

POCKLINGTON & DISTRICT U3A

SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 2nd December 2014 at 10.15 a.m.

1. **New Committee Member**

The Chair introduced Frank Challoner whom the Committee had previously agreed to co-opt for the period of the 10th Anniversary Project.

2. **Apologies** had been received from Brian James.

3. **Minutes of Previous Meeting held on 14th October 2014**

With a correction to item 9 (removing Pat Reynette-James from the anniversary project sub-committee) the minutes were then unanimously approved.

4. **Matters Arising**

4.8 Line Dancing

It was noted that the statement from national office was a recommendation not a directive. With regard to insurance, the Secretary suggested obtaining a copy of the tutor's insurance.

There was a unanimous vote to continue to maintain the status quo.

Action: Vice-Chair to ask Group Leaders of such groups to obtain a photocopy of the tutor's public liability insurance and pass it to the Secretary.

5. **Treasurer's Update**

The Treasurer reported that the accounts stood at £14,008 of which £1,750 was in group funds. She advised that she had written to Group Leaders asking for details of the monies they are holding.

6. **Vice-Chair's Update**

The action points resulting from the recent Group Leaders' meeting had been emailed to Group Leaders .

7. **Secretary's Update**

7.1 Communications from National Office

- application forms for the Summer Schools and a new advice sheet available on Cloud Computing.

7.2 Membership - at 26th November this stood at 784.

7.3 Analysis of Membership by Group

It was agreed not to undertake this major analysis this year.

8. **Committee 2015-2016**

The Chair advised that the Treasurer would not be standing for re-election, no-one had come forward for the position of Vice-Chair and two Committee Members had reached the end of their 3 year term. She continued that, although the Group Leaders are the lifeblood of the organisation, it cannot function without an active Committee and circulated a draft advertisement to go out to the membership seeking volunteers.

It was unanimously agreed that the advertisement for volunteers for the Committee be placed.

Action: Secretary to arrange for the advertisement for volunteers for Committee to be emailed to the membership and publicised at the drop-in.

9. **Secretary's Role/Revision of Administrative Tasks**

9.1 Revision of Administration

The Chair stated that there had been a considerable increase in the Secretary's workload with the increasing numbers of members and groups and referred the meeting to the paper circulated with the agenda on the proposed revision of the administration of the organisation into three areas of responsibility with administrative support for the work relating to groups.

The Chair then proposed that the recommendations of the paper be agreed.

It was unanimously agreed to include seeking administrative support in a non-committee role in the advertisement.

Action: Secretary to include administrative support in the advertisement.

9.2 Membership Secretary

There was discussion on the role of the Membership Secretary. Whilst it was agreed that the current Membership Secretary was doing a good job in recording data, he did not cover the full role and it was felt that a fully functional Membership Secretary should be on the Committee.

Proposed by Pauline Carter, seconded by Ian Snape that the Membership Secretary should be a Committee Member. This was unanimously agreed.

Action: Secretary to talk to the current Membership Secretary to establish whether he would be prepared to take on the full role.

9.3 Auditing the Accounts

The current Internal Auditor, Brian Snelson, would like to pass the role onto someone new. Terry Rogers advised that the correct title should be Examiner of the Accounts and that there should be two.

Action: Secretary to include two Examiners of the Accounts in the advertisement.

9.4 Photocopying

The President suggested that the Parish Church office may be able to offer photocopying facilities for Groups.

Action: President to find out more details including cost.

10. 10th Anniversary Project

The President reported that she had written to 10 parish councils asking if they would like trees planted and had received some positive replies but also quite a number of negative responses. Three U3A members had volunteered to help with the planting. Regarding bird boxes, Burnby Gardens are happy to have mixed boxes including owl boxes and would like to put them up during the February half term at an event for children.

Action:

1. President to formally invite Woodland Trust to give a talk at the A.G.M.
2. President to liaise with Burnby Gardens staff about a speaker on bird boxes for the A.G.M.
3. Chair to talk about the project at the drop-in.

11. Projector Screen

Ian Snape suggested the purchase of a really portable projection screen for use away from the Methodist Church rooms.

The Chair proposed approval of the purchase of a lightweight screen for use in houses, etc. seconded by the Secretary and unanimously approved.

Action:

1. Ian Snape to investigate the market and purchase a suitable screen.
2. Secretary to ask the Methodist Church if they have any ground floor storage that the U3A could rent.

12. Any Other Business

12.1 Pocklington Surgery Request

It was agreed that Pocklington surgery would be allocated a table at the drop-in minute to talk about their new on-line booking facility.

12.3 Liaison with University of York

Ian Snape asked for approval to approach the librarian at the University of York to gain access to university resources. This was agreed.

Action: Ian Snape to liaise with librarian at York University.

12.4 December Drop-in

It was agreed to provide cake, biscuits, shortbread, sherry and Bucks Fizz at the December drop-in.

13. Date of next Committee meeting:

Tuesday 6th January 2015 at 10.15 a.m. at the Station Hotel, Pocklington

The meeting closed at 12.15 p.m.