

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 15th March 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

Chair:	Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Patrick Laverack
Secretary:	Janet Styles
Committee members:	David Bragg, Frank Challoner, Eileen Ducker, Brian James, Ian Smith, Kay Stephenson
President:	Freda Snelson
In attendance:	Graham Gillyon

The Chair welcomed Val Wosket who was attending as an observer and would be standing for election to the Committee at the A.G.M.

1. **Apologies** - Past Chair and Ian Snape

2. **Approval of Minutes of Previous Meeting held on 16th February 2016**

The minutes were approved as a correct record of that meeting, proposer Ian Smith, seconder Eileen Ducker.

3. **Matters Arising**

3.3.12 **YAHR Summer Showcase Event**

The Secretary confirmed that she had sent a cheque for £200 to the YAHR and that entries of groups should be notified by 30th June to be included in the programme. It was agreed that members attending the event should pay for the coach.

Action: Chair to ascertain the cost of a coach.

3.13.1 **Advanced Motorists**

The President confirmed that negotiations with the Advanced Motorists were progressing satisfactorily.

Action: President to proceed with arranging dates.

3.12.1 **Purchase of screen and cable covers**

Re cable covers:

Brian James advised that these were in 9m lengths and took either one or two cables and rolled up for storage/transportation. Cost around £30-35. It was agreed to purchase two double cable lengths.

Action: Treasurer to purchase 2 x 3m two core cable covers.

Re projection screens:

Brian James talked through the investigations he had made with regard to selecting a suitable screen that was lightweight but sufficiently robust to give a good picture and easily assembled. He added that cheaper screens tended to be heavy and wobbly and he recommended purchasing a Celexon Professional Plus screen for about £300.

There was a general discussion on whether approaches should be made to local firms in order to view a screen prior to purchase but Brian said that it appeared that the best choice was on-line.

Action: Kay Stephenson to approach Wall of Sound and President to approach Savilles of York to seek advice on what to look for.

B/F Purchase decision to next Committee meeting.

3.7 Open Meeting

The Secretary requested volunteers to assist at the forthcoming Open Meeting on Wednesday 23rd March. Vice-Chair, Eileen Ducker and Kay Stephenson offered to assist the Secretary and Graham Gillyon. Graham confirmed that Bev Austin would be organising the refreshments.

4. Vice-Chair's Update

4.1 YAHR Summer Showcase

As the Chair had already emailed Group Leaders asking for expressions of interest, it was agreed that a personal approach was now required.

Action: Vice-Chair to contact leaders of groups that would be able to put on a demonstration to see if they are willing to participate.

4.2 Ukulele

The Vice-Chair confirmed that the Ukulele Group would play at the A.G.M. from 1.45 p.m.

4.3 New Groups

The Vice-Chair advised that two new groups were being started -

Current Affairs 2

French Intermediate

The Discovery Group would also start in April.

4.4 Scout Hut

The Vice-Chair had been approached by the organisers of the Scout Hut hire to ask if U3A would like to make a block booking on a termly basis at a very reduced hourly rate as the Scout Hut was not used in the afternoons. The Committee were not keen to put money up front and it was agreed that the Vice-Chair should identify interested groups who were keen to benefit from the cheaper hire costs and then negotiate on behalf of those groups for the Scout Hut.

Action: Vice Chair to liaise with Group Leaders.

4.4 Link Committee Members' Reports

Kay Stephenson advised that Singing for Pleasure had rather reduced numbers. Ian Smith reported that Beverley U3A had placed an advert in Pocklington Sainsburys for new members for their Singing Group.

Action: Kay to liaise with the Group Leader of Singing for Pleasure to prepare a circular to go out advertising vacancies.

5. Treasurer's Update

The Treasurer reported that the balance at bank was £16,513, within which subscriptions for 2016-17 amounted to £5,178 that would be assigned to the next year's accounts, leaving £11,335 attributable to this year. This compared to £10,313 at this point last year.

Membership he advised currently stood at 868 with 57 new members since 4th January 2016. The membership in the 2015-16 year had reached 814, comprising 144 new members and 670 renewed members.

The Treasurer informed the meeting that he could find no evidence of a Gift Aid claim for the year to March 2015 and that he was experiencing difficulties registering as the authorised person to make a claim.

Action: Treasurer to continue to work on Gift Aid claims.

6. Secretary's Update

6.1 A.G.M.

In response to the Secretary's request for staffing at the A.G.M., all of the Committee present confirmed that they would be in attendance at the A.G.M. It was noted that a Yorkshire History trip clashed with the A.G.M. and that Group Leaders should be advised of the date of the 2017 A.G.M. as soon as possible by the new Vice-Chair.

The date for the 2017 A.G.M. was agreed as Thursday 20th April 2017.

Action: Secretary to book Pocklington Methodist Church

6.2 Constitution

The Secretary advised the meeting that she had sent the new constitution to the Charity Commission and received an email acknowledgement asking that the Trustees be informed that the constitution had been logged but not checked and that they should be aware that, if changes had been made to parts of the constitution that needed the prior permission of the Charity Commission, they would be breaking the law. The Secretary confirmed that the changes made did not need Charity Commission permission.

