

Pocklington & District U3A Committee Meeting

Tuesday 19th November 2019 at 10.30 a.m.

at the Station Hotel, Pocklington

PRESENT:

President	Steve Fraser
Chair	Chris Mills
Treasurer	Paul Giles
Secretary	Ron Tinkler
Committee Members	Val Wosket, Brian James (Past Chair), Liz Dearsly, Eileen Ducker, David Stone

1. Welcome CM

- The Chair welcomed members to the meeting.

2. Apologies for absence

- Apologies received from Sue Final (Vice Chair), Moira Laverack (Membership Secretary), Martin Braidley, Graham Ball and Elizabeth Walker.

3. Approval of the Minutes of the meeting of 15th October 2019

- Proposed by David Stone and seconded by Ron Tinkler. Approved without amendment.

4. Matters arising from Minutes of previous meeting

- DS has met again with WDY and has negotiated that they will provide a full service to P&D U3A for £500 per annum. DS negotiated this sum down from a significantly higher figure originally proposed by WDY and the committee congratulated and thanked him his efforts on our behalf.
- After consulting a number of sources DS confirmed that our U3A *does* need to be compliant with data protection legislation and therefore needs to 'appoint' a Data Protection Officer. This would be an administrative rather than a technical role as the technical procedures would be outsourced to WDY for £500 p.a. as previously discussed.. RT proposed that he, EW, and ML should get together, with possible guidance from DS, to discuss who should take on this role. Committee agreed this suggestion with the proviso that RT asks U3A head office first for any available advice and guidance.
- CM reported back on the All Saints Church refurbishment event. CM had produced a poster and a number of people expressed an interest in U3A activities held at the Church and elsewhere.
- RT has had more hard copies of the Handbook produced and will bring these to forthcoming Drop-ins.
- LD appealed for more help to staff the new members' desk at Drop-ins. DS offered to move across from the Travel desk while VW offered to help with the latter.

5. Groups

- Theatre Group: 17 people had put their names down as being interested in the group. Those who provided an email address were followed up by DS and invited to a meeting on the 21st November. The Committee agreed that if there is no greater interest shown the Theatre Group should be wound up for now, but with the hope of future revival.
- The Rock Music Appreciation Group is up and running and currently has 8 members.

- Self-publishing Group: 3 people have expressed an interest so far.
- Spanish for (absolute) Beginners: this is not yet off the ground and so there is nothing further to report.

6. Treasurer Update PG

- Account balance stands at £8,779.00
- Asset Register: PG now holds the latest version and this will need to be gone through in detail and brought up to date (PG and RT to action).
- A request has come in from the Embroidery Group for funds to buy a specialized table-top ironing board at a cost of £38.95. This received Committee approval.
- The sum of £42.00 was approved to fund repair and updating of the Secretary's laptop.
- The catering team has submitted a request for £163.95 to cover the cost of refreshments for the Group Leaders' Meeting. This received Committee approval.
- RT will confirm the date and arrangements for the proposed Committee Christmas lunch and will circulate details.

7. Membership Secretary Report ML (provided by RT in her absence)

- Membership currently stands at 888.
- 11 new members joined at the last Drop-in. All Committee members were urged to help where needed at the new members' desk, as LD reported that this was extremely busy at the last Drop-in.
- ML will provide an update on group vacancies and capacity after the Group Leaders' Meeting.
- Following further meeting with Brian Snelson, ML has submitted a request to WDY that will determine the work required and associated costs that will allow a nominated member of the committee (probably Secretary) to be able to email all members from existing membership database.
- CM reported that 10 people attended the last new members' meeting on 14th November.

8. Secretary Report RT

- The Drop-in scheduled for 2nd January 2020 has been moved to the 9th.
- 250 medical cards have been produced and will be made available at Drop-ins.
- Committee approved the purchase of a £50.00 Christmas gift card for the Burnby Hall Community Centre's caretaker.
- The Ukulele group has requested funding for materials to put together 50 song books at an approximate cost of £2.50 per book (they will do their own printing). The Committee agreed to donate £50 towards these costs.
- The printer used by the Administrative Assistant is ineffective and is not producing material of an acceptable standard. The Committee agreed to the purchase of a new printer and to ask GH to make initial inquiries as to what might be suitable and at what cost.

9. Community In Action

- It was agreed to take this item off future agendas.

10. Meetings

- Committee Meeting Tuesday 17th December 2019 – apologies from DS and RT.
- New members' meeting scheduled for 9th January 2020 to be held instead on 23rd January to enable the Membership Secretary to attend.

- Drop-in 5th December – most Committee members able to attend. Meeting to be followed by a performance by the Ukulele group.

11. AOB

- Brian S will circulate details of the December drop-in mentioning Christmas refreshments and the Ukulele group performance.
- A new Group Leaders' Handbook will be given out at the end of the Group Leaders' meeting. (Hard copies were given to Committee members at the meeting.) Agenda for the Group Leaders' meeting to be as outlined in the minutes of the October Committee meeting. The self-service buffet will arrive at 1.15 pm and the meeting will start at 2 pm. (BJ confirmed that we now have our own wine glasses.) Committee members will facilitate small group discussions of issues and act as scribes. (Apologies received from ML.) To date 38 group leaders have confirmed attendance at the meeting and 23 apologies have been received. The meeting will finish by 3.55 pm with concluding remarks given by the President.
- Transport to meetings: A few issues have arisen about some members needing assistance to get to meetings. SF suggested that groups are to be encouraged to help new group members attend first meetings (e.g. with offers of transport). Once a member has joined a group they are normally able to organize lifts with fellow group members. BJ will bring the issue up with a gentle reminder in his address at the Group Leaders' meeting.
- U3A Committee members are invited to attend a meeting of York and Haxby & Wigginton U3As to exchange ideas and information. This is to be held at Haxby and Wigginton Methodist Church on 27th March 2020 at 2.00 pm. To be discussed further nearer the time.
- Discussion of the National U3A Awareness Day 2020 to be put on the agenda for the January Committee meeting.

The Chair thanked those present for their contribution to a lively and focused meeting.
NEXT MEETING Tuesday 17th December 2019

The meeting closed at 12.05 pm.