

# Pocklington & District U3A Committee Meeting

Tuesday 21st May 2019 at 10.30 a.m.  
at the Station Hotel, Pocklington

## PRESENT:

President	Steve Fraser
Chair	Chris Mills
Vice Chair	Sue Final
Secretary	Ron Tinkler
Committee Members:	Moira Laverack, Martin Braidley, Graham Ball, Dave Stone, Liz Dearsly & Elizabeth Walker

### 1. Welcome

- The Chair welcomed members to the meeting with a special welcome for 3 new Committee Members attending their first meeting; Dave, Sue and Liz

### 2. Apologies for absence

- Apologies had been received from Brian James , Paul Giles, Eileen Ducker and Val Wosket

### 3. Approval of the Minutes of the meeting of 16th April 2019

- Proposed by Martin Braidley and seconded by Ron Tinkler. Approved

### 4. Matters arising from Minutes of previous meeting

- MB advised that he was waiting for a date from Brian Snelson so that a visit to Retail outlet could be set up to review short list. He advised that he had received some additional information from a contact in Morpeth U3A which had been through a similar exercise and they had purchased a system that all members were pleased with. This system was in the cost range we were looking at and would therefore be reviewed as part of short list visit. **MB CM & BS to finalise for next meeting**

### 5. Activities and Priorities for 2019/20

- CM reminded the meeting that P&D U3A was now in its 15th year and it was probably appropriate for the "new" Committee at the start of the year to take a short review of items that were going well and any lessons learned that could improve other areas.
- SF reminded the Committee that gradual evolutionary change had been a constant part of our U3A and we should continue this gradual approach and focus on areas that would best benefit members.
- ML suggested that there were 2 main areas to look at for the first part of 2019/20. The first was to improve Drop Ins to make them more welcoming for new members and the second was on getting better use of our Website to aid member communication.
- Following discussion on Drop Ins it was agreed that Committee Members who had no fixed roles on the day would make themselves more available to meet and greet new members after sign-up and that all Committee Members should at each meeting try and identify and brief an existing "experienced" member who was not on the committee but might be able to help with new members. Consideration should be given to setting up a New Members table . GB reminded the meeting that we should not aim to over manage the situation with new members at the Drop In. They need to be made welcome and guided to others who can help with information but we should not aim to try and push too much

information or detail at new members. We should be friendly, informative and reactive

- Following discussion it was accepted that the Website was an excellent repository of information and we should continue to guide members to it as a key communication vehicle. It was not considered appropriate at this time to develop a more 2 way site along the “Facebook” model. While a lot of info on the site was inevitably factual, there is no reason why contributors could not add a little “humour” or inject some “personality” into submissions.
- It was accepted that the Website is a reactive communication tool and as agreed at previous meetings we could make use of a second email each month to all members on items that were appropriate for the full membership. It was also agreed to ensure that relevant group updates/announcements formed part of the Chair Update at each Drop In meeting

## **6. Groups Susi Final reported**

- The potential Garden Wildlife Group has held a preliminary meeting with some good ideas about meetings and practical sessions but as yet there has not been an appointment of a Group Leader
- The Archaeology Group is now fully formed and up and running with meeting time and locations communicated by the Group Leader to c 18 members and still growing
- Easy Cycling Group has met once . SuF is Group Leader and will provide RLT with details for update on Website and at June Drop In. New members welcome
- Costs and lack of co-ordination seem to have brought potential Walking Netball Group to a close
- Meditation Group is now in place with an effective Group Leader and a timetable of meetings. Already over 20 members
- An initial meeting for Quiz Group Pocklington has taken place. There is considerable interest and a “Trial Run” quiz is set for 19/06/19 in the Methodist Church. This group is showing one of the problems of setting up a new large group i.e. nearly all the interested members are already in a number of other groups. It has been difficult to get a suitable day. The best that can be said is that there will be a least worst option. The main stumbling block at the moment is lack of a volunteer to be Group Leader although it is hoped that this may be resolved at the 19/06 trial quiz. **GB to provide RLT with info for Website and Drop In announcement**
- DS asked for clarification he might give to any Group Leader relating to group members not turning up for meetings over a considerable period of time. Following discussion it was agreed acceptable to advise member of the difficulties they were causing and ask if they wished to continue group membership as future non attendance could lead to them losing membership to allow a new member to join from waiting list. MB suggested that it might be good practice for Group Leaders to ask in their emails for a response whether members were attending or not at the next meeting. GB suggested that a good measure of self regulation for groups that make payment for facilities is to ask for money in advance by the month or quarter so that payment for room hire etc is guaranteed irrespective of attendance numbers

