

Pocklington & District U3A Committee Meeting

Tuesday 19th March 2019 at 10.30 a.m.

at the Station Hotel, Pocklington

PRESENT:

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| President | Steve Fraser |
| Chair | Brian James |
| Treasurer | Paul Giles |
| Past Chair | Graham Ball |
| Secretary | Ron Tinkler |
| Committee Members: | Ian Smith, Moira Laverack, Martin Braidley, Pauline Carter & Eileen Ducker |

1. Welcome

- The Chair welcomed members to the meeting.

2. Apologies for absence

- Graham Gillyon, Chris Mills, Val Wosket & Elizabeth Walker

3. Approval of the Minutes of the meeting of 19th February 2019

- Approved

4. Matters arising from Minutes of previous meeting

- There were no matters arising

5. Treasurers Update (PG)

- PG apologised to the Committee that no update had been given at the previous meeting. An update had been produced and forwarded but email had appeared to have failed to deliver on time.
- Bank balance at end of February 2019 was £6354 excluding Subscription Account for 2019/20 which would be covered by ML
- Approval was given to make 3 payments;
 - i. £40.50 to Singing For Pleasure Group for new extension cables
 - ii. £209.72 to Membership Secretary for postage and printing of new membership cards
 - iii. £264.48 to Wolds Computers for printer ink cartridges, Drum unit for Admin Asst and sundry items
- PG advised that he was still in discussion with National Office on a couple of items and would report back at the next meeting if possible (PG)
- The Committee approved the suggestion from PG that the On Line Banking Security Card Reader be passed to ML
- PG reminded the meeting that if a large number of current members elected to leave our U3A and for example set up a separate U3A based in Market Weighton then this would reduce income without any corresponding reduction of fixed costs and could impact on subscription rate for 2020/21. He did not feel this was too likely given there were currently only c80 members from that post code but the situation should be monitored

6. Membership Secretary's Update (ML)

- Current membership stands at 913. 9 new members and 3 returning members joined at the last Drop-in and there were 186 renewals.
- Membership renewals stand at 595 in total. There have been 50 renewals via on line process

- It was suggested that a review of 2020 committee “retirements” was carried out to determine which officer and support roles would need to identify successors and carry out training in good time (RLT). PC reminded the meeting that some support roles if they were too big could be split and that members who were not on the Committee could still carry out such roles
- ML advised that with support from Lorraine Gillyon. MB, GB and CM she believed there was enough resource to cover the April Drop In which would be very busy
- There was discussion to try and resolve best location of renewals desks and Membership Card Printing desk at the April Drop In (ML & RLT will arrive early to improve layout)
- ML advised the meeting and was supported by PG that despite ongoing improvements in reducing paperwork, the Auditor would still require a Hard Copy of Membership Renewal Reconciliation documents
- STRIPE had seen a successful implementation for On Line Renewals ML advised that costs for on line renewals were 34p per transaction and added to postal costs this meant that each subscription was costing 90+p. To be kept under review
- The provision of consolidated outputs from STRIPE makes it difficult to cross reference by individual member. **ML & PG to take this up with WDY**
- IS expressed concern about transfer of cash to Post Office and security and insurance **PG to clarify with national office**

7 Secretary Update

- RLT advised the meeting that U3A details supplied to ERYC for inclusion on their Community pages had been updated
- Work on updating Members Handbook for printing after AGM was under way and Post Meeting Note ML (along with Chris Smith) are planning to produce document/calendar which shows which groups run each day so that members could review opportunities to join groups base on days of the week
- As at end of meeting there were 2 completed nomination forms for the 3 vacancies. Closing date for nominations is Friday 22/03/19
- As at the end of the meeting there had been 0 motions from members to raise at the AGM. Closing date 05/04/19. **RLT** will advise Committee if any are received
- RLT updated the meeting on the 2019 TAT Annual Return and the return date of 30/04/19. He would complete but needed **Membership numbers from ML** and based on national subscription rate of £3.50 per capita PG would prepare cheque to accompany Return
- RLT updated meeting on National U3A AGM and Election processes including East of England Regional Trustee
- **RLT to review** Barbara Lewis Charity Fund from National Office and publicise as appropriate
- **RLT to review** our position on GDPR following new central guidelines and report back

8. Community in Action.

- Nothing to Report.

9. Meetings: Committee Attendance

- Next Drop-in, Thursday 4th April 2019. The majority of Committee members are available PC passed on her apologies
- New Members meeting Thursday 11th April

10. Groups

- Due to absence of CM discussion on groups was held over until next meeting
- GB suggested that it may be an appropriate time to review requirement for and availability of First Aid Training **(RLT to discuss with GG)**
- BJ issued documents (attached) on Job Description for Vice Chair and Helping Our Groups Statement which were approved.

11. AOB

- The Committee asked **MB** to further research options on a PA System primarily for “speech”, big enough for Burnby Hall Community Centre portable and with radio microphone. MB should also look at price differentials if such a unit was Loops compatible
- ML asked that clarification could be sought from Gerry Hutchinson (Admin Support) that recent purchase of equipment would significantly improve printing quality **RLT to follow up**
- The Committee wished to express its thanks to Patrick Laverack for his support and assistance in distribution of AGM documentation
- The Committee agreed to hold over discussion on “Non Members contact with Group Leaders via Website’ until next meeting because of time required
- The committee felt unable to approve a request from Ukulele Group Red Sky for funding for Music Stand covers as the cost c£575 was too high and the items were not considered essential for the successful running of the group

GB presented his apologies for April Meeting and SF advised that she was likely to be a slightly late arrival

The meeting closed at 12.15 p.m.