6.3 April Drop-in

The Secretary said that the renewals team for the April drop-in would be Ian Smith, Eileen Ducker, Graham Gillyon and herself.

7. Committee 2016-17

The Secretary listed the completed nominations she had received for election to the Committee at the 2016 A.G.M. :

- Chair - Patrick Laverack nominated
- Vice-Chair - Eileen Ducker nominated
- Treasurer - Paul Giles nominated
- Secretary - Graham Gillyon nominated
- Committee member - Ian Smith nominated
- Committee member - Val Wosket nominated

The Secretary advised that there were still two Committee member vacancies. She emphasised to the Committee that it was not essential to fill all vacancies at the A.G.M. as vacancies could be filled during the year when suitable candidates presented. The President added that it would be extremely useful if a very IT literate person were to join the Committee.

(A nomination for Committee member was received at the end of the Committee meeting for Steve Fraser, leaving one vacancy).

Frank Challoner volunteered to take over responsibility for the U3A equipment, managing booking the equipment in and out to Group Leaders, checking that nothing was lost and maintaining the asset register in conjunction with the Treasurer.

Action: Secretary to obtain a key for Frank for Wesley House and then hand over to him the asset register and bookings sheet and advise Group Leaders of the change.

8. Website Development

The Chair reported to the Committee that the Working Group had met with the two prospective providers of a new website. She said that the outcome had been that the Working Group had come to the conclusion that WDYUK of Pocklington were the stronger contender, as the SeeGreen of York quote did not appear to cover sufficient depth and would probably escalate if work progressed. WDYUK had offered a discount if they were allowed to use the same website design for other U3As. The Chair said that it had been confirmed that there would not be any advertising on the proposed website and added that the company were working on another website that was set up to produce a regular printed newsletter directly from the website data.

It was agreed that the Information Booklet for 2016 would be produced in similar format to the 2015 version. Timing was discussed and agreed to be as before, distribution at the August drop-in in time for many groups restarting in September.

The Chair advised that, in common with other website designers, WDYUK would require an upfront payment which would be £2,398.80 (comprising £1,800 website design, £199.00 SSL Certificate and £399.80 VAT); the annual maintenance cost from year 2 would be circa £200.

The Chair then proposed that the Committee formally appoint WDYUK as the chosen developer for the new Pocklington & District U3A website. This was seconded by Ian Smith and unanimously agreed.

Action:

1. Treasurer to send a cheque for £2,398.80 to WDYUK.

2. **The Website Working Group to continue as project managers of the development of the new website. (Members of the working group – Pauline Carter, Paul Giles, Ian Smith, Graham Gillyon, Brian Snelson , Alastair Fraser and Ted House)**

9. **Any Other Business**

9.1 **Bon Viveur Group (Wine Appreciation)**

The Group Leader was arranging a 3-4 day wine appreciation event in France and it was queried whether this was a U3A trip or a private venture. It was agreed that this should not be regarded as a U3A trip as people were making their own way to France for different lengths of stay and simply rendezvousing when there to visit vineyards.

Action: President to advise Group Leader that this would not be classed as a U3A trip and would not be covered by U3A insurance.

9.2 **Internet access for Computer Workshops**

The Secretary outlined the difficulties of delivering workshops on iPads and tablets caused by the limitation of the download capability of the broadband available at the Methodist Church. She proposed that the Committee agree to the purchase of two additional mobile wifi dongles (making a total of three). This would cost about £60 for the initial purchase and would avail the workshops of three times the download capability. The static broadband connection at the Church could then be cancelled saving £120 per year. The dongles could be topped up when needed for use rather than paying for a fixed internet connection that was only used spasmodically. This would also enable groups to borrow a dongle to use in different venues.

This proposal was unanimously agreed.

Action: Secretary to arrange for the purchase of the dongles and the cessation of the plus.net account.

9.4 **Request for New Group**

The Chair had received a request from a member asking if a group could be set up for members who have partners suffering with Alzheimer's disease in order to facilitate their engagement in activities. Although Committee members felt it would be nice to assist members experiencing these difficulties, there was also concern expressed by some Committee members about whether U3A was the correct vehicle for such a group as it would ostensibly be a carers' support group. The possibility of a Coffee Group was put forward.

Action: Chair to discuss with Lin Jonas, Senior Executive Officer of the National U3A.

9.5 **Group Leaders' Meetings**

David Bragg had been approached by one Group Leader who expressed disappointment that there was not a Group Leaders' meeting or Get Together planned. The President suggested that one way around having a major event would be for the Link Committee members to hold a meeting of their Group Leaders for a chat with some refreshments.

B/F Committee members to consider new ways of thanking Group Leaders for all their hard work.

9.6 **Announcements at Drop-ins**

The Vice-Chair felt that making lengthy announcements at drop-ins, especially with dates and times of events, was not an effective means of communication and suggested putting details of new groups/events on a white board or even using a projector and screen. The Chair thought that there should be a short address to keep members in touch with Committee members and to communicate enthusiasm and more subjective issues.

10. **Date of next meeting:**

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

The meeting closed at 12.10 p.m..