## **7. Treasurer Update**

- RLT advised that PG had provided a written report for the meeting
- Account Balance £10,972

- Our current insurance on Cash in Transit covers up to £300. This will need to be increased to cover the 3 or so times per year when this is exceeded at Drop Ins. **PG will review** In the meantime we should always ensure there were at least 2 preferably 3 Committee Members to accompany cash to banking facility
- Proposal agreed that ML CM and RLT should be made cheque signatories with immediate effect. Current signatories are PG GB and SF This may involve individual visits to bank for signatures and proof of identity. **PG to arrange**
- PG has clarified that the invoice from WDY for £1650 that he raised concerns about at the previous meeting will not have to be paid. Any future amendments we deem necessary to our Data Protection procedures will incur costs at that time
- Stripe updates consequent on new European legislation will need to be put in place by WDY at a cost of up to £500
- PG wanted to propose that all pre signed cheques for £500 or greater should not be issued until approval at the next available Committee Meeting accepting this may make some payments difficult to meet timescales. This was agreed

#### **8. Membership Secretary Report**

- ML reported that membership currently stood at 800 exactly
- There were 7 new members joining in May
- 128 members had been archived as at 01/05/19 of which 41 had joined in 2018. Following discussion it was felt not really appropriate or worthwhile to try and follow up with leavers after only 1 year membership
- There had been 90 on line renewals
- ML wished to advise the meeting of a minor IT/Admin issue that had come to light in May. New members could potentially be categorized a needing to be archived and there were 2 occasions where this had happened, She was able to identify and rectify the situation with a temporary manual fix and WDY will work to put this right permanently
- ML advised the meeting of the importance of Group Leaders renewing membership as failure to renew could invalidate insurance, She had had one issue with a Group Leader which had to be handled carefully and diplomatically before it was fully and satisfactorily resolved

#### **9. Secretary Report**

- RLT updated the meeting on a recent communication from TAT covering :-
  - i) Film License Renewal which was with BJ/PG
  - ii) Setting up by TAT of a wholly owned subsidiary company Third Age Trading Trust Trading Limited (TATTTL) to handle all commercial activities
  - iii) TAM upcoming subscription costs which will need to be made to new bank account of TATTTL
  - iv) Request from TAT to minimize any payments by cheque and where possible to make on line payments and
  - v) Seeking views on whether all U3A bodies would support TAT in changing packaging of TAM to more environmentally friendly material recognizing this would increase cost.

Following discussion it was agreed to support the proposal but also to express strongly that individual members should be given the option to opt out of receiving TAM **RLT to respond**

- RLT asked for Committee Review Paper which was issued with agenda and minutes to be an agenda item for June meeting. **ALL to read**
- Following discussion it was agreed that no further publicity was required for Social Prescribing
- RLT confirmed that 2019/20 Handbook was with printer and he was awaiting draft to proof read. An initial run of 200 was on order and should be ready for June Drop In. ML advise she would need c100 for postage to those who were registered as having no web site access

#### **10. Community In Action**

- Nothing to Report. At this stage CIA is not a major vehicle for U3A but we will keep contact

#### **11. Meetings**

- Next Drop-In, Thursday 6th June 2019.
- New Members Meeting Thursday 13<sup>th</sup> June 2019
- Committee Meeting Thursday 18th June 2019.

#### **11. AOB**

- The Committee asked RLT to ensure that the general communication to all members ref the June Drop In included information that the Art Group would be presenting a selection of their work **RLT**
- GB and SF confirmed they would provide support to SuF on the New Groups and General Queries table at June Drop In. EW was also able to assist if needed
- Following discussion the meeting determined that it would announce only the numbers on New members signing up at Drop In and not names
- It was agreed that it was not appropriate to make any announcement at Drop In that seemed to publicise other organizations/charities but that a “flyer” leaflet could be posted in foyer/lobby area
- GB updated meeting on need to empty our equipment from Wesley House as the Methodist Church now needed the room for use by CAB. CM GB & DS would move a DVD player and LCD unit to Bowls club where other equipment is stored and used regularly. They would review other equipment and move temporarily to CM garage to determine if it was still needed or could be gifted/disposed of as appropriate **CM**
- GB would supply RLT with list of Key holders for Wesley House and RLT would get keys returned to Methodist Church **GB/RLT**
- RLT advised that Chris Smith was kindly volunteering her time and expertise to any committee member for 1 to 1 training on Website and G mail. Contact CS direct
- Just Go Holidays RLT to deal with in usual way
- RLT asked if when replying to Web site No Reply queries committee members could copy him on their replies.
- RLT asked SF and CM to sign hard copy of AGM Minutes

The meeting closed at 12.15 p.m.