

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 21st June 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

President:	Apologies
Chair:	Steve Fraser (elected as Chair for May & June '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, Frank Challoner, Ian Snape

1. Welcome:

The 'Acting Chair' (elected for May & June 2016) Steve Fraser welcomed members to the Committee Meeting.

- David Hobson was welcomed as a guest so that he could learn more about the work of the committee.
- Gerry Hutchinson was welcomed and it was explained that he and the Secretary would lead point 4 of the agenda ((U3A Handbook 2016-2017)

2. Apologies for absence:

- June: These were noted for Freda Snelson and Brian James.
- July: These were noted for Eileen Ducker
- August: These were noted for Ian Snape

3. Approval of the Minutes of meeting : 3rd May 2016

- Proposed: Eileen Ducker
- Seconded: Kay Stephenson
- Approved Minutes to be posted to website by Secretary

4. U3A Handbook 2016 – 2017:

The Secretary introduced Gerry Hutchinson (U3A Admin) who would undertake the task of collating the Handbook for this year. He explained that the proposal was to keep the handbook layout and content similar to that of the previous year and that consideration re changes should be considered in parallel with the work to populate the new website which was being developed.

Next steps:

- Secretary to provide Gerry with updated list of Groups and Group Leader contact details
- Secretary to collate Presidents opening statement for inclusion and also work with Past Chair and Link Committee Coordinator to produce an opening statement on behalf of the Committee (in lieu of there being no appointed Chair for the year)
- Secretary to seek inclusion of generic 'location' / local landmark images for inclusion on front cover of handbook to avoid any conflict re publication of images containing member identity.
 - Images would be sourced in readiness for inclusion on new website also
- Gerry to contact all Group Leaders (with copy to their Link Committee members) requesting group activity comment. Gerry to agree an acceptable deadline re return of all content which fits in with his holiday absence (23rd July onwards) and having publication ready for issue at Drop-in of 4th August.
 - Link Committee members were asked to support Gerry as required and encourage Group Leaders to submit group activity content for inclusion.

At publication:

- U3A would print same volume of Handbooks as in 2015 (this was 850).
- Distribution would commence at August Drop-in (members urged to attend via U3A Circular).
- Review of non-collected Handbooks by Secretary with aim to hand deliver (assistance required) as many as possible to reduce postage costs.

5. Matters Arising:

- **Appointment of 'Acting Chair' For July & August 2016**
 - Brian James had volunteered to Secretary that he would be 'Acting Chair for July & August 2016. In his absence at this meeting this was Proposed by Steve Fraser and Seconded by Pauline Carter with agreement by committee members
- **3.3.12: YAHR Summer Showcase Event**
 - Pauline Carter confirmed that attendance at the Showcase event seemed poor – there had been no interest in members wishing to travel to the event by coach so this had been cancelled.
 - Pauline to speak with Group Leaders proposing to exhibit and pass their details on to Secretary.
 - Secretary agreed to sending YAHR Showcase update for June to Group Leaders so that they could share this with their members and encourage attendance. Anyone attending would need to make their own arrangements re travel.
 - Secretary to copy June Showcase (or latest edition) in readiness for distribution at July Drop-in to cater for those who miss the comms / are not on email
- **3.13.1: Advanced Motorists**
 - In absence of Freda Graham explained that the Advanced Motorists organisation had returned comms re hosting a session for U3A and this would be on Sunday 24th July 2016. The session would accommodate 16 members (on a first come, first served basis). Freda would review membership interest and if it warranted would seek to run further sessions.
 - A Circular would be sent from Freda inviting members to register their interest in attending this event (meeting point being Woldgate School).
 - Being that Advanced Motorists is a charitable organisation members attending the session would be asked to pledge a £10 donation.
- **3.12.1: Update re new equipment**
 - In the absence of Brian James who had purchased previously agreed new equipment (Projector Stand, Screen and Cable Covers) the Secretary confirmed that this new equipment was now placed in the store at the Methodist Church
 - The Treasurer confirmed that all payments had been made for equipment purchases
 - Secretary and Treasurer to conduct an audit of assets
 - Secretary proposed photographing equipment to promote its use by groups (with detail to be included in the updated Group Leader handbook)

6. Our U3A and the Community:

In order to discuss and agree our focus going forward the Acting Chair (Steve) proposed that the committee discuss Suggestion Box submissions (agenda point 9) also and that to refresh the U3A group focus we consult with both the Constitution and the Aims & Guiding Principles.

