

**Eastwood & District U3A Executive Committee Meeting**

**Monday 6 November 2017 10.00**

**Sun Inn**

**Present**

Chris Niven (chair)	CN	Val Beecham8	VB	Christa Gunby	CG	Margaret Naylor	MN
Janet O'Neill	JO	Andrea Sadler	AS	Val Simons	VS	Jim Stirland	JS
Lorna Stirland	LS	Caroline Winfield	CW				

**Visitors** Derrick Hart, Barry Doran

	<b>Subject</b>	<b>Discussion Points</b>	<b>Action</b>	<b>By whom</b>	<b>Time</b>
1	Apologies	Bob Ford BF			
2	Minutes of last meeting	Held 9 October 2017. Verified with one amendment to 8c BEACON			
3	Matters Arising	<ul style="list-style-type: none"> <li>a. 3b. Social dance. There was a good response on the sign up sheet put out at the big meeting. CN was given the name of someone who may be willing to lead the dancing if we wanted that</li> <li>b. 4a. Succession Planning. We have potential committee members visiting committee meetings. Derek Hart may be interested in taking over the Group Co-ordinator's role when JS &amp; LS leave it next year.</li> </ul>			

**Signed:**

		<p>c. 8b. Changes to our membership form.</p> <p>d. 13b. Replacement of refreshment equipment now completed</p> <p>e. 13c. Calendar to show relevant committee dates, e.g. when to start AGM planning.</p> <p>f. 13e. Website. Change to our ownership going well.</p> <p>g. 13k. Quiz for Christmas Fuddle</p>	<p>Work in Progress</p> <p>Work in Progress</p> <p>Once further on look at allowing a small number of group leaders to update their own webpages. Only necessary for those with lots of changing content.</p> <p>CW to produce one</p>	<p>JO, MN</p> <p>JO, MN</p> <p>MN, BF</p> <p>CW</p>	<p>Before January</p> <p>Before January</p> <p>6 Dec</p>
4	Chairperson's Report (separate)	<p>a. Action Plan. BEACON. Their accounting package and website are not as good as we already use</p> <p>b. Minutes.</p> <p>c. Co-opt Derek Hart onto the committee to train up next year for vacant committee post. Unanimous vote</p> <p>d. Notts Network Payment invoice not received</p>	<p>Review next year and then ask for a demo. Meanwhile continue to look at other systems</p> <p>Once ratified by committee add to website. Also past ones from June 2017.</p> <p>To be chased</p>	<p>All</p> <p>VS, MN</p> <p>VS</p>	<p>Mid 2018</p> <p>Nov</p>
		<p>e. Notts Network Peer Support Groups for interest groups.</p>	<p>Discuss at our next Interest Group Leaders meeting with a view to hosting</p>	<p>JS, LS</p>	
5	Treasurer's Report (separate)	<p>a. Gift Aid. MN &amp; BF have completed claim. Copy of proof of eligibility to claim to be filed with Charity Commission forms.</p>	<p>MN to send copy of proof of eligibility to VS</p> <p>New gift aid form to include reference to payment of enough tax. Add to newsletter, web and mention at big meeting. Possibly</p>	<p>MN, VS</p> <p>JO, MN, CG</p>	<p>Nov</p> <p>April 2018</p>

Signed:

		Gift Aid push to encourage more people to sign up to it next year. b. Cheque signatories.	have separate gift aid person(CG) available at membership time. Change from LS to BF to reflect changing roles. Unanimous vote of approval	MN, BF	
6	Membership Secretary's Report (separate)	a. Membership. There are more people ready to join in the New Year b. New members' coffee morning	To be arranged	JO	By end of year
7	Group Co-ordinators' Report (separate)	a. Cultural Food Group. Very good response. b. Psychology Group. Numbers are down, as expected. 17 people did not let group leader know they were not going to turn up. c. Visits to interest groups by committee members. Most of the good practice discussed at Notts Network Interest Group conference we already do, but not all committee members visit other interest groups.	Manager of Gurkha to be asked for menu and price  Remind people to let group leaders know if they are not attending a group meeting.  List of groups and which committee member to visit drawn up	JS  JS, LS  JS, LS	Next group leaders meeting
8	Action Plan Review	Discussed earlier (4a)			
9	Committee Minutes on Website	Discussed earlier (4b)			

Signed:

10	Social Events	<p>a. Christmas Lunch. The deposit has been paid. They may be able to provide music. The actual room will be signposted. Meet 12 for 12.30.</p> <p>b. Christmas Fuddle. The sign up list for food items looks successful. We will provide Bucks Fizz, non alcoholic alternative and tea &amp; coffee. The room arrangement will be the same as last year as it worked well. Turns: Ukulele, French, Spanish, Creative Writing, Poetry, Karaoke. Councillor will be visiting to present grant cheque. Raffle Quiz to be done for fun i.e. no prize</p> <p>c. Social Dance About 40 people have signed to say they are interested. Possible venues: Greasley Miner's Welfare &amp; Football Club.</p>	<p>Encourage festive dress. Add to newsletter</p> <p>To be bought</p> <p>VB to do raffle. All committee to provide prizes</p> <p>Investigate Miner's Welfare - March availability, how many it holds and cost</p> <p>Add to next agenda</p>	<p>CW, All</p> <p>AS</p> <p>VB, All</p> <p>CW</p> <p>LS</p> <p>VS</p>	<p>6 Dec</p>
11	Chair & Vice-chair to visit interest groups	Discussed earlier (7c). Extended to all committee members			

Signed:

12	Hostuk.org	They are appealing for hosts. It seems worthwhile but should we endorse it?	Publicise by putting posters up at the next meeting.		
13	AOB	<p>a. Policies &amp; Procedures. JO handed out a list of suggestions. Are national office developing any?</p> <p>b. Heating for big meeting. Last meeting the church was cold. The heating will turn off during our meeting but can be boosted. To keep the church warm it will need to be boosted more than once.</p> <p>c. Showcase 2018. Invite local councillors and MPs.</p> <p>d. Speaker. Photographer Jack Parkes has been booked for early 2018</p> <p>e. New committee member induction</p> <p>f. Absent committee member</p>	<p>Email national office to ask if they have plans to do them and if so, what is their timescale. If not, what do they recommend? Agenda for next meeting.</p> <p>Remember to boost heating during meeting.</p> <p>Establish how long the heating will remain on after boosting.</p> <p>Diary for next year</p> <p>Derek Hart's induction</p> <p>CN to ring</p>	<p>CN</p> <p>VS</p> <p>JS</p> <p>VS</p> <p>MN</p> <p>CN</p>	Dec

**Meeting Closed at 11.50      Next Meeting: Monday 11<sup>th</sup> December 10.00 at The Sun Inn**

Signed: