



**Pocklington & District U3A Preliminary Information**  
**15th Annual AGM**  
**Online/Postal 06/08/20**

**Agenda Item 1 Approval of 2019 AGM Minutes**

The Minutes of the 2019 AGM were approved without objection

**Agenda Item 2 Chair Statement**

**Introduction**

To use a sporting analogy 2019/20 at Pocklington & District U3A has been 'a game of two halves' which has gone into 'extra time'.

**The 'first half'**

Let's look at the 'first half' and the successes where the membership grew to 928 and we ran 83 interest groups in Pocklington and surrounding villages in 13 establishments as well as in many homes and outside locations.

This could not have been done without our Membership Secretary, Moira's enthusiasm, the support from the group leaders, the Committee who had linked roles to specific groups and in particular the role of our Secretary, Ron Tinkler. The Secretary's role is important because this person tends to be the pivot point and fount of U3A knowledge and supports all aspects of U3A. This year has been particularly challenging as our Vice Chair, Susi Final was taken ill in October and Ron took over her role too, managing our groups. Not an easy task but Ron has done a remarkable job bringing his career skills and his affable style to the role.

**The 'second half'**

The 'second half' of the year, actually from February, commenced unprecedented times and it was decided then not to hold our monthly Committee meeting due to the 'arrival' of the worldwide virus, Covid-19. At that point, the government announcement of the 16 March, limiting social contact meant that we had to, as I wrote at the time, 'pull down the shutters' of our activities and close the doors for a period of time. The Committee then agreed that monthly Drop-Ins and the AGM in May were to be postponed. We recommended that Group Leaders, who had not done so, suspend their activities and inform their group members.

This began a difficult period for all of us but gave us the opportunity to help each other and our friends and neighbours in whatever way we could.

**'Extra time'**

What we have done

April-July

**1. Community Support-re Covid-19**

We had had a number of enquires how our U3A would provide support to those self-isolating at home in the Pocklington area. However, to set up such an initiative ourselves would have been unsuitable considering U3A's age-range. What we did, though was to provide endorsement and funding of £150 to the 'Pocklington Covid-19 Community Support Group' led by Zoe Hodgkin, a North Yorkshire Police staff member.

She had quickly brought together volunteers and co-ordinators to run a free service for those who could not get out and thus needed help re shopping, prescription collection, phone support, etc.

## 2. Communication to U3A members

A communique via email was sent out every week by email under 'U3A Circulars'. This included quizzes, jokes/humour, social media tips, local news and updates from TAT, items that had been most requested via the survey that was previously issued. Brian Snelson managed this from April-May. Due to Google applying stricter limits plus bandwidth issues this was then suspended.

## 3. Committee review- Moving Forward

Phone contact was made to all Committee members on VE Day (8th May).

This was followed up by email with a questionnaire to determine whether our U3A Committee should be doing more to support its members at this time and when and how we could hold our AGM?

Survey responses indicated that, overall, we were providing support to our members during this period. However, some fine tuning was highlighted to engage with the 100 or so, non-technical and possibly more vulnerable members. It was also suggested that we could also check-in with Group Leaders on their engagement level with their members.

Re the postponed AGM. The majority felt that it would be preferable to wait until we could conduct a normal face to face AGM. A virtual, Zoom AGM was considered possible albeit with technical and time-consuming challenges due to the size of our membership.

## 4. Additional Communication to U3A members

A message from our President, Steve Fraser was sent out to our members and, in particular, the 100 or so, non-technical and possibly more vulnerable members by post or hand delivered and was also put on the website. This included contact details too for those members who perhaps would like nothing more than to just have a chat.

The Secretary contacted all Group Leaders to determine, since lockdown, engagement levels and approaches with their members.

## 5. Technology Review

Due to the challenges sending out circulars etc. to the membership prior to and during lockdown thoughts moved to Beacon\*, the management system designed by the U3A for U3As in the UK.

Knowing that many other U3A locations used Beacon and had no problems communicating with their members, contact was made with the National U3A team that run the IT system and asked if we could, during this lockdown period, have a trial run of Beacon. Brian Snelson, our U3A go to man for anything IT related, was then linked up with the Beacon team. He has subsequently reviewed the system with input from our Membership Secretary, Moira and Secretary, Ron. Their findings will be presented to the new Committee to consider factors e.g. usability, value added and cost effectiveness at the first meeting after the AGM.

