

## POCKLINGTON & DISTRICT U3A

### MINUTES OF COMMITTEE MEETING

held on Tuesday 18<sup>th</sup> October 2016 at 10.15 a.m.  
at The Station Hotel, Pocklington

#### PRESENT:

President:	Apologies from Freda Snelson
Chair:	Kay Stephenson (elected as Chair for September & October '16 meeting)
Past Chair:	Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Graham Ball
Secretary:	Graham Gillyon
Committee members:	Eileen Ducker, David Bragg, Frank Challoner, Brian James, Elizabeth Walker & Ian Smith
	Apologies: Val Wosket

#### 1. Welcome:

The 'Acting Chair' (elected for September & October 2016) Kay Stephenson welcomed members to the Committee Meeting.

#### 2. Apologies for absence:

- October: These were noted for Freda Snelson and Val Wosket

#### 3. Approval of the Minutes of meeting : 20<sup>th</sup> September 2016

- Proposed: Pauline Carter
- Seconded: Frank Challoner
- Approved Minutes to be posted to website at close of the Committee Meeting.

#### 4. Matters Arising:

- **Group Leader event:**
  - The Secretary summarised the meeting outputs of the Group Leader event sub-committee (members being Steve Fraser, Pauline Carter, Graham Ball and Graham Gillyon) and confirmed the following:
    - Outline of the day
      - Specifically Committee Q&A content discussed
    - Catering arrangements
    - Comms re invitation to Group Leaders
- **Audit of Assets:**
  - To be carried forward for action by PG and GG
- **Open Meetings 2017**
  - The Secretary summarised 2017 meetings booked and asked for Committee help to run each Open meeting (specifically through 2017)
  - Further meetings to be booked – Secretary seeking speakers for September, October, November and December 2017

#### 5. Groups:

- The Link Committee Coordinator
  - Dorothy Knott was to step down as Group Leader for Art Appreciation and a new Group Leader was to be agreed. Progress re a Group Leader for this group was to be reviewed after their next meeting
- Update re Groups – Link Committee members
  - Brian James reported on a request by Pauline Atkinson that Pocklington & District U3A fund the venue hire for a meeting where our Ukulele group could host a gathering of neighbouring U3A Ukulele groups. This matter was addressed under the heading of Suggestion Box submissions

## 6. Treasurer's Update:

- £9656 at bank which was up by £1 on the previous month.
- Membership was reported as 830
- Gift aid:
  - Treasurer reported that he had made progress re learning who the 'responsible persons' are and that that 2 of the 3 are no longer on the committee. The Treasurer therefore proposed that Graham Gillyon and Pauline Carter become nominated 'responsible persons' along with himself and that with this new arrangement the submission of gift aid would be easier
- Treasurer reported that he and the Membership Secretary had a meeting scheduled for the afternoon of 18<sup>th</sup> October with our new website designers and that following this he would propose the most appropriate for our U3A to handle bank payment of subscriptions.
  - PG to provide a summary to committee for consideration

## 7. Secretary's Update:

- U3A Meetings for 2107 – agreed in principle allowing Secretary to confirm venue bookings
- Suggestion Box:
  - 2 matters were posted by David Kay (of the Ukulele group) to the Suggestion Box at the October Drop-in
    1. Request for funding by Pocklington & District U3A so that the Ukulele group could host a gathering with neighbouring U3A Ukulele groups and open this up to our members also.
      - Committee agreed this funding (managed and authorised by Secretary) provided the gatherings would be open to all U3A members to attend. It was understood that this gathering would assist shared learning and may encourage interested members of our U3A to take up learning of the instrument.
    2. Request that our U3A purchase a number of Ukulele's for use by potential new members on a 'try before you buy' basis.
      - It was agreed that £250 of U3A funding would be made available for the purchase of 'Try before you buy' Ukulele's that would be registered as U3A property on the asset register

## 8. Meetings:

- Drop-in session 3.11.16: GG, SF, DB, IS, GB, BJ, JF, FC
  - Committee to note that there would be a Website update (at Burnby Hall) immediately following the Drop-in (1 hour duration)
- Open Meeting 16.11.16: PC (to lead / host in absence of GG), BJ, FC, IS, ED, KS, EW

## 9. Website Update:

- Pauline summarised that there had been some issues re inaccurate postings on the internet directing traffic to its wrong source being that out of date U3A content was being referenced. PC had managed to identify the source of the inaccurate data reference and get a block on this.
- There was a posting on the Pocklington Town Council website promoting Beverley U3A group content – it was agreed that the Secretary would contact the Beverley group and request that they remove their posting from our localised website as it was causing potential confusion to our members.
- The Secretary would request Pocklington Town Council website feature a link to our own website as this would be a more appropriate local reference for those seeking U3A signposting.

**10. AOB:**

- U3A Circulars comms frequency was discussed.
  - SF believed that members need to take responsibility for own learning and access the website to receive updates (gain awareness) re 'what's on' as she was concerned re volume of emails potentially being sent out to members (and consideration re the workload placed upon those that action the email circulation)
  - Other members raised concerns that the monthly email circulation detailing Drop-in dates was not ideal for advertising of Open Meetings (being that they are at varied locations and on different dates etc). It was felt that until the new website was launched an email circulation 1 week prior to any Open Meetings would be useful to members and help to support this activity of our U3A – There was majority vote re this from the committee.
    - The Secretary would communicate this with Freda & Brian Snelson and also look to include a 'click link' to our U3A website on all email circular messaging

**11. Date of next Meeting:**

- 15<sup>th</sup> November 2016 (GG would be away on holiday and ED would deputise as Secretary)

The meeting closed at 12 noon