

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 12th April 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

Chair:	Pauline Carter
Past Chair:	Steve Fraser
Treasurer:	Paul Giles
Vice-Chair:	Patrick Laverack
Secretary:	Janet Styles
Committee members:	David Bragg, Frank Challoner, Eileen Ducker, Ian Smith, Kay Stephenson
In attendance:	Graham Gillyon

It being the final meeting of the current Committee year, the Chair thanked the Committee Members for all their work during the year and especially the Secretary and the Vice-Chair who were retiring at the forthcoming A.G.M.

1. **Apologies** - Brian James, Ian Snape and President.

2. **Correction to minutes**

A correction to the minutes was logged: Item 8: Ted House is also a member of the website working group.

3. **Approval of Minutes of Previous Meeting held on 15th March 2016**

The minutes were then approved as a correct record of that meeting, proposer Kay Stephenson, seconder David Bragg.

4. **Matters Arising**

3.3.12 YAHR Summer Showcase Event

The Chair asked the Committee to look at the latest information about the YAHR Summer showcase event on the YAHR website <http://yahru3a.co.uk/askham-bryan-2016/> and to keep abreast of updates on this event. The Vice-Chair added that he had emailed Group Leaders to invite their expressions of interest in participating and had received some positive replies.

The Chair advised that the cost of hiring a coach for the day would be £165 **and it was agreed by all that the coach should be booked in anticipation of both Group Leaders and members being interested in attending.**

Action:

1. Chair to book coach.
2. Secretary to email YAHR April update to Committee.

3.13.1 Advanced Motorists

B/f

3.12.1 Purchase of screen and cable covers

B/f pending Brian James being present at the next Committee meeting.

5. **Committee 2016-17**

The Chair referred the meeting to the notes of the Officers' meeting held on 31st March 2016 about the lack of nominations for the roles of Chair and Vice-Chair, that had been circulated to all Committee Members, and asked for comments. Frank Challoner asked exactly what action could be taken that would be in line with the constitution.

The Secretary then outlined the options available to the current Committee and to the incoming Committee. She advised that the current Committee could not now accept any nominations for the vacancies of Chair and Vice-Chair as the window, as defined by the constitution, for accepting these had

closed. The only option open to the current Committee would be to ask the members at the A.G.M. to pass a motion to allow that forum to request volunteers during the process of the A.G.M. She counselled that this route could be beset with difficulty in that the volunteer(s) may have no proper grasp of the responsibilities and requirements of the role for which they might be volunteering.

The Secretary continued that there were more options available to the incoming Committee in that they could a) fill the vacancies by Committee election during the year when suitable candidates were identified; b) ask the current incumbents to continue until such persons were found, although this could lead to the same situation arising at the end of the forthcoming year if no such persons came forward; and c) co-opt up to two additional Committee Members to assist with shouldering the duties of the Chair and Vice-Chair.

Because the size of the Committee had been increased by the adoption of the new constitution in February and the main administrative/organisational roles of Secretary and Treasurer had nominations, the Secretary suggested that the Committee could function effectively without either of the Chair or Vice-Chair roles being taken by a specific person and added that many U3As did not appoint to such roles but shared out the duties and responsibilities between Committee Members. She cautioned the incoming Committee against rushing into filling the co-opted positions as they would be useful for introducing new Officers/Committee Members to the processes of the Committee during the working year.

The Chair then put forward that chairing the Committee meetings could be done on a rotational basis and volunteered to chair the first meeting on 3rd May 2016, which was agreed by all present. She continued that the suggestion of the Officers was that the Link Committee Members (LCMs) absorb much of the work of the Vice-Chair, which would give each Committee Member 8/9 groups to 'look after'.

Kay Stephenson raised the issue of to whom members interested in starting a new group would turn as they would not know which LCM to approach. The Chair responded that Steve Fraser had agreed to take on the role of being the focal point for members wishing to start new groups and would introduce them to the relevant LCM and provide support both to the LCM and the member throughout the process of inducting new Group Leaders in their responsibilities and how to run a group.

Action:

- 1. The Chair asked the Committee, in preparation for the 3rd May meeting, to think about people known to them who might be prepared to join the Committee in one of the vacant roles or as a co-option.**
- 2. Committee Members to advise the incoming Secretary, Graham Gillyon, of their preferred times/days for Committee meetings in 2016-17 so that he could devise a proposed list for the next Committee meeting.**

There followed a short discussion on management of the session being held after the closure of the business at the A.G.M. when members will be invited to put forward suggestions and ideas for the incoming Committee to consider.

