

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 16th February 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

Chair:	Pauline Carter
Past Chair:	Steve Fraser
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 started by thanking the Committee for all their efforts in making the E.G.M. a very successful occasion.

1. Apologies - Treasurer and Ian Snape

2. Approval of Minutes of Previous Meeting held on 12th January 2016

The minutes were approved as a correct record of that meeting, proposer Patrick Laverack, seconder David Bragg.

3. Matters Arising

3.3.12 YAHR Summer Showcase Event

The Chair had received mixed responses from Group Leaders to her email asking for expressions of interest in participating in this event. She suggested adopting a positive approach by joining in this regional event to see if it worked for us and recommended that arrangements be put in hand to recruit interested group leaders and members and a bus hired for the day.

This proposal was agreed by all present and it was further agreed that, as our U3A was participating, the contribution requested by YAHR of £200 should be paid.

Action:

- 1. Secretary to send a cheque for £200 to YAHR with confirmation that our U3A will participate.**
- 2. Vice-Chair and Chair to publicise the event via drop-ins/email/website and contact with individual group leaders.**

3.13.1 Advanced Motorists

The President had ascertained that the Advanced Motorists organisation was happy to provide a talk and motoring checks for our U3A members but were awaiting their own committee's agreement before details could be finalised.

Action: President to proceed with arranging dates, once the go ahead from Advanced Motorists is confirmed.

4. Vice-Chair's Update

4.1 Judsons

The Vice-Chair informed the meeting that Judsons would no longer host U3A group meetings and rumour had it that this was due to some unacceptable behaviour by one or more U3A members.

Action:

- 1. Chair to contact the owner/manager of Judsons to ascertain the nature of the problem.**
- 2. Following this, Vice-Chair to email all Group Leaders reminding them of good practice when using the ostensibly free facilities at pubs and restaurants and that the reputation of the U3A is at stake, attaching an updated list of potential venues (provided by the Secretary).**

4.2 Canasta 1

The Vice-Chair advised that a new Group Leader had come forward to take over Canasta 1.

4.3 Discovery Group

The Vice-Chair had liaised with the member offering to run "Serendipity" to agree a new name for these activities; he tabled a paper about the proposal and outlined the way the group would function in that the co-ordinator would work with individual members to facilitate one-off events that they had identified as interesting to them. Although the co-ordinator did not see himself as a Group Leader, he had been inducted by the Chair and Vice-Chair into the responsibilities of that role and had a Group Leaders' Handbook.

The Chair felt that this could be a new way of getting members involved in self help and perhaps even to start a group as a result. The President thought that the title was good but added that it was essential that there was liaison with existing Group Leaders where there was cross over.

It was agreed by all present that the Committee should support this new venture.

Action: Vice-Chair to work with the co-ordinator to support him to set Discovery in motion.

4.4 Link Committee Members' Reports

David Bragg reported that some new members had joined Mahjong and it now appeared to be viable. Kay Stephenson advised that Singing for Pleasure would restart in March.

5. Secretary's Update

The Secretary reported, on behalf of the Treasurer, that he had claimed Gift Aid for 2015-16 which amounted to £1,000+ and that the bank balance as at the end of January was similar to that reported at the December Committee meeting, although the incoming subscriptions in February would increase this.

5.1 Renewals

The membership figures obtained from the Membership Secretary were as follows:

Current membership	856	including 42 new members in January and February
Renewals to date	217	of which 136 were taken at the February drop-in

Comparing the start and end of the 2015-16 year, the membership at the start was 790 and at the end 818 - with 115 who did not renew, 153 new members, 10 moved/deceased, this was a net gain of 28.

The Secretary commented that the new arrangements for handling renewals at the drop-in appeared to work well, taking the crush away from the main entrance/exit.

Action: Secretary, Eileen Ducker and Ian Smith to handle renewals at March drop-in.

5.2 Film Licences

The Third Age Trust had advised that they had procured a licence covering all U3As for showing films licensed by the Motion Picture Licensing Company (MPLC) but that each U3A must purchase their own licence to show films licensed by Filmbankmedia at an annual cost of £60. Brian James explained that this licence was very good value as it covered many of the larger film companies.

The purchase of this licence was proposed by the Chair, seconded by the Vice-Chair and agreed by all.

Action: Secretary to purchase Filmbankmedia licence at cost of £60 per year.