\*Beacon provides a simple interface for managing members, groups and finances. Beacon is available to all U3As in the UK that wish to take advantage of it. Over 400 U3as use Beacon at present and feedback has been exceptional.

## 6. Zoom meeting, 9th July, with available Committee members

This was an opportunity for those who had accessibility to Zoom to discuss a way forward for the AGM and to consider future communications with the membership.

It was agreed for an online AGM on 6th August. A 'face to face' AGM was preferred however prevailing government guidelines precluded this.

A fortnightly bulletin will be sent out from August 20th. The secretary and a rota of designated Committee members will put together a summary of U3A news plus items of interest.

### **A Vote of Thanks**

I would like to take this opportunity to place on record our whole-hearted thanks to those who have served their term on the Committee and/or our stepping down for personal reasons.

Brian James has been a stalwart as Vice Chair, Chair and Past Chair and will be greatly missed. Susi Final was Vice Chair but unfortunately because of taking ill in October last year, she had to stand down. We wish her well during a difficult time. Paul Giles steps down as Treasurer but fortuitously will stay on the Committee and be of great help as mentor to the new treasurer. Val Wosket, besides being a Committee member also did an excellent job taking the minutes. Eileen Ducker not only served on the Committee but also supported Market Weighton's 'Community in Action', initiative. Thanks also to Martin Braidley who provided such a balanced and perceptive contribution to meetings.

I also want to express appreciation to Chris Smith, our Webmaster, for her dedication in keeping our website up to date on an almost daily basis.

We would also not have done without the well-honed IT/communication support from Brian Snelson. As most people know Brian is a founder member of our U3A and his on-going expertise and interest has been invaluable.

Finally, just as importantly, a "virtual" round of applause to the catering team who served so well at the Drop-ins and other events during the year.

### **The Future**

The near future is uncertain and the new normal of social distancing and the limitations for the U3A age group etc. could be with us for some time. However, here are a few points to consider.

To begin with we can be rightly proud of completing the 15th year of Pocklington & District's U3A. The past has brought us to where we are today and therefore understanding our heritage and where we started from is the key to growing and moving forward. We are not a fledgling organisation any more but the largest of 19 U3As in the East Riding and the East Coast Network. Naturally, it is understandable that those who have grown up with our U3A may well feel more comfortable with the familiarity that a smaller organisation brings. While we may be large it is our approachability and sense of belonging has been an attraction to many new members. That sense of camaraderie should never change. Equally, it is right to value and continue to underpin our 'self-help' ethos.

Moving forward, though, from a Committee standpoint, there are areas that need consideration to ensure we can continue to effectively manage our U3A.

#### Selection of Committee members

The present process for admission to the Committee should be reviewed. At present if a member is nominated and more than the required number of applications are received then a vote is taken at an AGM. If there are fewer nominations than Committee posts available, then traditionally appointments have just been confirmed via AGM without any requirement for ballot. Many voluntary organisations differ and ask applicants to provide other information that enables the Committee (or members if a ballot is required) to review and agree on suitability of candidates versus skills and competencies required to successfully undertake the role. This is something for the new Committee to discuss. N.B. Any changes in this area will involve updating the Constitution.

#### Technology

Recent issues communicating with members have highlighted IT issues that have been of concern for some time. Office holders that use the locally created system say that certain aspects are slow, clunky and often

require support from outside the Committee. This is reinforced with unease over the vendor and their level of support, customer service and follow up regarding GDPR.

Naturally, we do not want change for changes sake. Nevertheless, as any organisation that develops in size understands that what was once appropriate with 50 plus members might not be fit for purpose for a U3A with a potential of a 1000. As a result, it will be of interest to Committee members when they review the findings of our own analysis of Beacon which is U3As purpose designed and integrated membership, groups, finance and mailing system.

#### Our Developing U3A Role

We cannot neglect our role to contribute to U3A overall. In the last year we have expanded out of the confines of our boundaries to broaden our outlook and engage with other U3As; to learn from them and share our successes and our challenges.