6. Vice-Chair's Update

The Vice-Chair informed the meeting that the Ukulele group would play from 1.45 p.m. at the A.G.M.; that the French Informal and German Improvers groups had now started; that another course of Digital Photography sessions was about to take place; that the Current Affairs group was going well; and that he was approaching a member who may be interested in starting an Opera group.

The Vice-Chair then registered his thanks to Gerry Hutchinson for all his excellent work in keeping the groups lists, etc. up to date.

7. Treasurer's Update

The Treasurer circulated a copy of the draft accounts and talked the meeting through the detail. He informed the meeting that he was still working on claiming Gift Aid for the two years to March 2016 which he anticipated would be in the region of £1,500. The 2016-17 subscriptions collected before 1st April amounted to £6,810 and were obviously not shown in the accounts to 31st March. The balance at bank was £15,065.

On the issue of capitation of £3.50 per head paid to The Third Age Trust, the Treasurer advised that the simplest and probably most accurate method was to divide the total subscriptions received by 12 to arrive at a head count. The Secretary added that there was one life member who did not pay a subscription but for whom capitation must be paid. After some discussion on the merits of using either the database total or the subscriptions total as a basis, **it was agreed by all to adopt the Treasurer's recommended method.**

The Treasurer then informed the meeting of the current membership statistics:

874 current members of which
63 were new members
513 were renewed members
298 were not yet renewed

Action:

- 1. Treasurer to make accounts available to the auditor, Terry Rogers, within the next two days.**
- 2. Treasurer to continue to work on Gift Aid claims.**

8. Secretary's Update

8.1 Mass Registration with Charity Commission to Change Objects Clause

The Secretary had registered the U3A to be included in this mass registration to give an option, if required, to change the objects clause in the constitution to the charitable purposes as written by the Third Age Trust.

8.2 Staffing at meetings

With several members of the Committee away in mid-May, the Secretary asked for volunteers for the drop-in on 12th May and the Open Meeting on 18th May.

Action:

- 1. May drop-in staffing = Eileen Ducker, Steve Fraser, Paul Giles, Frank Challoner and Kay Stephenson.**
- 2. Open Meeting 18th May - staffing to be agreed at next Committee meeting.**

8.3 Insurance cover for cash

The Secretary advised that, after the last drop-in, the Membership Secretary had taken home a large amount of cash which could not be checked and paid into the bank until the following day and that the U3A insurance cover was only for £1,000 in transit and £300 held overnight at home. She had spoken with the Third Age Trust to ask if the cover could be increased but had been advised that, rather than increased, it was likely to be withdrawn. She therefore recommended to the incoming Committee that they do not take subscription payments in cash in the 2017-18 renewals process.

9. Website Development

The Chair reported that the questionnaires had been passed to WDYUK for analysis, following which the working group would involve more people in the consultation.

10. Officers' Responsibilities

Prior to the meeting, the role responsibilities of each Officer plus the Membership Secretary and Publicity Co-ordinator had been updated by the Chair and Secretary and circulated to the Committee for comment. This sparked discussion on how the responsibilities would be met without a Chair or Vice-Chair on the new Committee.

Regarding the induction of new Committee Members, before the first Committee meeting of the 2016-17 year, the Chair agreed to undertake this.

The Past Chair suggested that Open Meetings could be run by any member of the Committee, possibly in conjunction with a U3A member with an interest in the subject.

Further discussion ensued around the Link Committee Members taking on some of the work of the Vice-Chair and the Past Chair suggested that a meeting be held early in the 2016-17 year to clarify and agree exactly what the LCMs would undertake and how they would be supported in that work.

It was agreed that the LCMs should have oversight of the financial situation of their groups but that the Treasurer should audit the open groups, Travel and Yorkshire History, which handled large sums of money.

The draft Role Responsibilities for Chair, Vice-Chair and Secretary were agreed with minor changes. The ones for Treasurer and Membership Secretary were held over until the next Committee meeting pending review by the Treasurer and Membership Secretary. The role of Publicity Co-ordinator would also be reviewed by the new Committee. It was further agreed that role responsibilities should be compiled for Committee Members and that the Link Committee Members' current responsibilities should be updated to include some of the work currently in the Vice-Chair role.

Action:

- 1. Secretary to update the LCM responsibilities and list of allocated groups.**
- 2. Incoming Secretary to bring forward Treasurer, Membership Secretary and Committee Member role responsibilities to 3rd May 2016 Committee meeting.**

11. Any Other Business

11.1 Group Leaders' Handbook

The Past Chair asked if the lists of meeting venues and Link Committee Members could be included in this handbook – this was agreed.

11.2 Information Booklet

It was agreed that the Link Committee Members' list of groups should be included in the 2016 production.

12. Date of next meeting:

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

The meeting closed at 12.05 p.m..