- Constitution 'key' wording with reference to 'The Objects of the U3A' referred to was:
 - *(i) to advance the education of the public and in particular the education of older people no longer in full time gainful employment in Pocklington and its surrounding locality.*
 - *(ii) the provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.*
- Aims & Guiding Principles 'key' wording referred to was:
 - *'people coming together to share and pursue learning in all its form's*

Committee members agreed that our primary focus be to support groups, aid and encourage learning and be of benefit to our membership.

- **Suggestion Box matters:**

It was agreed that these be shared for consideration in the hope that the committee would receive practical suggestions that may be adopted by the U3A group (and that support 'The Objects' and our 'Aims & guiding Principles').

The Secretary would present Suggestion Box submissions at each Committee Meeting and collate discussion feedback so that he could communicate with those who had taken the time to contribute initiatives.

- Suggestion 1: U3A Outdoor Table Tennis Table purchase
 - There was discussion re both cost and practicality of this initiative. The Secretary noted various points for onward communication to Joan Dougill including a suggestion that she set up a U3A group and run this for 1 year before funding is considered. It was also noted that cost associated with investment provision of an outdoor Table Tennis facility was likely to be disproportionate to the total membership
- Suggestion 2: U3A adoption of Litter Bins
 - The committee felt that though this initiative was aimed with good intent to benefit the community the Secretary should communicate back to Ann Theakston that its investment did not fit well with our Constitution or our Aims & Guiding Principles.

At this point in the meeting the Committee had reviewed the Constitution and Aims & Guiding Principles and shared agreement re how our ethics shape the way we develop and operate. Therefore as 'Acting Chair' Steve took this opportunity to share a matter of concern that had been brought to her attention regarding a specific Group Leaders behaviour – she asked members to note that all committee business and specifically this discussion was to be regarded as strictly Private & Confidential.

Steve shared with the Group concerns re the behaviour of Angela Lakin (Group Leader for Yorkshire History Group).

Summary as follows:

- That Angela had been promoting Glenn Coaches York (Coach and event travel) at U3A Drop-in sessions (Copy of a Glenn Coach travel summary handed to a committee member at the June Drop-in was circulated to the group for review.
- There were concerns that Angela may be taking deposits (on behalf of Glen Coaches York) at the U3A Drop-in sessions. It was verified by committee members at the Committee Meeting that this was occurring.

There was considerable discussion re Angela's behaviour and it was agreed by all that the matter be addressed with a Letter of Concern sent to Angela by the Secretary. This was Proposed by Ian Snape and Seconded by Paul Giles.

- The letter to Angela would confirm the U3A Group stance – adherence to Constitution and Aims & Guiding Principles and specifically reference that our groups should ensure compliance to U3A rules – specifically operating external business at U3A functions and presenting unsolicited information to members re non U3A activity.

7. Groups:

- The Link Committee Coordinator had nothing to report
- Ian Smith shared feedback that some of the Group Leaders he had made contact with had never heard anything about the Group Leaders Meeting that was originally scheduled for April 2016.
- Other members also commented that there was very limited awareness of the meeting and the feeling was that we have missed an opportunity to engage with those that drive the U3A forward.
 - It was agreed that the committee should discuss hosting a Group Leaders meeting later in the year (perhaps November) and that this would be a good opportunity to showcase the development of the new web site to them along with re-issue of the Group Leader Handbook etc. Secretary to note this inclusion for July agenda.

8. Treasurer's Update:

- £11927 at bank – down month on month due to payment of £1480 TAT Magazine and equipment purchase costs
- Gift Aid now registered with current Trustees (estimate cost to be £1400 / £1500)
- Membership: 760 (some group Leaders / others to be chased re payment of membership)

9. Secretary's Update:

- Confirmation received from TAT / Charity Commission re adopting our Constitution (February '16)
- Revised meeting dates circulated – note Committee meetings are now 3rd Tuesday of the month
- Purchase of 2017 approved – initially secretary to order 60 and review (85 sold last year)
- Secretary to respond to Suggestion Box submissions (reference to agenda point 6 also)

10. Meetings:

- Open Meeting 28.6.16: GG, KS, PG, FS, FC, IS, ED
- Drop-in session 7.7.16: DB, VW, SF, FC, GG
- Drop-in August: will go ahead to allow issue of Handbooks
- New Member Meeting 14.7.16: PC, VW, DB

11. Website Update:

- Pauline reported that our provider is progressing well and that she has a further meeting this week. She will speak with them re having something to show at proposed Group Leader meeting of November.

12. AOB:

- Frank Challoner asked if Public Liability Insurance for Anne's Yoga group was still required – The Secretary confirmed that copy had not been received from him in the handover from Janet and asked if he would ask Anne to request a copy from the tutor.

13. Date of next Meeting:

- 19th July 2016

The meeting closed at 11.45am.