

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 3rd May 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

President:	Freda Snelson
Chair:	Steve Fraser (elected as Chair for May '16 meeting)
Past Chair:	Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Vacancy
Secretary:	Graham Gillyon
Committee members:	David Bragg, Eileen Ducker, Ian Smith, Kay Stephenson, Val Wosket, Brian James

The Secretary welcomed members to the first Committee Meeting of the 2016 – 2017 year and explained that in his role he would always provide a hard copy of the agenda to members attending the Committee meeting and would print a copy of previous minutes upon request of members. The Secretary explained that in order to progress a chair would need to be elected for this meeting.

1. Appointment of Chair

The Secretary suggested that for purposes of continuity that the Chair elected at commencement of this meeting would also stand for election to chair the June meeting.

- Pauline Carter proposed Steve Fraser as Chair, Seconded by Paul Giles with all members supporting this motion.

2. Apologies received - Frank Challoner. No apologies received from Ian Snape.

3. Approval of Minutes of Previous Meeting held on 12th April 2016

The minutes were approved as a correct record of that meeting. Proposer Eileen Ducker, Seconder Kay Stephenson.

4. Matters Arising

4.1. YAHR Summer Showcase Event

The Past Chair (PC) confirmed the coach booking and explained that there would be access to the venue site on the afternoon of the day before the event to allow those exhibiting to set up (though more information would be available nearer the event date).

The Chair (SF) confirmed that she had received NO confirmations from groups wishing to attend.

- Jenny Hastings & Sue Giles to confirm.
- Croquet – Val Wosket would discuss at their next meeting and advise.
- Ukulele – It was expected that they would wish to attend though Past Chair would clarify

There was some discussion regarding members knowledge of the Summer Showcase and it was agreed that the event be announced at the Drop-in meetings (Secretary to provide poster messaging), that it would be promoted on the website and interest gained by Committee Members sharing the date with their groups and U3A membership interactions.

Actions:

- Secretary (GG) to provide Poster Messaging to aid comms at Drop-in's
- Past Chair (PC) to provide messaging for website.
- Past Chair to instruct Glynis Moorhouse (Travel) to commence taking bookings from members who express interest in attending this event.

4.2. Advanced Motorists

The President explained that communications with the learning provider have ceased – they have not responded despite repeated attempts to clarify dates when potential sessions could be arranged. It was agreed that the Advanced Motorists learning was beneficial to U3A membership however this learning opportunity would be dropped until the organisers re-establish contact with us.

4.3. Purchase of new equipment

Brian James explained the initiative to purchase additional equipment was as a result of our re-commencement of more frequent Open Meeting sessions, though also shared his further consideration re the needs of our many groups and requirement to ensure we operate in a manner which is H&S compliant and that this is what led him to suggest the purchase of the following:

- 2x 3Metre Cable covers – required for specific H&S compliance (cost c£30 each)
- Projector Screen – a Celeron Screen (180cm x 135cm) as favoured as it would accommodate our needs and be easier to transport to meeting venues from the equipment storage area (cost c£250)
- Projector Stand – a portable projection stand (ideal for use at venues with a limited area to accommodate a projector and offering flexibility re use) (cost c£90).

It was agreed by all that Brian James should purchase these items on behalf of our group - Treasurer to reimburse Brian.

5. Committee 2016-17

5.1. Vacancy for Chair

Past Chair (PC) explained that she had sent an email re the vacancy for Chair to members however had not received any responses to date. She urged Committee members to seek out those members who show potential interest in either the role of Chair or Vice Chair to come forward so that they could learn more about what the role.

Action:

- Past Chair to post vacancy for Chair and Vice Chair on our U3A website.

5.2. Group Link Committee Coordinator Role

Group Link Committee Coordinator (SF) is to chair a meeting of Link Committee Members on Thursday 5th May to discuss and share ideas re the role.

Action:

- Link Committee Members to review updated Group Leader Handbook draft provided by Secretary – advising changes to Secretary for re-issue to all Group Leaders.
- Link Committee Members to explore ways of working and connecting with their Group Leaders to provide meaningful support and recognition of Group Leader work.

6. Group Link Committee Coordinator Update

David Bragg is overseeing the Quiz and Pub Lunch 4 groups and seeking a member to act as Coordinator (for Quiz Group).

Action:

- David Bragg to update committee at next meeting.

7. Treasurer's Update

- Bank Account balance: £14808.
- Capitation paid: £2089.
- No significant invoices outstanding.
- Treasurer still working though Gift Aid and will review at next meeting.

