

POCKLINGTON & DISTRICT U3A

SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Thursday 7th May 2015 at 10.15 a.m.

Matters Arising

Advance Motorist Speaker

The President advised that she had contacted Clive Tong and confirmed that the Advanced Motorists are a charity so that we can work with them.

Co-option of Additional Committee Members

The Chair proposed that to strengthen the Committee, especially with the Vice-Chair position being vacant, the Committee should invoke its right to co-opt two additional Committee Members with full voting rights for a period of one year, i.e. until the A.G.M. in April 2016. This proposal was seconded by Brian James and carried unanimously by those present and by emails from the three absentees.

Eileen Ducker and Ian Smith were duly co-opted to the Committee to serve for one year.

The President suggested that the Membership Secretary and the Admin Assistant should be invited to some Committee meetings to familiarise themselves with the conduct of the Committee and to get to know the Committee Members.

The Chair confirmed that she intended to invite both of these and going forward would seek to invite relevant members as observers at Committee meetings.

Action:

Secretary to issue invitations to Membership Secretary and Admin Assistant and other members as instructed by the Chair.

Schedule of Meeting Dates 2015-16

The Secretary had issued a revised schedule of meeting dates for the coming 12 months. It was agreed that all Committee Members would not be able to attend all meetings; acceptance of the schedule was proposed by the Secretary and seconded by Ian Snape and agreed by all.

Paid Tutors

The Chair advised that she would like to finalise the guidance on using paid tutors. She said that there was a question on whether Ballroom Dancing would continue in the Autumn but if it did the Group Leader had agreed that it would do so in accordance with the agreed regulations.

Ian Snape suggested that the Inland Revenue questionnaire be revisited to produce a numbered outcome stating that each tutor was self-employed.

Action:

Chair and Ian Snape to work through the questionnaire.

The Chair informed the meeting that she would be revising and reissuing the Group Leaders' Handbook in time for distribution at the Group Leaders' Get Together on 12th June and that this would include the page of guidance on using paid tutors. She said she would like the Committee to approve the Handbook before it was sent for printing.

Action:

Chair to circulate the draft Group Leaders' Handbook, including the page on paid tutors, for comment by the Committee with a final decision on wording to be agreed at the next Committee meeting on 2nd June.

Membership Secretary

The Secretary informed the meeting that a new member, Moira Laverack, had volunteered to undertake the full role of Membership Secretary, including organising New Members' meetings and attending drop-ins

Action:

Secretary to invite Membership Secretary to attend Committee meetings.

Group Leaders' Get Together

The Chair said that the President had kindly offered, in the absence of a Vice-Chair, to organise this event and was ready to send out the invitations. The President advised that arrangements had been made for refreshments. It was agreed that the first glass of wine would be free and that a donation would be requested for further glasses.

Action:

- 1. President to send out invitations asking for replies.**
- 2. President to confirm all catering arrangements.**
- 3. Secretary to check hall booking, licence requirements and fire regulations for numbers**

Update on Forward Planning Working Group

Ian Snape said that the group was meeting in the afternoon of 7th May and hopefully would bring a draft of their plan to the next Committee meeting

Action:

Ian Snape to circulate the intitial suggestions from the Forward Planning Working Group in early June for Committee Members to send their comments directly to him.

Drop-in 14th May

The Chair had been approached by the Group Leader of the Patchwork group for permission to sell raffle tickets at the drop-in for a quilt the group had made especially to raise funds for the R.N.L.I. It was agreed that, as it was the work of a U3A group, there were no objections to this.

Any Other Business

Woodland Trust

It had been agreed that £100 would be donated to the Woodland Trust in recognition of their contribution to the 10th Anniversary project and for the speaker, Derek Utley, at the A.G.M

Incorporation

Ian Snape asked whether the U3A have the opportunity to incorporate to limit the personal liabilities of Trustees. The Secretary advised that there was liability insurance cover for Trustees of all U3As provided by the Third Age Trust and asked Ian Snape to look at this in detail on the National U3A website.