

POCKLINGTON & DISTRICT U3A

SUMMARY OF MINUTES OF COMMITTEE MEETING

held on Tuesday 30th June 2015 at 10.15 a.m.

Special Item

The Chair proposed that Patrick Laverack be elected by the Committee to fill the vacancy for Vice-Chair for the remainder of the current year. This motion was seconded by the Secretary and agreed unanimously. Patrick then joined the meeting.

Apologies – there were no apologies.

Approval of Minutes of Previous Meeting held on 7th May 2015

The minutes were unanimously approved as a correct record of that meeting.

Matters Arising

Burnby Hall Gardens Project

Action:

President to discuss further with Jim Ainscough.

Pocklington Canal Project

Action:

Past Chair to contact the Canal & River Trust representative and the President of the Pocklington Canal Society to arrange an open meeting.

Technical Back-up to Membership Database

Action:

All Committee Members to try to identify a member who could fulfil this role, as the current situation which relies entirely on one member carries considerable risk.

Update on Groups

Astronomy – a new Group Leader had come forward, David Hobson, and Ian Snape was liaising with him.

Wine Appreciation – the President reported that Wine Appreciation 4 was bursting at the seams and a fifth group was now needed.

Model Railways – the Admin Assistant advised that this group had been suspended as the leader was moving.

Feedback on Group Leaders' Get Together

The President reported that she had sent out 120 invitations, 68 had attended of which about half were Group Leaders, the remainder being helpers and partners, and the overall cost worked out at £12.50 per head. The Chair said that there now appeared to be issues with the proportion of Group Leaders to others and it was generally agreed that the event was moving too far away from its original intention as a networking/training event for Group Leaders.

After discussion, it was the unanimous outcome that a 'Get Together' should not be held next year but that two daytime training days should be held during the year, probably in the Autumn and the Spring.

Action:

Vice-Chair, in conjunction with Chair, to arrange two training days as above.

Treasurer's Update

The Treasurer reported that the balance stood at £14,067.59 which included £8,751 in 2015-16 subscriptions.

The Treasurer proposed that the following motions be passed that:

- a) cheques should never be signed without the documentary evidence being seen by either the first or the second signatory; and
- b) there should be three signatories for each account.

This was seconded by the Secretary and agreed unanimously.

Action:

Treasurer to put the motion into effect, advising the Travel and Yorkshire History Group Leaders accordingly and making Ian Snape the third signatory on both of these accounts.

Secretary's Update

Diaries: the Secretary said that the 2016 diaries that had been received and would be available to purchase at £2 each from the August drop-in onwards.

Group Leaders' Handbook: the Secretary handed out copies for the Link Committee Members to distribute to the Group Leaders who had not been present at the Get Together.

Information Booklet: the Admin Assistant reported on the situation with the group entries for the booklet that Link Committee Members had been chasing up.

Action:

Admin Assistant to email an updated list of outstanding entries to the Link Committee Members.

Membership Statistics: the Membership Secretary then informed the meeting that there were 735 paid-up members and that 129 had not renewed from 2014-15.

Action:

The Vice-Chair to write to all Group Leaders reminding them to check membership cards.

The Membership Secretary advised that she was working with the Treasurer on the recording of Gift Aid declarations and the Chair asked for a more accessible form of the membership data be made available.

Action:

Membership Secretary to put the membership in Excel format onto GroupSpaces.

Forward Planning Working Group Report

Ian Snape proposed that a strategic plan was needed in order to decide how to use the reserve funds effectively and also what monies should be collected in the future. He continued that there are two methods of strategic planning – emergent (as issues develop) or deliberate (looking over the horizon) and he asked the Committee to decide which method they favoured, stressing that, without any planning, rational decision making is difficult. This prompted a lengthy but inconclusive discussion.

The Chair thanked Ian Snape and the Working Group for their work and requested the Secretary to agenda the issue for the next meeting, giving the Committee more time to think the issue through.

Action:

Treasurer to produce a projected budget for the next twelve months and an analysis of expenditure over the past three years and bring to next meeting.

Review of the Constitution

The Chair said she would like to form a sub-committee to review our current constitution. The President and Secretary both volunteered to undertake this task and the Chair told the meeting that the Auditor, Terry Rogers, (a Committee Member during 2014-15) had also volunteered.

Action:

The sub-committee to meet and report to the September Committee meeting.

Purchase of Colour Printer

The Admin Assistant proposed that the Committee purchase a colour printer so that documents could be printed in colour if needed, especially the U3A logo and Badges for members.

Action:

Admin Assistant to provide quotations to Treasurer.