

## POCKLINGTON & DISTRICT U3A

### SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 4<sup>th</sup> August 2015 at 10.15 a.m.

**Apologies** – David Bragg.

#### **Approval of Minutes of Previous Meeting held on 30<sup>th</sup> June 2015**

The President requested a correction to the item 3.3.10 Burnby Hall Gardens Project as follows “20% must be used for widening interest in the project”. The minutes were then unanimously approved as a correct record of that meeting.

#### **Matters Arising**

##### **Pocklington Canal Project/Burnby Hall Gardens Project**

###### **Action:**

- 1. Past Chair to arrange an open meeting in first two weeks of October for the Canal Project.**
- 2. President to identify a speaker from Burnby Hall Gardens for the A.G.M.**

##### **Technical Back-up to Membership Database**

The Secretary asked the Committee to continue to try to identify a person to undertake this role.

##### **Colour Printer**

The Treasurer proposed that the Committee give approval for a purchase up to a top limit of £250. This was seconded by the Secretary and unanimously agreed.

###### **Action:**

**Treasurer to liaise with Admin Assistant to acquire a colour printer of suitable quality.**

##### **Update on Groups**

**1. Astronomy** – the Vice-Chair advised that the leader of new Astronomy group had a good proposed format and the first meeting was scheduled for 5<sup>th</sup> August.

##### **2. Wine Appreciation 5**

**Action: President to talk with the Group Leader of the over-subscribed Wine Appreciation 4 to try to identify from within their members a leader to set up a new group.**

##### **3. Square Dancing**

The Chair said that this group planned to start on 2<sup>nd</sup> October and that the Group Leader would be at the drop-in and would like an email circular sent out.

**Action: Secretary to send details to Vice-Chair for email.**

##### **4. Computer Workshops**

The Group Leader had had to give up due to ill health and a replacement Group Leader Administrator was urgently needed. In addition, more workshop tutors were required for the Autumn.

###### **Action:**

**President to send out circular, Vice-Chair to announce at drop-in and Secretary to produce hand-outs.**

**5. Link Committee Members reported** that the Group Leader of French Discussion was in hospital and that Pilates was now outside of U3A and being opened to non-members.

##### **Treasurer's Update**

###### **Current Financial Status**

The Treasurer reported that the balance stood at £13,267 with £440 due to be paid for the printing of the Information Booklet. He had 760 subscriptions which it appeared did not tally with the Membership Secretary's figure of 752, possibly because the dates of the counts could be different.

###### **Action:**

**Treasurer to liaise with Membership Secretary to solve discrepancy, if indeed one exists.**

##### **Yorkshire History and Travel groups**

The Secretary advised that she had liaised with the Group Leader of Yorkshire History regarding the issuing of cheques and had arrived at an acceptable procedure that avoids the use of blank cheques.

The Group Leader of Yorkshire History had provided an estimate of the excess held by the group as at end of December 2015. The Chair proposed that the Committee agree that the group should be allowed to hold an excess up to £800 in order to cover advance payments. This was seconded by the Secretary and agreed by all present.

**Action:**

**Treasurer to liaise with Yorkshire History Group Leader to monitor the account.**

The Chair reported that she had spoken with the Group Leader of the Travel group about completing all the details on cheques prior to getting them signed and confirmed that this was now the procedure.

### **Bank Accounts**

The Treasurer proposed that the Travel and Yorkshire History accounts be moved to National Westminster Bank where the main account is held, as this would have the advantage of allowing him on-line banking. This was seconded by Ian Snape and agreed unanimously.

**Action:**

**Treasurer to move Travel and Yorkshire History accounts as soon as practical.**

### **Secretary's Update**

#### **Information Booklet**

The Secretary said that the new Information Booklet would be available for collection at the August and September drop-ins and then arrangements would be made to deliver the remainder.

#### **New Members' Documents**

The Secretary had circulated revised Information Sheet and Welcome Letter that had been drawn up in conjunction with the Membership Secretary and Meet and Greet team leader. The Committee made several suggestions for further revisions.

**Action:**

**Secretary to incorporate Committee revisions and advise relevant people.**

#### **Forward Planning Working Group Report**

Ian Snape said that he was awaiting a decision from the Committee on whether they wished the process of forward planning to proceed. The Treasurer circulated a summary of the income and expenditure for the preceding three years which indicated that the funds held in the bank would increase in the future unless some exceptional expenditure was incurred. It was agreed that, although an annual surplus of around £2500 did not appear excessive, it would quickly accumulate if no plans were formulated to utilise the funds. The President asked if there was a stated amount of funds that a charity was required to hold in reserve, for example six months working capital.

Further discussion took place on how funds could be utilised, with suggestions including a new website, free open meetings, annual community projects similar to the tree planting and reducing the membership fee. Ian Snape put forward that the U3A could assist other charitable/community organisations; the Secretary reminded the meeting that we must abide by our charitable aims which are for the third age. The Treasurer asked if the proposed projects could be costed to estimate the possible outlay. It was agreed that the very fact that the forward planning group had stimulated discussion about managing the future was positive.

**Action: Brought forward to next meeting.**

### **Publicity**

The Chair informed the meeting that she had advised one member that the organisation's policy is that any publicity must first be approved by the Committee. The Secretary felt that a specific Committee member should have oversight of publicity but that responsibility had not been reassigned after the previous Treasurer had left. She added that she was unsure of the current role played by Joyce Turnough, who had (previously) had a responsibility for advertising the drop-ins in local publications.

**Action:**

**Chair and Secretary to establish what currently happens about publicising events.**

## **Any Other Business**

### **Website**

The suggestion for improving the website made under item 7 had support from several Committee members and Ian Smith thought that Wetherby and Beverley websites were examples of what could be achieved.

#### **Action:**

**Chair and Ian Smith to look into the possibility of creating a new website and report back to the next Committee meeting.**

### **Anniversary Project**

The President had learned that about 5% of the trees planted were not thriving, which was actually a very good success rate, and weeding was needed round the base of the tubes. The Secretary proposed replacing the failing trees.

#### **Action:**

**President to organise volunteers to weed and replace trees.**

### **Replacement Secretary**

The Chair reminded the Committee that the current Secretary would not be standing for re-election in 2016 and that it was essential that a new Secretary was identified as quickly as possible to facilitate a measured handover.

#### **Action:**

**All Committee to seek to find a person to stand as Secretary at the 2016 A.G.M.**

### **Date of next meeting:**

Tuesday 15<sup>th</sup> September 2015 at 10.15 a.m. at the Station Hotel, Pocklington

The meeting closed at 12.05 p.m.