

POCKLINGTON & DISTRICT U3A
MINUTES OF COMMITTEE MEETING

held on Tuesday 19th December, 2017 at 10.30a.m.
at The Station Hotel, Pocklington

PRESENT:

President:	Freda Snelson
Chair:	Graham Ball
Vice-Chair:	Brian James
Treasurer:	Paul Giles
Secretary:	Graham Gillyon
Committee members:	Eileen Ducker, Pauline Carter, David Bragg, Frank Challoner, Ian Smith, Kay Stephenson
Guests:	Gerry Hutchinson

1. Welcome:

The Chairman, Graham Ball, welcomed Committee members and guest Gerry Hutchinson to the Committee Meeting.

2. Apologies for absence:

- These were noted for Moira Laverack, Elisabeth Walker & Val Wosket.

3. Approval of the Minutes of meeting : 21st November 2017

Minutes were approved

- Proposed: Brian James
- Seconded: Paul Giles
- Approved Minutes to be posted to the website

4. Matters Arising:

There were no matters arising

5. Groups:

- 3 new groups were noted – these being Whist (Playing for Pleasure), Drama and Spanish for beginners.
- The Chair commented that a total of 7 new groups have been introduced since the April '17 AGM
- Secretary confirmed that the Members Handbook (v2) and website would be updated to reflect introduction of new groups.
- There has been some interest in Science however due it was noted that this is a very broad subject base and there had been difficulty attracting members and a Group Leader.

6. Treasurer's Update:

- £8771 in the Bank (down from £9243).
- Asset Register: the Treasurer proposed the write-off of some equipment that he had been unable to identify and would a listing for approval at the January '18 meeting.
- The Treasurer proposed the purchase of a new laptop for U3A use (specifically for issue to the Astronomy Group who had been experiencing difficulty downloading material for their groups use). The Secretary commented this his U3A laptop was upto date with windows 10 however and ideal for the Astronomy Groups use and that if a new laptop was to be provided it should be issued to the acting / new Secretary being that a more current laptop was required for this post holder)
 - The purchase of a new laptop was proposed by Graham Ball and Seconded by Graham Gillyon and Brian Snelson was to be asked to look at purchasing a new laptop on behalf of our U3A)
- The matter of PAT Testing of electrical equipment was raised and it was agreed that this would be looked at (as is a legal requirement) when the finalised list of Assets is agreed (an action to carry forward to January '18)
- The Treasurer raised the subject of the Methodist Church Wi-Fi U3A provision and agreed to review this in June '18 (an action to carry forward to June '18)

- Stripe: The process re handling on-line payments for membership was progressing though some registration issues were noted. . The system would be going 'live' in January '18 for new member payments and Moira Laverack would be managing this process of membership)
- The Treasurer explained that we was reviewing arrangements re banking considering that Nat West would be closing its Pocklington branch in 2018
- Group Cash: The Treasurer agreed that he would request and 'end of year declaration of cash held' from Group Leaders. The Secretary (acting) would provide the email contact to the Treasurer in March '18.

7. Membership Secretary Update:

- Membership: membership of 852 was reported by the Chair

8. Secretary's Update:

- The secretary explained that in his holiday absence (February to May) his role would need to be managed by another member – specifically the tasks of managing email and matters re the AGM were a priority as all other tasks were up to date to the year end (April '18). It was agreed that Pauline Carter would oversee AGM matters and that Chris Smith (Webmaster) would be approached to manage email communications and other matters as she much of what she does in her role as webmaster is in conjunction with the tasks associated with the Secretary role.
- There was some discussion re 'succession planning' and concerns expressed that we need to appoint both a Secretary and Vice Chair for the 2018 – 2019 year. During this discussion it was agreed that Brian James would approach Felicity Beaumont and Barbara Johnson as both members had expressed either interest in contributing to committee or had previous experience which would be of value.
 - Brian James action is to invite Felicity Beaumont and Barbara Johnson to a future Committee meeting to engage their interest.
- The Secretary explained that he had responded to a Group Leaders question re membership of our U3A being a 'local' membership and not 'national' and it was agreed that his response was appropriate and accurate and that National U3A would not accommodate localised U3A requests for membership of all (national) U3A groups.

9. Meetings:

- Drop-in session 4.1.18: GB, GG, DB, BJ and PG to attend.
- Open Meeting 24.1.18: Ian Smith to lead – Brian James asked members to submit any questions they may have re India to Yashpal in advance of his January talk 'a Gentle introduction to India'
- Open Meetings and First Aid sessions scheduled February to May '18: in the absence of the Secretary these sessions are all set up to run (venues and speakers are booked and U3A lead members appointed to each of the events)

10. Website Update:

- Pauline Carter wished it to be noted that Chris Smith, Elizabeth Walker and Brian Snelson had provided a tremendous support to the website and that the site was now looking very interesting and reflected a professional image capturing the activities of groups as well as local and national events.
- The matter re member training was discussed and Pauline confirmed that many members had received 121 guidance at Drop-ins and that the simple 'how to' instructions provided by Chris Smith were very useful. Pauline confirmed that in the New Year the Webmaster would speak with Brian Snelson re attaching the 'how to' instructions with the usual U3A email circular reminder.
- Pauline had progressed concerns re the pace of work with WDY and agreed that she would continue to do this going forward.

11. AOB:

- The secretary commented that the December Open Meeting (a festive gathering and showcase of some of our U3A talent) was very popular (+140 members attending) and that he suggested that those groups who had featured (and others) may wish to 'showcase' their groups talent at an Open Meeting in 2018 to both show their talent and attract new members or encourage second groups to set up. The Secretary agreed to email Group Leaders to invite them to showcase their group to the wider audience of our U3A in 2018.
- The subject of paying for speakers at group meetings was discussed and the committee agreed that this should not be 'usual practice' and that any paid speaker should both provide their own Public Liability Insurance, be able to invoice the U3A Group and be self employed and that engaging paid speakers should be by exception as opposed to the norm and that ALL paid speaker requests should be directed via the committee for approval.
- Data Protection: In May '18 an EU directive enforces all organisations who communicate with their members to seek 'member permission' to communicate (in our case email communications). Though we are to seek further guidance re the EU directive committee will ask Brian Snelson who manages our U3A comms to request members to 'opt out' (or un-subscribe) if they wish when receiving generic email communications from our U3A as opposed to canvassing all members to seek their wishes. Moira Laverack will be asked to amend membership renewals documentation with comms that allow members to 'opt out / unsubscribe' from U3A correspondence if they wish
- Hands that Heal: Freda informed members that we had received an offer from this Physio that she was prepared to host a tutorial advising members re safe movement etc. Freda will set up an event and canvass members to seek interest in hosting an event in 2018.
- U3A Best Practice sharing – Beacon System: After attending a regional U3A event Graham Ball explained that he'd learn t more about a Beacon system which is a system of management applied by some U3A's. It was agreed that the incoming Secretary for 2018 – 2019 may look at this to seek benefits which could be applied to our own U3A management. (Action to be carried forward to May '18)
- Burnby Hall Car parking (winter closure at 4pm). It has been noted that this early closure of the car park at the gardens may impact members attending U3A events at the Community Centre. It was agreed that the Secretary would inform Group Leaders and ask those that are impacted to review their group meeting times accordingly.
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12. Date of next Meeting:

- 16th January 2018 (commencing 10.30am).
 - Apologies noted for Graham Ball, Frank Challoner

The meeting closed at 12.15p.m.