Action:

- Membership Secretary requested U3A comms be sent to data base advising that any member of 2015 – 2016 who has not paid their renewal is technically no longer a member of the U3A. President (FS) agreed to sending a U3A Circular to all Members advising them re outstanding renewals and suggested overdue payments be sent directly to the Membership Secretary.

8. Secretary's Update

- Trustees – Val Wosket & Graham Gillyon have completed Trustee Declarations and these have been logged with the Charity Commission. The Secretary has updated the Committee member U3A role titles of all Trustees on the Charity Commission website.
- Website – AGM minutes and an updated list of Committee Members for 2016 – 2017 have been posted as 'protected' documents on the Pocklington & District Website.
- Third Age Trust – The AGM minutes and Annual Return of our group have been submitted and receipt is acknowledged.
- U3a Meeting dates – The Secretary shared a compilation of all meeting dates including a proposal re Committee meetings (2nd Tuesday of every month), Drop-ins and Open Meetings.

Actions:

- Following agreement by the Committee Members present Secretary to confirm with Landlord of The Station a monthly booking for our Committee Meetings.
- Secretary to propose at June committee meeting dates for New Member Welcome Meetings in September & November 2016.
- Secretary to follow up on all meeting dates shared with committee to ensure venue booking are completed and confirmed back.

9. Support at Meetings

9.1. Drop-in 12th May 2016 – President (FS) & Group Link Committee Coordinator (SF) to lead. Support from Committee: Eileen Ducker, Kay Stephenson, Paul Giles, Frank Challoner, & Val Wosket

9.2. Open Meeting 18th May 2016 – Past Chair (PC) to lead. Support from Committee: Eileen Ducker, Kay Stephenson, David Bragg & Val Wosket .

9.3. Drop-in 2nd June 2016 - Support from Committee: Freda Snelson, Steve Fraser, Pauline Carter, Graham Gillyon, Paul Giles, Ian Smith, Brian James & David Bragg.

10. Officers' Responsibilities

10.1. Committee Members

Past Chair (PC) & Group Link Committee Coordinator (SF) reminded all Committee Members that what is discussed at Committee meetings is confidential and that their role & responsibility extends to attending Drop-in's, and New Member Welcome Meetings as frequently as possible. It was discussed that Committee Members should interact as much as they can at U3A meetings in order to gain member feedback and share news re groups, thus further supporting their role as Link Committee members.

Actions:

- Secretary to review and update the Role & Responsibilities of Committee Members – and share for feedback.
- A copy of the Committee Folder was issued for sharing at the meeting.
- The Secretary to arrange for 2 further copies of the Committee Folder to be shared with the Committee (Gerry to bring them to Drop-in on 12.5.16).

10.2. Link Committee Members

Group Link Committee Coordinator (SF) commented that she would like more support from Link Committee Members at New Member Welcome Meetings to develop member learning re the U3A and pick up with those new members who are interested in leading groups.

Action:

- Dates of New Member Welcome Meetings for September & November 2016 to be proposed by the Secretary at June committee meeting.

11. Any Other Business

11.1. Yorkshire Air Ambulance Donation

It was agreed that a donation would be made to Yorkshire Air Ambulance as David Hebden (Community Fundraiser) would be the guest speaker at the May Open Meeting. A donation of £100 was proposed by the Past President (PC) and seconded by the Chair (SF). The Past Chair would present the donation at the Open Meeting of 18th May 2016.

11.2. AGM Learning

The committee agreed that there was some learning gained at the AGM in that members may wish to share or contribute idea to the Committee who steer the leadership of the U3A. The Secretary proposed that a Suggestion Box be provided (together with Suggestion Submission slips) to allow all U3A members an opportunity to share their thoughts.

David Bragg shared his observations that a member / members attending the AGM had wished that U3A should consider further involvement within the local community. It was agreed that the Suggestion Box initiative would provide an opportunity for member's views to be captured.

- **Action:** Secretary to provide a Suggestion Box at Drop-in's and collate all suggestions for sharing with Committee.

11.3. Purchase of equipment

It was agreed that the Membership Secretary laptop should be replaced.

- **Action:** Moira Laverack and Brian Snelson to work together to seek the best option for laptop replacement.

12. Date of next meeting:

- Tuesday 14th June 2016 at 10.15 a.m. at The Station Hotel, Pocklington.

The meeting closed at 11.35am.