To this end here are some of the things we have undertaken:

- Joined Accord, East Riding's umbrella name for 14 U3As in the East Riding and Humber region, where we meet quarterly.
- Developed a relationship with North Yorkshires branches of York and Haxby & Wigginton to share events and experiences.
- Attended Yorkshire and Humber Region (YAHR) regional meetings in Leeds
- Supported the U3A Chairman to review national systems
- Featured in the January edition of Third Age Matters(Article on a Pocklington Wine Group visit to Tuscany)

This more expansive approach should be welcomed and continued.

#### **In Conclusion**

The year ahead will be demanding and at the time of this AGM with the continuing presence of Covid-19 it is uncertain when we, as a U3A, will get back to normal. Venue management may be an issue as premises adapt to be Covid compliant. Unquestionably 'new normal' procedures and protocols will have to be in place before Groups and Drop Ins can return.

On the positive side, we will have a 2020/21 Committee in August with some new faces supporting an experienced team. So, with a renewed enthusiasm let's work towards getting back to a time, even a new normal time, where we can continue to meet to learn, laugh and more importantly enjoy our lives, again!

Chris Mills  
Chairman 2019/20  
Pocklington & District U3A

#### **Agenda Item 3 Accounts for the year 01/04/19 to 31/03/20**

The Accounts for the year April 2019 to April 2020 are attached to these minutes. They have been approved by the Examiner of Accounts 2019/20.

At 31 March 2020 the balance of funds held by the U3A amounted to £6705 as compared with £5509 at 31 March 2019. This represents a surplus of income over expenditure in the year of £1196.

The membership of the U3A continues to grow, there being 895 fully paid up members at 31 March 2020. (867 last year) The only other significant item of Income is Gift Aid which totalled £1112. For regular AGM attendees you will know that I do not pass up the chance to highlight the significance of Gift Aid to the U3A in helping to maintain subscriptions at such a reasonable level. For those of you who are taxpayers and have not signed up could I please urge you to talk to our Subscriptions Secretary next time you renew your subscriptions.

Our main items of expenditure are to the Third Age Trust, being our Capitation fees of £3035 and Magazine Postage Costs of £1962.

Capitation Costs increase in line with membership numbers and Postages are for the Quarterly Third Age Trust Magazine.

We did however manage to secure a saving on our internal printing costs this year.

Also, on the expenditure side we paid £500 for advice and support in respect of Data Protection. This is to ensure that the U3A is properly securing and dealing with the information it holds in respect of the members. (The comparative figure includes Web Site support costs.)

Finally, despite Covid-19 there are no current intentions to increase the subscription next year which the Committee propose will remain at £10.

At 31 March 2020 I completed my four-year spell as Treasurer. I hope that in some way I have contributed to the growth and success of the U3A. I would like to leave you with one thought- You will no doubt have heard the saying "If at first you don't succeed.". If you believe in this then my advice is "Don't join the Sky Diving Group!"

Paul Giles  
Treasurer  
Pocklington & District U3A

#### **Agenda Item 4 Membership Subscription Rate 2021/2022**

The Subscription Rate for the year April 2021 to April 2022 was agreed without objection at £10.

#### **Agenda Item 5 Examiner of Accounts 2020/2021**

The appointment of Gerry Hutchinson to continue as Examiner of Accounts for the current year April 2020 to April 2021 was approved without objection

#### **Agenda Item 6 President 2020/2021**

The appointment of a President for the 2020/21 year.

This is an appointment that can be made by the Committee and announced via the AGM. It does not require membership nomination or ballot as it is in the gift of the current Committee.

The post has been held for the last 2 years by Steve Fraser and the Committee is delighted to confirm that they would like Steve to continue in the post for a further and final year as by our constitution a member cannot hold the role of President for more than 3 years.

Steve is well known to many of the U3A members and has played a significant role in the development of Pocklington & District U3A as a Group Leader, Committee Member, Officer and President for most of the 15 year existence of our U3A

#### **Agenda Items 7 and 8 Election of Officers and Committee Members**

Committee Membership for 2020/21

We have 5 current Committee members who will be standing down now at the end of our 2019/20 year and we would like to thank all 5 for their service and contribution over their time on Committee

Martin Bradley has been a Committee member for 2 years

Val Wosket has been a Committee Member for 4 years

Eileen Ducker was co-opted on to the Committee in 2015/16 year and since then has served a further 4 full years.

Sadly, Susi Final has had to stand down after a year serving as Vice Chair.

