BASINGSTOKE AND OLD BASING U3A

MINUTES OF COMMITTEE MEETING HELD ON 11 JANUARY 2018 - 0930 at CHRIST CHURCH

**Present:** Margaret Hayes, Ian Stimpson, Liz Horner, Marie White, Vee Holliday, Mel McMahon, Linda Wain

**Apologies:** were received from Harvey Wallace and Barbara Robson.

**Minutes of last meeting**: these were agreed as an accurate record and signed by MH.

**Open actions**: agreed as actioned.

**Chair updates and National U3A Notifications:**

Up-to-date insurance cover has been received.

**Action:** MH will attend a Workshop looking at General Data Protection Insurance and Safe Guarding on 5 April in Leatherhead.

**Action:** Final draft of amended Constitution will be scanned by MH and sent to committee members for comments, which need to be returned to MH by 26 January.

National training programmes are available on the Website. Members were advised at the monthly meeting on 10 January.

EGM on 21 March will be held to update various general legislation.

**Finance report:**

IS reported on the reconciled accounts at 28 December 2017 showing 748 members and a total of £26,180 in fees. This is 16 less than this time last year.

Overall income is up at £27,656 or £436 more than last year.

Overall expenses are up at £20,006 or £6,323 more than previously. However, £4,000 was

transferred to the savings account. £3,783 was paid to Christ Church three months earlier

than usual. Without these 2 items the net expenses would have been reduced by £1,460.

The £4,000 transfer is evident in the savings account balance going from £14,249 at the

start of the financial year to £18,254 including a smidge of interest. The early payment to

Christ Church will wind out in the accounts in late February when it is normally paid.

So a fraction more money coming in and a little less justified as going out under normal

circumstances.

The Capitation Fee has been confirmed at £3.50 by the U3A Trust and Direct Mail costs

and dates for Third Age Matters are being reviewed.

MH suggested that Third Age Matters may be available online eventually.

**The Charity Commission:** IS has scanned a recent document from HO, advising that incorrect information had been given previously regarding paperwork required for reporting finances to the Charity Commission. The correct procedures in the new information must be followed from 1 April 2018.

Every group leader collecting payments from members must produce accounts, which must be audited externally. A professional auditor would only be needed for expenditures over £100,000.

The final responsibility for these accounts will be with IS.

The use of a personal credit card is not allowed.

IS would like to set up a Social Business Account requiring at least two signatories, one by a committee member and one a group leader.

**Action:** Ian will re-read the full information sent to ensure his scanned interpretation is correct.

Relevant Constitution Clause is being written, which should be added to our branch Constitution.

**Immediate issues**: Excursion Group: Joyce Cook still needs support to ensure payment accounts are kept and managed correctly. Due to illness Alan Robinson has not been able to help and alternative support is required.

**Action:** MH has offered to give guidance to Joyce.

IS confirmed payments by members should be made payable to the Social Business Account and IS to make relevant cheque payments from this account to pay relevant costs for any visit. Both the Garden Appreciation and MOTO Groups manage their visits this way without any problems.

**Action:** it was agreed IS would send guidance to GLs in March.

**Members’ expenses**: The current system of members producing receipts for refund cheques from IS still meets the new procedures.

**New signatory on cheques:** IS is still waiting for forms from Lloyds to add VH as a new signatory.

**13 December monthly meeting:** Overall a full and entertaining afternoon, but the hand bellringing was too long.

**Action for December 2018:**

* Ensure timing for afternoon controlled
* Continue using plastic glasses
* Continue with a Christmas Quiz to share per table
* Give thought to ticket entry. Insurance covers 200 maximum
* Add the Christmas songs played before the Carols to the Powerpoint
* Book relevant seasonal speaker for December 2018 with music from Strings and Things as 2017

**Other monthly meetings:** Although breaking up the bellringing with poetry readings was good, demonstrations/displays or opportunities to ‘have a go’ at group activities should be included in dedicated monthly meetings.

