

Eastwood & District U3A Executive Committee Meeting

Monday 11 December 2017 10.00

Sun Inn

Present

Chris Niven (chair)	CN		Val Beecham	VB		Bob Ford	BF		Derrick Hart	DH
Janet O'Neill	JO		Andrea Sadler	AS		Val Simons	VS		Jim Stirland	JS
Lorna Stirland	LS		Caroline Winfield	CW						
	Subject	Discussion Points		Action			By whom		Time	
1	Apologies	Margaret Naylor MN								
2	Minutes of last meeting	Held 6 November 2017. Accepted								
3	Matters Arising	a. 4b. Minutes have been added to the website.		Other reports, e.g. Chairperson's, Treasurers etc not to be added but a note added to say that they are available on request.			MN?			
		b. 5a. Gift Aid. Copy of eligibility now with charity correspondence.		Members to be reminded in February			JO		Feb	
		c. 6b. New members' coffee morning		To be arranged in new year			JO		New Year	
		d. 7a. Cultural Food Group. Price given is expensive		See if possible to negotiate more reasonable price.			JS			
		e. 11. Committee members to visit interest groups		To be arranged in new year			all		Jan	
4	Chairperson's Report	a. Anthony Green has resigned from the committee. The committee		The trustee folder held by AG to be collected			JS			

Signed:

		accepted his resignation with thanks for the time and input he gave.			
		b. Procedures and Policies	Head Office to be contacted in the new year	CN	
		c. U3A training Friday 8 December. Due to personal circumstances, CN was unable to go. It will be repeated in the new year when she should be able to. Content: Conflict resolution, Setting up of new U3As, encouraging volunteering	Book onto new course	CN	New year
		d. CN gave thanks to the committee for their work during the year			
		e. Mayor's attendance at December fuddle. Approval expressed for all aspects of his visit			
5	Treasurer's Report (separate)	a. Report received and accepted			
6	Membership Secretary's Report (separate)	a. The percentage of members attending the December meeting was up on last year			
		b. Membership cards for next year have been ordered from head office. Instead of issuing invoices as in the past payment is needed up front, when only an order number is know.			

Signed:

7	Group Co-ordinators' Report (separate)	a. December meeting. Whilst this went very well possible future improvements were discussed. Could people be encouraged to move back into the big room to make it less crowded round the food/drink? Was the entertainment section too long? The raffle and quiz went very well. People liked the milling round and chatting	Considerations to be taken into account when planning next year's December meeting	All	Dec 2018
		b. Delegation of duties. A list of duties was given that will need to be taken on by others when JS & LS leave the roll of groups co-ordinators	Look at, consider who will take them on	All	AGM
8	Committee Resignation	See 4a			
9	Policies & Procedures	a. Head office guidelines	CN to contact in the new year	CN	
		b. Changes to headoffice documents. These are dated when changed but the changes are not highlighted.			
		c. Venue checklists are available	Make sure relevant people are aware of them and use them	All	Ongoing
10	Social Dance	a. Venue – Greasley Welfare. Can accommodate 80 – 100	Book venue for Saturday 24 March 2018	JS	December

Signed:

		b. Non-U3A partners. We would like to invite them but not if that would mean members could not get tickets	Tickets available for members only in February. If there is sufficient left then members can invite one guest each		
		c. Disco provided. Members asked to provide names of two songs that would get them up dancing	Book disco	LS	Dec/Jan
		d. Cost £4 per head. If any profit, it to go to provide e.g. raffle, drink, nibbles	Event form filled in for treasurer Tickets designed	LS VS	Before Jan
11	Changes to bank signatories	Resolution: It was resolved that the authorised signatories in the current mandate for all Eastwood & District U3A Bank Accounts be amended as following: Lorna Stirland to be removed. Robert Ford to be added. The current mandate to continue as amended. Resolution carried unanimously.	Bank signatory forms to be taken to bank	BF	
13	AOB	a. PAT testing. Will be done after January's main meeting. Warden happy for us to have the room.	Relevant leads, laptops, kettles etc to be brought to the meeting	All	3 Jan
		b. Projector. Is everyone who borrows it aware that the fan needs to be on all the time to cool it down? It also needs a case. More groups are using it. Should we have two screens up at the big meeting?	Purchase case and put projector instruction on it.	JS	

Signed:

		c. Barber shop. Possible demo and talk for future big meeting			
		d. Thanks expressed for Sun Inn for allowing us to meet there.			
		e. Membership cards. Could we add emergency contacts to the reverse?			
		f. Lanyards. We can still get these for members			
		g. Website usage. BF has full admin access with MN as his second. He provided a breakdown of webpage usage.	Consider if we are happy with the website as it is, or what improvements we would like	All	Ongoing
		h. New membership and renewal forms. JO provided suggested new forms. Accepted with the minor amendments.	Amendments: Additional request anyone who could give talks & The volunteering bit added to the renewal form as well as the new member one	JO	
		i. Timetable for AGM provided. Instead of the Chairman's report given at the AGM make it the Committee's report			
		j. Planning calendar.	Review and consider what needs adding. Should it be merged with the action plan	All	Before next meeting

Meeting Closed at 11.41 Next Meeting: Monday 8th January 2018 10.00 at The Sun Inn

Signed: