

## POCKLINGTON & DISTRICT U3A

### SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 3<sup>rd</sup> February 2015

1. **Apologies** had been received from Brian James, Terry Rogers, Frank Challoner and the President.
2. **Minutes of Previous Meeting held on 6<sup>th</sup> January 2015**

The minutes were unanimously approved as a correct record of that meeting, proposer David Jamieson, seconder Pauline Carter.
3. **Matters Arising**
  - 3.3.9.4 **Photocopying**

The Vice-Chair had visited the Church offices but the relevant person had been on holiday. It was agreed that Group Leaders should normally use the U3A photocopier, now located with Gerry Hutchinson, except when they have very small amounts to copy.

**Action:** Vice-Chair to advise group leaders that the Church facility was available at 5p per copy.
  - 3.3.11 **Projector Screen**

Ian Snape had contacted group leaders who regularly use the projector and most were content with the current screen. He therefore recommended that no further purchase was made. This was agreed.
  - 3.5 **Update on Forward Planning Working Group**

Ian Snape reported that the volunteers for this group were Stephen Leunig, Ian Sheppard and the President and that he was seeking one further volunteer.
  - 3.9 **Update on 10<sup>th</sup> Anniversary Project**

The Chair had attended a photoshoot with the Pocklington Post to publicise the bird box day at Burnby Gardens on 18<sup>th</sup> February. She advised that sessions were planned for 11.00 a.m. and 1.00 p.m. and that entrance was free during half term.

Ian Snape reported that he and Frank Challoner had met with representatives of Pocklington Rugby Club and the club were delighted to have around 400 whips to plant at their site on the B1246. Frank Challoner had also identified three land owners in Everingham who are interested in tree planting.

**Action:** Ian Snape to email Burnby Hall and Pocklington Post asking that they ensure there is an acknowledgement that the U3A are providing the bird boxes.
4. **Treasurer's Update**
  - 4.1 **Current Balances**

The Treasurer reported that the accounts stood at £12,865.20 of which £1,280 was in group funds.
  - 4.2 **Update on Money held by Group Leaders**

Garden group – the amount held has been brought down and the Group Leader is adopting ways to continue to reduce it.

Travel – although the account was currently at £705, this included £350 for the next trip which would reduce the holding below the recommended £400 float and the Group Leader will take £2 off the next two trips to further control this.

Yorkshire History - the Group Leader had agreed with the Secretary that she would reduce trips from May onwards by £2 per head, rather than the Committee's proposed £1.50, as this made the handling of change easier. With regard to refunding £1.00 to each attendee on the trips in January, February, March and April, the Group Leader has decided to put this into the tips given to the coach driver, instead of the people on the trips putting tips in the box.
5. **Vice-Chair's Update**

**Tutors' Public Liability** – brought forward to next meeting.

## 6. Secretary's Update

### 6.1 Subscription for 2015-16 and 2016-17

The Secretary re-stated the difficulties caused by the annual subscription being confirmed by the A.G.M. in April, two months after the Committee had started collecting renewals for the year from April. The Secretary proposed that the A.G.M. be asked to approve the subscriptions for both the 2015-16 and the 2016-17 years at the A.G.M. in April 2015 to avoid the overlap occurring in the next year. ***This was seconded by Ian Snape and agreed unanimously.***

**Action:** The Committee to agree their recommendation for the amount of the subscription for 2016-17 at the next Committee meeting. (The amount of £12 for 2015-16 had been agreed at the 6<sup>th</sup> January 2015 Committee meeting.)

### 6.2 A.G.M. Timing

The Secretary circulated a paper with suggested timing for the sending out of notifications to members of the A.G.M., the requests for nominations for new Committee members and the voting papers (if needed). ***This was approved.*** (see appendix at foot of minutes)

### 6.3 May Drop-in

As the first Thursday in the month fell on National Elections Day, it was agreed that the May drop-in would be held one week later on Thursday 14<sup>th</sup> May 2015.

**Action:** Secretary to book Community Centre, Burnby Hall for 14<sup>th</sup> May.

### 6.4 National Information

The Secretary reported that the National Office had sent the following documents:

- A leaflet about grants that are available for U3As combining to work in small groups on their future development – passed to Ian Snape to consider for his Future Development Working Group;
- the PPL licence for the 2015 year;
- a flier on the free legal aid service – Secretary to publicise at drop-ins and on the website.

## 7. Committee 2015-2016

The Chair advised that, despite sending emails to all members, publicising at drop-ins and sending a further email to all Group Leaders during December and January, no further volunteers had come forward.

**Action:** The Chair to publicise again at the drop-in that a Vice-Chair and Committee members are needed.

**B/f:** the issue of Membership Secretary

## 8. Any Other Business

### 9.1 Subscription Periods for New Members

In the absence of Terry Rogers, the Secretary tabled a proposal on his behalf that the new members who joined in January should have their subscription valid from 1<sup>st</sup> January through to the end of the forthcoming financial year (i.e. for 15 months). The rationale being that the current 'cut off' date of 1<sup>st</sup> February was not a natural break in the year, the numbers joining in January were often quite high and each year several complaints were received from people joining in January and asked to renew in March/April. ***The proposal was seconded by the Chair and carried with one abstention.***

### 9.2 Paid Tutors

The Chair advised the meeting that she had received a lengthy communication from the National Executive about the use of paid tutors which she would email to the Committee for their careful consideration as it would be an agenda item for the next Committee meeting.

**Action:** Secretary to email document to Committee and include in agenda for 3<sup>rd</sup> March 2015.

## 10. Date of next meetings:

Committee meeting - all at 10.15 a.m. at the Station Hotel, Pocklington:

Tuesday 3<sup>rd</sup> March 2015

Tuesday 7<sup>th</sup> April 2015

A.G.M. Thursday 23<sup>rd</sup> April 2015 at 2.00 p.m. at Pocklington Methodist Church

The meeting closed at 11.40 a.m.

***Brought forward to next meeting:***

Tutors' Public Liability

Membership Secretary

Paid Tutors

The possible use of a sub-committee to organise general meetings

**Appendix to Secretary's Update 6.2**

**Timing for A.G.M. notifications**

The Secretary proposes that the following time-line be adopted for the 2015 A.G.M.:

- |                            |   |
|----------------------------|---|
| Wed 19 <sup>th</sup> March | Notice of A.G.M., agenda and request for nominations emailed & posted to members<br><i>5 weeks before A.G.M., minimum notice required 3 weeks</i> |
| Wed 1 <sup>st</sup> April  | Nominations close at 17.00 hours<br><i>3 weeks before A.G.M., latest allowed 14 days prior to A.G.M.</i>  |
| Thu 9 <sup>th</sup> April  | Agenda, supporting papers and ballot papers emailed & posted to members<br><i>2 weeks before A.G.M.</i>   |
| Mon 20 <sup>th</sup> April | Reminder email sent out   |
| Wed 22 <sup>nd</sup> April | Ballot closes at 17.00 hours  |
| Thu 23 <sup>rd</sup> April | A.G.M. commences at 14.00 hours   |