

## MINUTES OF A MEETING OF THE TRUSTEES OF AUGHTON & ORMSKIRK U3A

HELD ON MONDAY 9<sup>th</sup> JULY 2018

**PRESENT:** M. Gibbon (Chair) L. Burden, M. Faza, I. Grant, P. Jones, S. Watkinson

### **1.00 Chairman's Welcome**

1.01 MG, as remaining elected Trustee of 2016 opened the meeting, and welcomed everyone to the meeting.

### **2.00 Election of Chairman**

2.01 IG proposed MG, this was seconded by MF and agreed unanimously.

2.02 MG informed those present that the Trustees were legally responsible for the activities of the U3A and for carrying out the requirements of Charity Law. She went on to say that the Trustees operate through collective responsibility.

### **3.00 Apologies:**

3.01 Apologies were received from G. Latham

### **4.00 Minutes of meeting held on 23<sup>rd</sup> April, 2018.**

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

### **5.00 Matters Arising**

5.01(12.0) MG informed the meeting that Edge Hill had approved the research study of a student at their University and a first meeting had been arranged between the student and the aerobics group.

### **6.00 Correspondence**

6.01 A letter had been received from the Scout and Guide HQ Committee declining the offer presented to them by the Trustees to change the current practice regarding the payment of the rent. LB to respond to the S&G Committee's letter. **LB**

6.02 This item is dealt with in Part 2(Confidential) of these minutes.

### **7.00 Review of 15<sup>th</sup> Birthday Celebrations**

7.01 **It was agreed that the Celebrations** of the fifteen birthday and the tenth Anniversary of the Queens Award for Voluntary Service was very well received. Our U3A now moves forward towards our twentieth birthday celebrations.

7.02 **A letter had been** received from Jo Derbyshire, the Lord Lieutenant's Representative thanking all involved for a wonderful evening.

7.03 **The Trustees would like to thank Val Bullen and the team for organising such a splendid event which everyone enjoyed.** LB to write to VB **LB**

## **8.00 Review of 2018 AGM**

**8.01** It was agreed that the AGM went off very well but the numbers of members who attended was very disappointing.

**8.02** It was suggested that Group Leaders should be asked to avoid arranging any outings or trips next year which would clash with the AGM on the 23<sup>rd</sup> May, 2019. LB to write to Group Leaders asking them to keep this date free. **LB**

**8.03** **Date of next year's AGM to be put in the Magazine. **LB.****

8.04 Members were surprised that there were no responses during the AGM to the Open Forum held at the end of the meeting. A suggestion was put forward that any questions/suggestions could be tabled in advance.

## **9.00 Treasurer's Report**

9.01 As the Treasurer was unable to attend the meeting, he had submitted accounts along with explanations. A discussion took place and the following points were raised.

9.02 The Treasurer has now received a form for Gift Aid to change signatories.

9.03 IG informed the meeting that GL the Treasurer was leaving. LB to write to GL to thank him on behalf of the Trustees. **LB**

9.04 A new applicant, Norman Shelmerdine, is being considered as a new Treasurer. LB to contact NS re a CV. A meeting is to be arranged with the Chairman. **LB**

## **10.00 Approval of 2017/2018 Accounts for submission to Charity Commission**

10.01 The accounts for 2017/18 were approved as was the Auditors for next year in line with the decision of the membership at the AGM.

## **11.00 Report from the Management Committee**

11.01 IG informed the meeting that any Trustee who attended the Management Committee would be very welcome. It was agreed that MG should go to the next meeting.

11.02 Now that the U3A has got to the 15<sup>th</sup> Anniversary we should now be looking forward to the next thirty years. A discussion ensued as to how to contact members in order that they can express their views on how they would like the organisation to develop.

## **12.00 Meeting of Membership**

12.01 A discussion took place on how members can contribute to the U3A and how Horizons can be managed as there is a problem getting members to volunteer to help set out the rooms. A decision was taken to hold a Forum at HQ on Thursday morning, 27<sup>th</sup> September, 2018 to discuss the future of the organisation

12.02 LB to find out about flip chart.

12.03 The event to be published in the Magazine, on the website and enews. **LB**

**13.00 Support for Management Committee and Group Showcasing, 13<sup>th</sup> October, 2018**

13.01 MG informed the meeting that they should all be prepared to help the Management Committee now they have reduced members. IG thanked the committee for the offers of help. IG explained that after co-opting a Treasurer, only one more member could be co-opted.

13.02 MG also asked that we offer help if and where needed to the team organising the Group showcasing event in October.

**14.00 Publication of Trustee Minutes**

14.01 It was agreed that a draft of the Trustee minutes should be circulated to Trustees as soon as they were completed and if approved, they could then be published in their draft form.

**15.00 A.O.B.**

**15.01** The issue of **GDPR** was raised. The meeting was informed that MG and LB had attended a GDPR workshop organised by the National Office. LB to forward a copy of a paper on the work shop to Trustees. **LB**

15.02 LB explained that a Working Party had been established which was moving forward with GDPR issues including publishing a Privacy Policy which was now on the web site, reviewing Application and Renewal forms and ensuring that the web site is GDPR compliant.

15.03 Functions of the Beacon system were being reviewed.

15.04 SW pointed out that members should be made aware that because of the new GDPR legislation blind copy should be preferred when sending emails to more than one person.

15.05 The Trustees asked LB to congratulate the GDPR Working Party for all the hard work they had put in and the progress they had made. **LB**

**16.00 Dates for future meetings**

**16.01** The dates for future meetings were agreed:

Wednesday 24<sup>th</sup> October, 2018

Wednesday 27<sup>th</sup> February, 2019

Wednesday 24<sup>th</sup> April, 2019

Wednesday 26<sup>th</sup> June, 2019.

The Chairman thanked everyone for their support

The meeting closed at 12.10

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