

# **Pocklington & District U3A Committee Meeting**

Held on Tuesday 17th October 2017 at 10.30 a.m.  
at the Station Hotel, Pocklington

## **PRESENT:**

Chair: Graham Ball  
Treasurer: Paul Giles  
Committee Members: Val Wosket (minutes), Frank Challoner,  
Eileen Ducker, Ian Smith, Elizabeth Walker,  
Moirra Laverack, Kay Stephenson, Pauline  
Carter

### **1. Welcome**

- The Chair, Graham Ball, welcomed members to the meeting.

### **2. Apologies for absence**

- Freda Snelson, Graham Gillyon, David Bragg, Brian James

### **3. Approval of the Minutes of the meeting of 15th August 2017**

Approved without amendments.

- Proposed: Graham Ball
- Seconded: Pauline Carter
- Approved Minutes to be posted to website at close of Committee Meeting

### **4. Matters arising from minutes of previous meeting**

- **Audit of Assets (PG)**
  - PG circulated a list of verified assets either held by members or in store at the Methodist Church. PG has placed U3A stickers on assets wherever possible. Agreed to circulate list of unverified items to group leaders asking if they can provide any missing information. PG was thanked for undertaking this time-consuming and detailed task.

### **5. Groups**

- **Group leader feedback to Committee**
  - Document headed 'Responses from group Leaders who share inputs for the committee to consider' has been circulated. This to be appended to approved minutes of the meeting as some committee members did not receive it (VW).

### **6. Treasurer's Update (PG)**

- Currently in bank £9,398.00. Surplus funds are decreasing in line with expectations. No further immediate significant expenditure is planned. At this time it looks likely that membership fees can be kept at £10.00 for next year.
- PG recommended opening another bank account for membership transactions, as suggested by ML. This would primarily comprise a subscriptions account with ML as an additional signatory. Committee approved this proposal.

## **7. Membership Secretary's Update (ML)**

- Current membership stands at 843. Draft membership card for next year to be circulated by ML at next month's committee meeting.
- New members meetings are going well with 10 new members attending last month's meeting. Signs have been made to direct people to the correct entrance to the meeting room at the Catholic Church Hall.

## **8. Secretary's Update (VW for GG)**

- Nothing to report

## **9. Meetings: Committee Attendance**

- Drop-in on Thursday 2nd November: VW, GB, EW, ED, ML, PC, GB.
- Open meeting on Wednesday 25th October: IS, VW, FC.
- Open meeting on Thursday 9th November: GG, GB, ED
- Group Leader event Wednesday 15th November: ML, PG, ED, KS, GB, IS (41 attendees confirmed to date). Agenda for this meeting: (1) Welcome, introduction and situation report (GB); (2) Thanks to group leaders for their work. Invitation for them to share any difficulties experienced and ask for any support they need from Committee (BJ); **Action point:** BJ to contact group leaders in advance of this meeting to ask if there are specific points they would like raised at the meeting; (3) Report on website training sessions (Chris Smith and EW to liaise with Brian Snelson to give brief overview). GG is overseeing catering arrangements for the meeting.

## **10. Website Update (EW, PC)**

- Recent meeting with WDY focused primarily on membership issues. Some anomalies with data inputting have shown up. ML has been working to iron these out.
- Welcome letter can now be produced on-line and ML is working on producing membership cards.
- ML proposed that data and information (e.g. on membership) should be held in duplicate, both on the website and in her membership records, during this transition period. ML proposed that priority now be given to registering new members on-line. The above agreed by committee and ML was thanked for her time and efforts in progressing these developments.
- The committee decided that group leaders should go through one of the webmasters to input information about their groups in 'news and events'. This was agreed in order to safeguard data and to ensure that a similar style and formatting are used.
- Website training session: This had a good turnout of 45 people. The group was of mixed experience and people left feeling better informed. Written instructions on how to use the website have been sent out to all group leaders.

## **11. AOB**

- **Committee Service Status**
  - All members present confirmed they are happy to continue on the committee, if eligible. VW offered to continue to act as minute secretary.
  - Lack of time precluded further discussion of this item, including the important issue of the Secretary's role (GG has signalled his wish to maintain a committee role, but not as Secretary). In light of this it was agreed that GB, BJ and PG will meet separately with GG to discuss the Secretary's role and that this item is given priority on next month's agenda.
- **Gift Vouchers** Committee agreed to fund the purchase of gift vouchers for Open Meeting speakers and caretakers (at Christmas) as in previous years.
- **Sharing Best Practice Workshop** (U3A Regional Event, 24/11/17 at the Bar Convent, York) GB offered to attend this workshop on behalf of the Committee.

**Date of Next Meeting:**

- Tuesday 21st November at 10.30 a.m. Apologies received from PC and GG.

The meeting closed at 12.00 midday.