

**Minutes of Basingstoke - Old Basing U3A Committee Meeting held on
Monday 18 January 2016 at 34 Middle Mead, Hook**

Present: Margaret Hayes (MH), Vee Holliday (VH), Liz Horner (LH), Mel McMahon (MM), Alan Robinson (AR), Ian Stimpson (IS), Linda Wain (LW), Marie White (MW) Harvey Wallace (HW)

Apologies: Jim Elverson (JE)

Minutes of the meeting of Extraordinary Committee Meeting 5 November 2015

These were agreed and signed by the Chairman.

Follow up actions:

AR confirmed that the £35 membership fee commencing September 2016 was agreed by the majority of the committee at the last meeting, but IS had since submitted a paper (read by all committee members) to propose a staged two payment system to collect the current subscription of £25 in August with a second payment in February for each member based on a variable fee against the number of activities undertaken.

The variable approach considered whether the activity was home based or held in a venue and the number of meetings attended each month. This proposal was explained by IS and discussed by the committee members. The overall outcome was to maintain the one fee collection of £35, but to review the variable fee approach after September 2016 when the new U3A database has been tested and stable to allow using a more flexible approach to the collection of membership fees. **AR** to add to Agenda for October meeting

Vote on fixed sum or variable:

4 for Fixed.

4 agree with philosophy for flexibility, but not ready for September 2016.

1 for variable approach now.

It was accepted that the increase in fees will recoup the shortfall expected from the 2015/2016 accounts, mainly due to the increase in venue hire costs and a small shortfall in number of members. There are reserves to cover, but as this shortfall will no doubt continue and as reserves should be kept in hand, the fees had to be increased.

Payment for Hook Teas:

In view of shortfall in payments received from members essentially not covering the cost of providing tea/coffee/milk/biscuits etc, all committee members agreed to remove the 20p charge. More consideration should be given to the purchase of replacement refreshments and milk to reduce any wastage.

Savings accounts with Lloyds: Lloyds access savings account currently gives 0.1% or on a fixed term for 6 months 0.8% against a minimum of £10,000. IS proposed £10,000 should be invested at the 0.8% rate. This was agreed by the committee.

Other savings included Third Age Magazine:

IS suggested an order is placed for 10 copies for display at a monthly meeting for members to decide. The committee had previously agreed that members should order their own copies currently costed to the branch (either directly or via our U3A). This would save £1430 p.a.

IS suggested an order was placed by the U3A for 10 copies for display at a monthly meeting to help new members to decide if they wanted to purchase copies. It was also suggested that old copies could be used rather than placing an order. **AR** to finalise before September.

Following the March committee meeting when all savings proposed will be agreed, **AR** will write to all members outlining those which will affect any additional payments they will need to make

themselves. The content of this communication to all members will be agreed at the March meeting.

New Database:

LH explained the application for the U3A new database has been accepted and will be provided immediately in view of LH's IT expertise and willingness to support other U3A branches requiring assistance with implementation. **MM** will provide LH with all current data for migration across to the new database by the national office staff. **LH** will be putting our data into the correct format for the migration. Offers of support were given to LH by MH and HW.

MM will "freeze" further data entry until advised by **LH** and once this migration has occurred, **MM** will need to enter future data using the revised Excel format. This will simplify the transition to the new database.

It will not be possible to fully rollout the database by September 2016 but the plan is to use it for recording the registration process for 2016-17 and then add further functionality in a phased approach.

Thanks were given to LH for all time and expertise given to this development.

Format and editor of Newsletter:

AR/LH will continue to produce the March/ April issue in the current format. Any change of titles, format of Hook notes and Newsletter will be discussed at the next committee meeting in March. **AR** to include in agenda.

These changes will be introduced for the publications in November. A new editor or editors need to be in place by July/August. It was recommended that **MW** invite volunteers at the next Group Leaders' meeting on 9 February.

Content for enrolment letter :

Content will be discussed at 14 March meeting, **AR** to add to agenda. This will need to include: Third Age magazine payment £2.20, Gift Aid, Hook notes, Newsletter (£3.50), email/printer facilities, electronic Year Book plus on web, available at monthly meetings.

Marketing Opportunity at Hook Community Centre - 7 April :

MW volunteered to manage this invitation to participate and was provided relevant emails by AR. We need to register by late January. The standard U3A leaflets will be used and **MW** will ask for support from Group Leaders on 9 February and any committee members available. **MM** will provide additional box of leaflet to VH for central storage.

Recognition for Kate Blackman's support at monthly meetings:

It was agreed to present a floral tribute to Kate by **AR** at the AGM in July.

Make up of Committee - for discussion in March (AR to include in agenda):

AR will step down end 2016/2017. A deputy chairman is required and should have experience of acting as a committee member and therefore an invitation was extended to current members to offer to take on this role. AR will then support the transition during 2016/17 and expect the deputy chairman to manage some of the Hook meetings and attend regional chairman meetings. This will allow the deputy chairman to settle into the role ready to assume the role of the chairman summer 2017.

JE representing members on the committee will be stepping down this summer 2016. It is proposed that there will be no formal replace for this role, but the asset responsibilities could be subsumed within another role. **IS** suggested a willingness to assume responsibility for assets in the interim.

Newsletter editor(s) to be replaced summer 2016

MW, programme organiser, needs to step down summer 2016. GLs will be encouraged to make suggestions of potential interested members to take over on 9 February. MW would be happy to stay on the committee but in a different capacity.

Feedback from committee members:

MM: updated committee on current enrolment figures giving a total of 760.

IS advised new bank signatories for MH, LW and JE are set up with AR being followed up.

MW: Joyce Cook, Visits and trips organiser, now has a number 2, Joan Mozeley; Eileen Lamorgna, number 2 for folk dancing, recovering well from a recent heart attack, congratulations given for the groups organising teas at Hook December and January which were excellent.

Strings & Things public performances going well

LW: Thank you to Vee for her support with arranging speakers for 2016/2017 programme. **AR** to let LW have contact details for daughter's choir conductor.

AR: Barbara Robson, potential Business Secretary is still interested, but still getting stronger from her cycle accident. MM and AR meeting with her Friday 22 January.

Any Other Business:

MM asked if the coffee morning for new members were required in view of poor attendance. It was thought this was too late in November, but it was delayed due to late enrolments by new members. Alternative approach it could be arranged before a monthly meeting. **MW** to ask thoughts from GLs at 9 February meeting.

Another idea was a monthly coffee morning with a theme eg how to use an Ipad. Further thought to be discussed at next committee meeting (**AR** to add to agenda).

Overall decision agreed to drop the coffee morning for new members.

MM queried the security of members' database. Will this be secure within the new database. Both LH and HW gave confirmation that this would be sound.

MW requested any items for the GL meeting to be emailed to her.

Alan Robinson
Chairman