And finally

Brian James will be leaving Committee. Brian has served on Committee for the maximum time allowed of 6 years which includes a year as Vice Chair and a year as Chair and therefore according to our constitution Brian has to stand down.

According to Brian he has served his full sentence and is now allowed out on parole.

The following existing Officers and Committee members have confirmed that in accordance with the time-scales laid down in our constitution they offer themselves for reappointment for a further period of 2 years.

Ron Tinkler has been our Secretary for the last 2 years and has indicated that he would wish to continue in that role for a further period of 2 years

Moira Laverack who is known to many of the members in her capacity as Membership Secretary has also offered to stay on Committee for a further 2 years.

Elizabeth Walker who provides valuable support on both Membership issues and our Website operations will also serve for a further 2 years

Paul Giles has been our Treasurer for the last 4 years which is the maximum time allowed to hold the post and so must step down from that role but has confirmed he wishes to serve as a Committee member for the next 2 years.

For the sake of completeness Liz Dearsly who joined the Committee last year will also continue for a further year

Continuity on the Committee is important and it is reassuring that along with our President we have these experienced Committee members in place for the next 2 years.

Equally important however is that the Committee and Officer posts are filled by different people on a regular basis and that new members with new ideas and skills come forward to be part of the Committee.

The posts of Chair and Vice Chair have a 1-year tenure.

Having completed his 1 year period as Chair, Chris Mills must stand down from that post but will remain on the Committee as Past Chair.

There has been only 1 nomination for the role of Chair 2020/21. Graham Ball was proposed by Ron Tinkler and seconded by Chris Mills. His appointment into post is confirmed

There has been only 1 nomination for the role of Vice Chair 2020/21. David Stone who has been a Committee Member this year was proposed by Chris Smith and seconded by Chris Mills. His appointment into post is confirmed

There has been only 1 nomination for the role of Treasurer 2020/21. David Hebden was proposed by Ron Tinkler and seconded by Chris Mills. His appointment into post is confirmed

There are up to 5 vacancies for roles as Committee Members. We have received only 4 nominations and all can therefore be appointed without any need for further ballot arrangements

Rosemary Waugh was proposed by Steve Fraser and seconded by Val Wosket

Rosemary Hutchinson was proposed by Liz Dearsly and seconded by Julian Tremayne

John Senior was proposed by Brian James and seconded by Margaret James

Menos Lagopoulos was proposed by Chris Mills and seconded by Jean Tinkler

**Agenda item 9 Any Other Business**

There were no submissions from members to raise as Any Other Business

**Agenda item 10 Date for 2021 AGM**

The proposed date for 2021 AGM is Thursday May 13<sup>th</sup>

If you have any questions arising from these minutes please email the Secretary at

[secretarypockdu3a@gmail.com](mailto:secretarypockdu3a@gmail.com) or write to him at 1 Nicholson Court, Pocklington YO42 2PF by 20/08/20

Finalised minutes (including any questions raised and answers given) will be posted on the Website by no later than 28/08/20

Ron Tinkler

Secretary

Pocklington & District U3A

**Pocklington & District U3A  
Income & Expenditure Account  
Year Ended 31<sup>st</sup> March 2020**

		<u>2020</u>		<u>2019</u>
<b>Balance as at 1<sup>st</sup> April 2019</b>		5509		6444
<b>Sources of Income</b>				
Subscriptions	8950		8670	
Gift Aid	1112		1020	
Sundry Receipts	<u>37</u>	10099	<u>0</u>	9690
		<u>15608</u>		<u>16134</u>
<b>Expenditure</b>				
New & Replacement Equipment	244		657	
Capitation of 3 <sup>rd</sup> Age Trust	3035		2993	
Travel	63		0	
Data Protection	500		1650	
Room Hire & Open Meetings	215		214	
Drop Ins & AGM	667		669	
Refreshments	890		888	
Handbooks	244		195	
3 <sup>rd</sup> Age Trust Magazine Postage	1962		1629	
Printing Stationery & Postages	721		1084	
Licences	60		132	
Broadband & Wi-Fi Costs	12		98	
Speakers	0		125	
Donations & Gratuities	75		190	
Sundry Payments	93		61	
Stripe Credit Card Charges	40		3	
Equipment Repairs	<u>82</u>	8903	<u>37</u>	10625
<b>Balance as at 31<sup>st</sup> March 2020</b>		<u>6705</u>		<u>5509</u>