

**Old Basing U3A Committee Meeting
Tuesday 4th June 2019**

Chairman: Margaret Hayes

**Attending: Marie White
Ian Stimpson
Linda Wain
Joan Carnell
Liz Horner
Harvey Wallace
Vee Holliday
Janet
Richard**

Apologies: Sue Seamour

Margaret opened the Meeting by introducing Brenda Austin who was taking the minutes for this meeting and each member gave their name. She also informed us that Barbara Robson would be joining us later.

Approval of Meeting Minutes, 19th March 2019

Minutes of Meeting were agreed and signed with the amendment to Sue Seamour's name.

Open Actions

Liz handed each member a sheet showing the increase in numbers of members attending the Monthly Meetings.

Linda brought to our attention that at present 112 chairs are put out for the Monthly Meetings but sometimes extra have to be added which is not a good impression to give members and we should consider increasing this to 150 bearing in mind the figures produced by Liz. Janet checked the Contract for the Hall which states that the maximum number of people in the building should be 200 therefore 150 chairs would be adequate. Linda asked if it would be possible for someone to stand at the back of the Hall and direct members to any available chairs that may not be obvious. Due to the excellent programme of Speakers more members are attending and in future we may have to limit numbers in some way.

Chair Update

Constitution - There are new procedures coming from London and we need to send an up to date Constitution to the Charity Commission which Margaret is looking in to.

Succession Planning – This is a problem at the moment and we will have to look forward and get a Succession Plan in place. All but one position has been filled at the present time but we have to look forward to 3 years time when the same problem will occur again. Margaret will bring this up at the next AGM. Marie mentioned that she had a video which may help and will let Margaret have a look at this.

Finance Update

Ian informed us that at the present time there is £12,900 in the Bank which may look a very healthy figure but we need £6000 for Beacon and other payments. At the end of July we will have £4000 left and it was suggested that the membership fee should be increased to either £40 or £45 in order for us to not have a deficit at the end of the year. The cost for venues this year was £24,000 which is a large increase over previous years. Ian mentioned that the Bridge Tournament brought us in £1254. Joyce has done so well with the organisation of trips bringing in almost £10,000 and this should be recognised at the next AGM which everyone agreed. St Leonard's charges are expensive also the addition of Croquet has made a huge difference. Margaret stressed that we have to increase our reserves therefore yearly membership fees should be increased and the increase in rising costs for venues explained to members at the next AGM. Linda pointed out that some members may not be happy with the proposed increase in fees.

Business Secretary Updates

Rose may reduce her classes to twice a month and as Rose will retire next year, language classes may change. We currently have 840 members, we have fewer groups and more members. Margaret said we should maybe look at sharing out responsibility within Groups and asked that this is put on the agenda for the next Group Leader Meeting also the problem of the increase in fees for venues.

AGM Readiness

The following documents will have to go out – Agenda, Constitution, Finance Statement plus Chairman's Report. Harvey will be updating the Year Book, an e-mail will be sent to all Group Leaders within the next 3 weeks. Joan is still sourcing a map for getting to Queen Elizabeth Hall but it was suggested a map from a previous year's book, which was very good, could be used.

Approval of Renewal Letters/New Members Application Form

Linda gave us a copy of the renewal letters which she would like to go out electronically. Members will be able to pay via a PayPal link which Linda states will be so much easier and will save a lot of costs. There are only 60 members who do not have email and these will be dealt with by post. Joint and individual membership requests will be separate. Liz pointed out that follow-ups will have to be rigorous as members do not respond. It was agreed that this would be the case and Janet suggested that Group Leaders also remind Members.

Harvey mentioned the magazine, Third Age Matters. He said that as it is a headache for the Treasurer if we charge individuals £2.50 for the magazine that it would be better to make the new fee for next year £45 and send out copies of the magazine automatically.

Linda stressed that not many Members want the magazine and therefore should not be charged for something that they don't wish to have. After discussion it was put to the vote

- a) Include fee for TAM in joining fee and send to all members
- b) Ask members to request TAM

The response was unanimous for b), also it was agreed that new members should be sent a copy for the first year of membership and then it would be their choice after that period.

Linda confirmed that we are covered by GDPR.

Harvey and Linda feel that membership cards and booklets be printed in advance, and put into envelopes beforehand also to save time and costs. Any help would be appreciated.

Barbara Robson joined the meeting

2019 – 2020 Monthly Meeting Programme

Linda gave us a copy of the Monthly Meeting programme for this period and confirmed that all Speakers except one had confirmed. The Committee went through the programme as follows:

13/11/2019 – Linda would welcome any suggestions for the corridor displays and it was suggested that Walking with a camera and Cooking for Men might be an option. Margaret also suggested Latin as this seems to be very popular and members seem to have a laugh and really enjoy it. More details at the next Committee Meeting.

11/12/2019 – It was suggested that we have a more formal quiz. Barbara asked if wine would be served as it is Christmas but after a long discussion and vote it was decided that only soft drinks would be served. Janet check the Contract for the Hall and we would maybe have to provide a special licence for having alcohol on site.

13/5/2020 – It has been suggested that this would be a “Social Afternoon”, something different. Linda has drawn up a questionnaire to be given out by Group Leaders with some suggestions ie. Tea dance,

8/7/2020 – It was decided that this AGM should stand alone and Prof. Fitzpatrick should come another time

Programme Secretary Role

This role has not yet been filled. Linda requested that her job role be looked at as she is happy to continue up until November but someone is needed to follow-up bookings from January. This will be discussed at the next meeting.

Further Business Secretary Updates

Barbara suggested that it would be good for the Committee to attend a Workshop Skills course which has been very valuable for other sections of U3A. There is also a self-help website. It is Volunteers Week and one thing to look at is testimonies for Volunteers. Barbara also pointed out that the Constitution is not on the “drop box”

Further AGM Readiness

The paperwork is the same as last year and Margaret and Janet will sort this out.

Treasurer

Ian informed us that HMRC Gift Aid was blocked. After speaking to the Help Line they suggested that "Cookies" were the problem and once Ian deleted these all was well

Group Leader Co-ordinator

Joan informed us of the following:

Healthy Eating – Gone

Art Appreciation – Going at the end of the year

Ramblers – Lack of members and someone needed to lead this

New Gardening Group – More like Gardener's Question Time, this is to be organized

New Short Mat Bowls – This is to follow on from when Croquet finishes at Howard Park, South Ham

Group Leaders Meeting 18/6/2019 Joan has requested reports from Group Leaders. Only 5 members wanted lunch so it has been agreed that pastries and tea/coffee will be supplied.

Richard and Janet - Attended a "Keep it Legal" course which they said was well worth attending and very enjoyable.

Marie – Cakes for AGM

Vee – List of items for new members

Linda – A projector is needed for June and July. Margaret will bring her own

The meeting closed at 11.40a.m

Date of Next Meeting: 8th August 2019