**Action:**

* In 2018/2019 leave two months as tbc to allow group activities to be presented using either a games afternoon (ie Scrabble, Rummikub. Mahjong, ?Bridge, Caligraphy, Art, Simple Sewing) or demonstrations on activities within musical and literature groups, photography, S&T. On both occasions there could be displays in the corridor such as Art work, sewing, handicrafts, photography, garden visits, walking and cycling group routes. Lots of scope!
* MH to give LW a budget.
* AGM July 2018 to be followed with a longer social time rather than a speaker. LW and MW to liaise on ideas.

**Reporting member deaths:**  If deaths advised, the information should be passed to MH who will pass on to GLs and in turn to relevant members. Details of funeral arrangements should be included if known.

**Harvey’s report:** Following his research into an alternative mailer programme service, he does not think this would be materially better than that provided by Beacon. Using Beacon for renewals has not proved to be satisfactory, for a couple of months now Harvey has been working on a Program which effectively mines the Beacon download archive and produces a spreadsheet ready for running through mail-merge.  The program has already reached the stage where the output is more thorough than Beacon and Harvey would need very little time to dot the is and cross the ts.

Bundling TAM with fees was confusing and should be removed. Charge more for late renewals was suggested, but not accepted by committee.

**Action:** it was agreed to post letter and form, but email ahead to advise despatch.

Letter to include advice that TAMS and diaries will be dealt with separately, members will be lapsed if payment is not received by 31 October and no renewals allowed in March at the reduced fee. The reduced fee is only offered to new members.

**Action:** It was agreed for committee members to support MM to fold and despatch letters.

**Action:** it was agreed to include an option to pay online with U3A account details and clear payee details to use on cheques.

**Action:** MM, LH, HW, LW, IS, MH to meet end April/beginning May to agree letter and renewal/registration form ready for committee meeting on 17 May. It was recommended the order of the data to be filled in by members should match the order on the Beacon screen format.

**Action:** Copy of letter and form to all committee members ahead of meeting on 17 May.

**Action:** It was agreed to post the Year Book separately.

**Additional Beacon Training for GLs:** It was thought GLs would benefit for reminder training on using Beacon eg running through sending emails to all group members, and how GLs should check annual fees have been paid by members attending the group and, if not, to chase payments.

**Action:** This has been arranged for Thursday 22 March 9.30-11.30 am in the Shaftsbury Room, Christ Church. An invitation was sent on 16 January to GLs by JC.

**Administrator at Christ Church**: Sadly Ruth left her role in December 2017. She has been very supportive to the groups meeting at Christ Church and will be missed. MH will arrange a card to send her our best wishes.

**Member reports:**

**MM:** spare year books will be available at Hook Meeting on 14 February. A request to join our U3A by a member of another branch was refused and confirmed as the correct action taken.

A member complained about receiving emails following a request not to receive future emails. LH has removed the member’s email address from Beacon.

MM requested it to be minuted that the emails she had been accused of getting wrong actually had few errors in them.

**IS:** to review the Charity Commission requirements and feedback any issues over and above already reported today.

**VH**: With new data protection procedures coming into force, VH raised if there was a relevant Beacon policy to add to our own draft policy.

**Action:** LH will follow up and MH when attending the workshop on 5 April reported above. It may require an additional item in the renewal letter to members.

**MW:** how do we know if emails via Beacon have been received by members in the distribution list. LH advised bounce backs are received. Could add own name to list and also include a subject heading for clarity.

**Action:** These points to be included in GL training.

**LH**: Nothing to add

**LW**: points raised added to Monthly Meetings in minutes above.

**New members meeting**: it was agreed the November meeting was very successful with 23 new members compared with 9 in May. We will focus on November for 2018.

**Action:** signage and name labels to be available. Margaret to demonstrate our web site.

**MH**: will send a Happy New Year email to all members with short report on January monthly meeting. She will refer to a new group proposed by Margaret Fisher to offer a classical studies and ancient Greek course, and also encourage more new groups.

**Next Meetings:** Thursday 8 March, 17 May, 9 August 2018