5.3 Use of photographs sourced on the internet

The Secretary informed the meeting that a warning had been received from Third Age Trust about the risks of using photographs in newsletters and on a website which had been copied from the internet. Most photographs on the internet are covered by copyright and the Licence Compliance Services trawls websites to identify mis-use of photographs and raise fines against the culprit.

Action: Vice-Chair to make Group Leaders aware that they have to take care with photos that they place on their group pages.

5.4 YAHR Gilbert & Sullivan Day – 17th August 2016

The Secretary had circulated a flier advertising a special U3A day during the Harrogate G&S Festival and asked if the Committee felt that members of our U3A would be interested in participating.

Action: Vice-Chair to ask the co-ordinator of Discovery group to facilitate this event.

6. Group Leaders' Meeting

The Vice-Chair said that the aim of the meeting would be “to share best practice and consider the workings of individual groups” and that he had drawn up a full programme for the day, which he summarised. However, the Vice-Chair went on to say that so far only 10 people had confirmed their attendance at the meeting and 13 had declined. It was thought by the Committee members who had been at the two previous meetings in 2014 and 2015 that Group Leaders may feel that this is simply a repeat and that they would not benefit from attending.

The Vice-Chair suggested that the focus may be on the wrong group of people and that inviting members to a smaller meeting, to find out what being a Group Leader entailed, might be more productive. Both Frank Challoner and the Secretary agreed that emphasis needed to be put on recruiting new Group Leaders. The Vice-Chair then proposed that the planned Group Leaders' meeting be cancelled and thought put into holding a more dynamic event, perhaps with a speaker, later in the year to attract new Group Leaders. This was agreed unanimously and thanks recorded to the Vice-Chair for all his efforts in planning the event.

Action:

- 1. Secretary to cancel room booking with Burnby Hall.**
- 2. Vice-Chair to advise Group Leaders.**

The Past Chair then raised the question of the increasing growth of our U3A and suggested that the Committee should bear in mind that it may be necessary, during the next few years, to consider and plan for splitting into two U3As. There was a general discussion on the perceived problems of size and the Chair pointed out that quite a number of U3As are larger than ours and coping well. The President added that the main danger associated with a larger organisation was a dilution of the U3A ethos and losing the focus on what U3A is about. It was agreed that our Committee cannot actually split the organisation as it requires a small group of enthusiastic members to take on the task of setting up a totally new U3A.

7. Open Meetings

The Chair thanked Graham Gillyon for his work in pulling together a programme of Open Meetings for the year and invited the Committee to comment on the documents circulated by Graham. There was discussion on whether using a major profit making organisation, Barclays, was acceptable and it was agreed that, despite the offering being quite interesting, it did not comply with the principles of U3A.

The President raised the question of data protection in circulating to our members the content in the draft programme which was showing products offered by the speakers (Barclays and authors of books). The Secretary agreed that we could not be seen to use the database of names to promote non-U3A materials and services. There was discussion on whether the speakers should be allowed to show their books at the meetings and it was agreed that this was acceptable provided that the talk was not based on selling the book(s). It was further agreed that books should not be available for purchase at meetings.

The Past Chair asked who would be responsible for organising the Open Meetings. Graham Gillyon replied that he was happy to take on that responsibility with the support of and assistance at the events of the Committee.

There were some comments that too many Open Meetings were planned but the Chair reminded the meeting that they had taken a decision at the previous Committee meeting to run with a monthly schedule to ascertain the viability of that and added that there had been a very positive reaction from members attending the E.G.M. to the poster stating that we were planning to run Open Meetings.

The President expressed a concern that the main U3A fund would be subsidising the Open Meetings and that this may not be viewed favourably by some members. The Secretary replied there was precedent as she had trawled the websites of a number of other U3As in Yorkshire and found that quite a few offered a free monthly open meeting with a speaker and that a couple stated on their websites that this facility was included in the £12 subscription.

The following changes to the proposed schedule were agreed:

1. The meeting proposed for April would be dropped as it was too close to the A.G.M.
2. The meeting proposed for August with the Barclays Digital Eagles would be dropped.
3. The publicity sheet should be revised to remove all images of books.

There was a query on whether each Open Meeting should be followed by refreshments but most people agreed with Eileen Ducker that the opportunity to discuss the topic after the talk was beneficial to members and encouraged people to make contact with others.

The Open Meeting schedule with the above amendments was agreed by all.

The discussion on a suitable projection screen is covered under item 12.

Action:

1. **Graham Gillyon to revise the schedule to incorporate the changes listed above.**
2. **Graham Gillyon, in conjunction with the Secretary, to firmly book the venues and speakers.**
3. **Staffing of the March 23rd Open Meeting to be agreed at the next Committee meeting.**

8. Committee for 2016-17

The Secretary informed the meeting that she would have to send out the formal notice of the A.G.M. and the papers for nominations for Committee before the next Committee meeting and gave a resume of the Committee structure for 2016-17, listing the known nominations for the Officer posts and the Committee members' status as follows:

Past Chair – will automatically be offered to Pauline Carter

Chair - Patrick Laverack to be nominated

Vice-Chair - Eileen Ducker to be nominated

Treasurer - Paul Giles to be nominated

Secretary - Graham Gillyon to be nominated

Committee elected under previous constitution:

Brian James - one year remaining

David Bragg, Frank Challoner, Ian Snape, Kay Stephenson - two years remaining

Ian Smith - end of one-year's co-option.

The Secretary then advised that, under the new constitution, there would be four vacancies for Committee members and asked Ian Smith to let her know if he would like to be nominated for one of these vacancies. (At the close of the meeting, Ian Smith did confirm that he would stand for Committee.) The Secretary continued that the Committee members should seek to identify suitable candidates to stand for the vacant Committee member places and emphasised that such candidates must be fully aware of both the responsibilities of being a Trustee of the charity and of the ethos and principles of U3A. She suggested that if a candidate was identified and willing, an Officer should be advised and involved in the process of explaining the role to that person.

Action: Secretary to email draft notice of A.G.M. to Committee prior to circulation to members.

9. Official Warning to a Member

The Chair outlined to the meeting incidents of unacceptable behaviour that had occurred during the Travel Group trip to Germany in October 2015 and advised that the Group Leader of the Travel Group was now concerned that the same members wished to go on another away trip. The Chair confirmed that the members in question had been given a verbal warning by the Group Leader during the October trip and asked the Committee's opinion on sending a follow up written warning. She cited the Third Age Trust

procedure on "Sorting out Problems and Grievances". Eileen Ducker and Ian Smith both stressed that the time lapse since the occurrence was too great for a written warning to be issued now and advised that, as the members had changed their behaviour after the verbal warning, no further action should be taken unless there was a repeat of the incident.

It was unanimously agreed that no further action be taken.

Action: Chair to arrange for the Travel Group Leader to have another member with her as support at the next drop-in and suggest that she make the members aware that they may book onto future trips but must ensure there is no recurrence of unacceptable behaviour.

10. New Members' Meeting 10th March

The Chair asked for volunteers to assist at the above meeting – Eileen Ducker, Past Chair and Vice-Chair volunteered, with the President and Secretary in reserve.

11. Committee Meeting May 2016

The Secretary had identified that three or four Committee members would be on holiday on the planned date for the first 2016-17 Committee meeting and suggested that the date be changed. Tuesday 3rd May was agreed as the replacement date.

Action: Secretary to book Station Hotel for Tuesday 3rd May 2016.

12. Purchase of New Screen

The Secretary advised the meeting that there was a need for a larger but portable projection screen both for larger groups and open meetings. The three current screens were a portable pull-up screen 120x90 which was too small for larger rooms; an older tripod screen 170x160 with a broken handle which was not easily portable and needed a lot of floor space for the tripod; and the very large 8ftx6ft screen used by the Film Group that was very heavy, would not fit easily in the Burnby Hall Community Centre room and took four people to erect. She suggested the Committee agree to purchase a new pull-up screen (which takes less floor space than a tripod version) which was large enough for a big room.

Action: Brian James to investigate a suitable screen and report back to the next Committee meeting.

13. Any Other Business

13.1 Brian James pointed out that it was necessary to cover trailing cables from projectors etc. with rubber covers in order to ensure they did not cause a hazard.

Action: Brian James to find sources and costs of cable covers and report back to Committee meeting.

13.2 Disabled Seating

Following some difficulties at the E.G.M., the Past Chair suggested that at the A.G.M. some seats on the ground floor be reserved for members who found stairs difficult.

Action: Secretary to reserve six seats at A.G.M. for members with mobility issues.

14. Date of next meeting:

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

The meeting closed at 12.28 p.m..