

**Eastwood & District U3A Executive Committee Meeting**

**Monday 19 June 2017 10.00**

**Sun Inn**

**Present**

Chris Niven (chair)	CN	Bob Ford	BF	Margaret Naylor	MN	Janet O'Neill	JN
Andrea Sadler	AS	Val Simons	VS	Jim Stirland	JS	Lorna Stirland	LS
Ishbel Walsh	IW	Caroline Winfield	CW	Anthony Green	AG		

	<b>Subject</b>	<b>Discussion Points</b>	<b>Action</b>	<b>By whom</b>	<b>Time</b>
1	Apologies	Val Beecham			
2	Minutes of last meeting	Held 8 May 2017. Verified			
3	Matters Arising	<ul style="list-style-type: none"> <li>a. 3d. Funding for exercise and sport</li> <li>b. 3b. Email address for VB not yet organised.</li> <li>c. 3a. Social dance.</li> <li>d. 11. Reorganise committee member roles.</li> <li>e. 6b. Membership secretary's report. There have been approximately 100 new members per year</li> </ul>	<ul style="list-style-type: none"> <li>AS to resend information to JS</li> <li>MN to set up meeting with website holder</li> <li>JO to arrange meeting with interested U3A member who will be allowed to book venue Add to August agenda</li> <li>CN to email to everyone who hasn't got one</li> </ul>	<ul style="list-style-type: none"> <li>AS</li> <li>MN</li> <li>JO</li> <li>VS</li> <li>CN</li> </ul>	?

		<p>f. 13. Computer. AM has put all her files on the computer</p> <p>g. 5c. North Broxtowe Community Forum Reach Out and Connect. Next meeting Friday 15 September.</p>	<p>CN to attend meeting (with someone else?) to respond in person</p>	<p>CN</p>	
4	Chairman's Welcome	<p>a. Reports for committee meeting</p> <p>b. Time use during committee meetings.</p>	<p>Reports for committee meetings to be out by the Friday before so everyone has time to read them. Treasurers report to the end of the month</p> <p>Aim to end meetings early so there is time to mop up other things between committee members</p>	<p>All</p> <p>All</p>	
5	Business Secretary's Report (attached)	<p>a. Minutes format</p> <p>b. DVD/Blue ray licence</p> <p>c. Computer</p> <p>d. Emails to committee members</p>	<p>Change to landscape</p> <p>Singing for pleasure room rent to come from donations</p>	<p>VS</p>	
6	Treasurer's Report & report on workshop (attached)	<p>a. Workshop. Many interesting points</p>	<p>Committee members to be aware of points raise at workshop</p>	<p>All</p>	
7	Members Secretary	<p>a. Members. Several left after the official part of the AGM</p>			

	report (attached)	b. BEACON	All committee to look into ready for discussion. Agenda for July	All VS	Before meeting 10 July
8	Group Co-ordinator's report	a. New Groups. Art Appreciation is being set up. One member is looking at petange			
9	Roles and Responsibilities	a. Increase flexibility so that there is support for one another when needed b. Shadow structure to be looked at c. BF to take on role of Vice Chair with LS as deputy Vice Chair d. Newsletter. e. VB to continue as Speaker Finder but no longer to buy tea etc for big meetings. AS to take that on	CW will need lists of who does what for newsletter by Thursday		
10	Managing Growth and U3A Conference	a. Managing Growth b. U3A Conference. Already booked, names to be confirmed. JO and VS to attend c. U3A Vote. JO to be given vote to use at the AGM d. Notts Network and the way forward.	JS to attend  Confirm bookings Attend conference  Register for vote  Committee to send their responses to CN to collate Respond to Notts Network about the document	JS  VS JO, VS  VS  All CN	End June      15 July

			Attend their next meeting	CN, (IW?)	
11	Committee members contact details & communication	<ul style="list-style-type: none"> <li>a. Sharing of contact details</li> <li>b. Emails.</li> <li>c. Should contact details be given out to non-committee members</li> </ul>	<p>List to be sent out</p> <p>Use 'Reply All' when replying to committee emails</p> <p>Committee members to take name and contact details of enquirer and pass on to relevant person without giving their contact details</p>	All	
12	New Direction	<ul style="list-style-type: none"> <li>a. It was agreed to have a new directory</li> <li>b. Printing. Only enough for new members and those who get paper newsletters</li> </ul>	<p>JS to send MN details of all current interest groups</p> <p>MN to put together ready for August Wednesday meeting</p>	<p>JS</p> <p>MN</p>	Before August meeting
13	Venue	<ul style="list-style-type: none"> <li>a. There appears to be no other suitable venue.</li> <li>b. Unanimous vote to stay where we are.</li> </ul>	Continue to be vigilant and report to committee if you become aware of any other suitable place	All	
14	Development Plan	<ul style="list-style-type: none"> <li>a. New development plan</li> <li>b. Showcase for interest groups to be held in October</li> <li>c. New Directory</li> <li>d. Beacon system</li> </ul>	<p>New plan to be created</p> <p>Put in newsletter and on web</p> <p>Interest group leaders to be told</p> <p>Check the situation re speakers for Sept / Oct</p> <p>See 12</p> <p>See 7b</p>	<p>CN</p> <p>CW</p> <p>JS/LS</p> <p>VS</p> <p>All</p>	July meeting

		<p>e. Procedures; incident reports, risk assessments etc. Interest group leaders already report incidents to JS</p> <p>f. Funding/ grants</p> <p>g. Social events</p> <p>h. Local Network/ Clusters.</p> <p>i. Sucession planning</p>	<p>All committee to read guidelines ready for discussion in October</p> <p>Individual committee members to contact counterparts as required. Formal negotiations to restart later in the year</p> <p>Agenda for next meeting. All committee to consider ready to discuss</p>	<p>All</p> <p>VS</p> <p>All</p>	<p>October meeting</p> <p>October committee meeting</p>
15	AOB	<p>a. Social committee forms. Why do they need to come to the committee for approval before social event booked? Should groups do the same?</p> <p>b. Nottingham University Research meeting re register of volunteers</p> <p>c. Photographs .</p> <p>d. Local publicity and newsletter. CW is responsible for this and reminded everyone that the deadline for the newsletter is the 3<sup>rd</sup> Thursday of the month</p>	<p>Agenda for July</p> <p>MN &amp; JS to attend</p> <p>All members to either email head and shoulders photograph to CW or arrange for her to take one</p>	<p>MN, JS</p> <p>All</p>	<p>21 June</p>

		e. Bank forms f. Invitation to Spire Hospital g. Thank you from Games Group leader re grant for green baize h. DHL birthplace 'Welcome Wednesdays'	MN to oversee they are filled in Decline invitation  Put in newsletter	MN VS  CW	
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**Meeting Closed at 11.53      Next Meeting: Monday 10<sup>th</sup> July 10.00 at The Sun Inn**