

## POCKLINGTON & DISTRICT U3A

### SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 2<sup>nd</sup> June 2015 at 10.15 a.m.

#### Woodland Trust

A donation of £100 had been sent to the Woodland Trust in recognition of the talk given at the A.G.M.

#### Treasurer's Report

The Chair read a report from the Treasurer advising that:

- the approximate balance at the bank was £14,450; cheques had been issued for £1,389 to U3A Trust for magazines; £119 hall hire for A.G.M. and £40 hall hire for the April drop-in; £420 in subscriptions had been banked after the April Drop-in.

The Treasurer requested that the Committee approve:

1. a £50.00 cash float to cover small amounts of expenses;
2. the purchase of 3 ring binders, a box file and two books of stamps for use by the Treasurer.

These were approved.

**Membership statistics:** the Secretary quoted the membership figures as at 31<sup>st</sup> May, provided by the Membership Secretary: 713 paid-up members; 144 members from 2104-15 who had not renewed.

#### Action:

1. **Secretary to send out an email to Group Leaders asking them to check the currency of the membership cards of all those attending their group.**
2. **Chair to remind Group Leaders at the Get Together on 12<sup>th</sup> June to this effect.**

#### New Members' Meeting Thursday 11<sup>th</sup> June 2015

Chair, President and Eileen Ducker to attend at 2.00 p.m. at the Roman Catholic Church Hall in Pocklington.

#### Group Leaders' Get Together Friday 12<sup>th</sup> June 2015

The President advised that about 60 people had accepted the invitation but that it appeared that there had been issues with the first email not getting through to a number of Group Leaders.

#### Action:

1. **Committee to arrive at Bishop Wilton Hall between 5.00-5.30 p.m. to assist with set up.**
2. **Gerry Hutchinson and Brian Snelson to look at the email issue.**

#### Committee Members' Links to Groups

The Chair asked Committee Members to each volunteer to be responsible for a section of the interest/activity groups. A guide to the role of Link Committee Member and the outcomes that they should seek to achieve was circulated to those present and the responsibilities were agreed.

The Chair said that it was vital that we forged links between the Committee and the Group Leaders but that it needed to be undertaken sensitively so that it became a joint attempt to improve arrangements and not seen as Committee interference.

**Astronomy group:** as the Group Leader had fallen ill, this group was suspended and no-one had any information on who the group members had been.

#### Action:

**President to send out a circular asking those members interested in an Astronomy group to contact Ian Snape, as the Link Committee Member, to ascertain whether the group can be reformed in the Autumn.**

**Vice Chair:** the President, Past Chair and Frank Challoner expressed strong concerns that, whilst the position of Vice-Chair remained unfilled, there was no-one to step up to take the Chair in 2016. The main points that came out of the discussion were:

- members were not aware that you could be on the Committee without being a Group Leader;
- people felt a need to have experience of being on the Committee before volunteering for an Officer role;

- if members were not volunteering, the Committee must actively canvass and invite potential candidates to Committee meetings;
- members tend not to think outside of their own interest group(s) and the staging of more small open meetings might help address this by widening their experience of the organisation;
- if we are threatening closure, we must be prepared to actually take that action if all else fails.

**It was agreed that the following action would be taken:**

- **The Chair would talk about the seriousness of the situation at the June (and July) drop-ins.**
- **This would be followed by a circular explaining that the organisation could not function without an active Committee (and reasons why).**
- **All Committee Members would seek to identify potential candidates and, through the Chair, invite them to attend Committee meetings.**
- **The circular would be repeated in September (if necessary).**

**Group Leaders' Handbook**

The Chair circulated an updated copy of the new Group Leaders' Handbook and thanked Frank Challoner for his detailed suggestions for amendments.

**Review of the Constitution**

The Chair said that the previous Committee had requested that the constitution be reviewed and updated and that she felt a working group of five people should undertake the review (two people had volunteered to date – the President and Terry Rogers, ex-Committee Member). Ian Snape advocated that the constitution review should run in parallel to the strategic discussion paper that the Forward Planning Working Group were compiling and would circulate shortly.

**Action:**

**Ian Snape to circulate the Strategic Discussion paper in June, well before the 30<sup>th</sup> June Committee meeting.**

**Information Booklet**

The Secretary advised that she and the Admin Assistant, Gerry Hutchinson, would now be starting work on compiling the 2015 Information Booklet. The process would be:

Secretary to send an email to all Group Leaders asking for a short summary of their group activities; Chair to remind Group Leaders at the Get Together; after mid-June, Secretary to give details to the Link Committee Member of those Group Leaders not responding so they could be chased up.

**Pocklington Canal & Burnby Hall Gardens Projects**

The organisation had been approached by the Heritage Lottery Fund Development Officers for the above projects to ask if the U3A could be involved.

**Action:**

- 1. President to liaise with the Burnby Hall Gardens project.**
- 2. Past Chair to liaise with Pocklington Canal project.**

**Bank Signatory**

The Treasurer requested a third signatory for the Travel and Yorkshire History accounts. Ian Snape volunteered.

**Action:**

**Treasurer to arrange to have bank mandate forms completed accordingly.**

**Guillotine**

The Secretary asked the Committee to approve the purchase of a strong guillotine for use by the Admin Assistant. This was agreed.

**U3A 2016 Diaries**

The Secretary asked the Committee to approve the purchase of 90 2016 U3A diaries at £2.00 each. This was agreed.