 Apologies ... None received.

ITEM 3 Co-option of members.

Only one name put forward at AGM so Pamela Green is the new member of the Management Committee. IG informed the meeting that it is possible to co-opt up to 2 members on the Management Committee.

GL has agreed to stay until 1st August to finalise accounts.

The Committee agreed unanimously to co-opt Norman Shelmerdine into the Committee NS has a background of sport and banking.

ITEM 4 Election of Officers

AS proposed IG as continuing Chairman and this was seconded by PA

A new Vice Chairman was needed, and IG thanked Peter Trigwell for his hard work in undertaking this task previously. IG nominated PA and this was seconded by MT.

It is acceptable to have 2 Vice Chairmen but we probably don't need these.

IG expressed his gratitude to GL for his hard work as Treasurer which ensured that we followed both the rules of TAT and The Charity Commission.

AS asked if we had informed our members fully as to why we had to follow these rules, it was thought any issues might have been brought up at the AGM. Also letters or emails could be sent to Group Leaders regarding this. .

IG proposed Norman Shelmerdine as Treasurer, seconded by JA.

IG proposed LB as Secretary and praised her continued hard work and dedication. Seconded by AS

DB proposed DS as Membership Secretary and this was seconded by AS.

IG confirmed that members of Sub-committees should elect their Chairman and it would be an advantage if they were members of the Management Committee.

ITEM 5 Minutes of Management Committee 15.05.18

These previously agreed by members.

ITEM 6 Matters Arising

Discussions took place on involving U3A members in managing roles, and responsible usage of rooms at S&G HQ during 9 am – 5 pm. The Meeting room at the Ministry Centre was booked every Thursday a.m. and could be used when needed.

The Welcome Team and Membership Team inform new members about input into Groups etc., GL stressed the need for tackling lack of co-operation.

IG thanked PA for producing the necessary yellow lines around S&G HQ.

AS updated the Committee regarding the proposed projector and there were various options to be considered. The approximate cost to be between £5000 and £6000. It was suggested he apply by the standard finance request form. **AS**

ITEM 7 Minutes of AGM 14.06.18

The next AGM to approve these minutes. It was agreed to publish draft minutes on the web site.

ITEM 8 Matters Arising

There was disappointment at the number of attendees.

ITEM 9 Correspondence..

Letter from Her Majesty The Queen thanking the U3A for their letter and expressing interest and good wishes to the U3A.

Letter from Peter Trigwell offering his resignation as Vice Chairman of the Management Committee and Chairman of Group Support. IG praised PT for his hard work both in front and behind the scenes of the U3A.

ITEM 10 Treasurer's Report ..

GL gave a synopsis of the last 3 months accounts, also there were very helpful notes on cash reserves etc. One bond has matured and re-invested along with accrued interest.

Group Account is topped up from Main Account and this is ongoing so in the future contributions etc., may need to be changed.

GL thanked his colleagues at F & R for their support. GL also stated that some groups still had not complied with new formula.

GL asked that the new Treasurer Norman Shelmerdine be an approved signatory for all mandates, cheques and authorisations on his appointment to enable payments etc., to be made with effect from 2nd August, 2018. LB to arrange meeting with NS and GL. **LB**

IG once again thanked GL and his team.

ITEM 11 Membership Secretary's Report ..

DS informed the Committee that after 1st June non-renewed members would be treated as lapsed. 185 members have not renewed which is 10% of membership. New members have dropped but this may be due to the time of year. The next number will be 4500 and Alex McMinn suggested that when we reach 5000 we make a special event of the occasion.

Group Leaders to tell Membership if people leave their group.

ITEM 12 2018 Celebrations – Group Showcase 13.10.18

VB sent update to Management Committee.

At meeting 13.07.18 Bill Evans suggested 'Ladies Penalty Shoot Out'. Added to original Groups taking part are now Mah Jong and Zumba.

Acorn Room – Displays and information. Oak Room – Performances.

John Tomlinson and Peter Trigwell to MC.
This to be ticketed but free event.
IG asked VB to thank her colleagues for their hard work.

ITEM 13 Sub-Committee Reports

Heath & Safety

DS informed those present that this has been halted due to loss of Chair of Group Support. Website is under construction, DS queried how this could be launched, perhaps by letter or magazine or enews. DS asked that Group Leaders be involved in the safety of their group.

Communications

AS advised this was restricted until the outcome of the GDPR meeting which LB said would take place soon. AS also asked about Data Protection form and asked if one member could complete one form to cover all groups concerned.

Group Support

JA informed Committee that there was now a new 'Welcome' pack ready. A new member had now offered to become Leader of the Gardening Group. JA suggested that both Welcome and Membership team might wear lanyards with badges, also perhaps Group Leaders attending Horizons. DB to investigate. **DB**

F & R

As yet to be reconvened. LB will contact NS and AS will arrange next meeting. **LB/AS**
Dennis Morley has volunteered to look after list of equipment and liaise with users, also to look after B & M machines.

Social

VB sent an update to the Management Committee
Summer Social booked for 31.08.18 at Aughton Village Hall, tickets 12.00 each.

ITEM 14 Secretary's Notices

Diaries are available to U3A by end July beginning August, 200 is probably minimum order and their cost to us is now £2.50.
LB has arranged P.O. Box Number which ensures mail sent there will be delivered to LB.

ITEM 15 AOB

PA asked if any plans were being made for plot of adjoining land. It was thought S&G had plans for this and perhaps this could be clarified as they would impact on U3A.

The meeting closed at 12.55
Date of next meeting Tuesday 16th October, 2018.

Signed.....Date.....