

**POCKLINGTON & DISTRICT U3A**  
**MINUTES OF COMMITTEE MEETING**  
held on Tuesday 17<sup>th</sup> January 2017 at 10.15 a.m.  
at The Station Hotel, Pocklington

**PRESENT:**

President:	Freda Snelson
Chair:	Frank Challoner (elected January & February 2017)
Past Chair:	Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Graham Ball
Secretary:	Graham Gillyon
Committee members:	Eileen Ducker, Kay Stephenson, Elizabeth Walker, Steve Fraser, David Bragg, Brian James, Frank Challoner, Val Wosket
Guests:	Moira Laverack (Membership Secretary)

**1. Welcome:**

The 'Acting Chair' (elected January & February 2017) Frank Challoner welcomed members and also Moira Laverack (Membership Secretary) to the Committee Meeting.

**2. Apologies for absence:**

- January: These were noted for Ian Smith, Brian James and later arrival of Paul Giles

**3. Approval of the Minutes of meeting : 20<sup>th</sup> December 2016**

- Meeting minutes amendments: Val Wosket asked that the 2 references to spelling of her surname and that of Vic Shadforth be corrected. The Secretary noted these amends.
- Proposed: Graham Ball
- Seconded: Steve Fraser
- Approved (and amended) Minutes to be posted to website at close of the Committee Meeting.

**4. Membership Subscriptions 2017:**

Moira Laverack (Membership Secretary) provided a brief overview re membership to date:

- Current membership: 878
- 15 new applications processed in January (members able to take advantage of 14 months membership for the cost of 12)
- Recent new Members meeting was very positive – members commenting that our U3A membership offered excellent value for money
- There was a trend of members moving into Pocklington and also into new housing locally

The administration process was explained to the committee and increasing cost of postage re New Member packs highlighted and it was agreed that we should review what we post out to members going forward.

- Secretary to provide PDF version of Members Handbook to Membership Secretary enabling her to send email copy to New Members (thus avoiding some postage cost)
- As website progresses this should be promoted to New Members to encourage use / referral

The Renewals process – February, March and April Drop-ins

- Membership Secretary would email Committee members (and others) to seek support and manning of the Renewals Desk at each Drop-in.
- Membership Secretary was seeking a Committee Member to 'manage the queue' at each session. Graham Ball volunteered for this role
- A review re table positioning at each Renewals session was agreed
  - Secretary to speak with Terry (Meet & Greet) re temporary relocation to right hand side of entrance at Burnby Hall
- Membership Secretary has all signage required for each 'Renewals' session

Key Stephenson thanked Moira for her dedication and focus with regard to all matters re Membership Operations

## 5. Matters Arising:

- **Audit of Assets:**
  - The Secretary confirmed that he and the Treasurer would complete the audit on 19<sup>th</sup> January 2017 and report back their findings at the February meeting.
- **Purchase of Visualiser:**
  - It was agreed that the proposed purchase of a Visualiser would be put on hold until other options re technology had been investigated and considered.
- **Hearing Loop:**
  - The Secretary advised that he had written to Burnby Hall Community Centre re them supplying a Hearing Loop facility but that he had not received a reply to date.
  - The Secretary explained that he had also investigated various options re U3A provision of Hearing Loop equipment and that the options available were impractical for U3A purposes.
  - It was agreed that where possible and if there was a need to provide a Hearing Loop facility the Methodist Church in Pocklington would be secured as a preferred venue (as it has hearing Loop facilities)
- **Committee Membership:**
  - The Secretary confirmed that he would send a 'Length of Service' summary out to each member of the committee along with other information.
  - There was some discussion regarding membership of the Committee including advice from our President (FS) that each member should have a dedicated responsibility within the group and that all members should be visible and accessible to the wider U3A membership.

The Secretary suggested that the Membership Secretary should be a member of the committee as in her role she provided functional expertise which when shared with the committee would provide valuable learning.

- The Vice Chair proposed the election of Moira Laverack as a co-opted Committee member and this was seconded by Pauline Carter. The Vice Chair would approach Moira to invite her to committee.

## 6. Groups:

- The Link Committee Coordinator – The Photography group led by Vic Shadforth was progressing well. The Secretary confirmed that Vic was well organised and had developed a good following and that he was using The Station Hotel as a meeting venue.
- Update re Groups – Link Committee members. Frank Challoner confirmed that they Yoga group was now fully subscribed.

## 7. Treasurer's Update:

- Membership was reported as 878
- Cash at bank: £11000 (approximate value only available as there were some issues re statements supplied by Nat West Bank). The Treasurer confirmed that he was addressing issues outstanding with the bank.
- It was confirmed that the outstanding Yorkshire History Group deposit of £104 had been repaid to U3A. The YHG bank account was to be closed.
- Gift Aid information had been received from the Membership Secretary and was to be completed.
- Steve Fraser raised a query regarding refund of monies paid for trips as a result of member cancellations. The Treasurer advised that the Group Leader should follow the guide provided within the Group Leader Handbook and that he and the committee supported this action. Treasurer to further advise Group Leader when reviewing year end accounts.

## Secretary's Update:

- Suggestion Box: No suggestions were noted following the January Drop-in
- TAT Communications:
  - The Secretary confirmed that he had contacted TAT re clarity and had gained confirmation that the U3A Public Liability Insurance provides cover for U3A members when meeting in members own homes.
- Members Handbook:
  - The Secretary advised that a further supply of the hard copy Hand Book would be required and that the version that would go to print for on-going circulation would include a number of revisions (encompassing all detail changes from the original print run of July 2017)

## 8. Meetings:

- Drop-in session 2.2.17: FC, PG, GG, ED, VW, PC, EW, SF, DB and GB who would be the speaker
- Open Meeting 23.1.17: GG,KS, ED, FC
- Open Meeting 16.2.16: GG, EW, ED, PC, GB

## 9. Website Update:

Past Chair confirmed that a revised link of the new website has been emailed to the website sub group and that the next meeting with WDY is scheduled for 10.30am on 26<sup>th</sup> January 2017.

## 10. AOB:

- Audit of Accounts – Terry Rodgers would complete the 2016 – 2017 audit review however wished to step down from this role going forward.
- The Treasurer wished to make a financial presentation to the committee at the February meeting and ahead of the AGM
- Community Focus – The Secretary proposed that our U3A may wish to set up a 'Community Focus' notice board for members to refer to at Drop-in sessions. There was some discussion re this and it was agreed that doing so may prove to create added burden and workload for the Committee and that there are other solutions which address any requests by members / other local organisations to share their messaging.
  - Val Wosket advised the Committee that a community notice board already exists at the Burnby Hall Community Centre – therefore any requests to display messaging should be directed to the caretaker and council.
  - Pauline Carter advised that the new website will have a facility for a Community Link providing other organisations within our locality to have a link from our website to their own preferred contact – it was agreed that we should support this facility on our new website to increase U3A member usage of it when it becomes fully operational later this year.
- Advanced Motorists – Freda Snelson asked members if they thought that a further Advanced Motorist session should be arranged. The group commented that this activity of the summer of 2016 was very popular and it was agreed that Freda would make contact with the organisation re hosting an event on 11<sup>th</sup> June 2017. The Secretary confirmed that he had keys to the Football Club and should be able to negotiate use of the venue toilets as required.
- Key Contacts summary – it was agreed that the Secretary would provide Committee with a summary contact list of fellow Committee members and also key venue contacts.

## 11. Date of next Meeting:

- 21<sup>st</sup> February 2017.
  - Apologies noted for Kay Stephenson (February & March)

The meeting closed at 12.15pm.