

Pocklington& District U3A Committee Meeting

Tuesday 16th July 2019 at 10.30 a.m.

at the Station Hotel, Pocklington

PRESENT:

President	Steve Fraser
Vice Chair	Sue Final
Treasurer	Paul Giles
Secretary	Ron Tinkler
Committee Members	Brian James, Graham Ball, Eileen Ducker, Dave Stone, Liz Dearsly & Elizabeth Walker

1. Welcome CM

- The Vice-Chair welcomed members to the meeting as the Chair CM was not available

2. Apologies for absence

- Apologies had been received from Chris Mills Chair, Moira Laverack Membership Secretary, Martin Braidley and Val Wosket

3. Approval of the Minutes of the meeting of 19th June 2019

- Proposed by Dave Stone and seconded by Graham Ball. Approved

4. Matters arising from Minutes of previous meeting

- SuF reminded the meeting of the need to consider future Committee Members and especially potential Treasurer for 2020/21 year so that nominations could be received in good time for any training/handover. Keep on Agenda going forward **RLT**
- BJ believed that there were already 2 potential new committee members and approaches could be made in October to these individuals. (Names withheld)
- PG confirmed he would be available to assist with any training and familiarisation that a new Treasurer would need even if this was after his tenure was completed

5. Groups SuF reported

- Following discussion on Mahjong Group it became clearer to the Committee that while there is only one meeting time, frequency and place for the group it seems that it has subdivided into 2 sections, running more or less independently and each has a separate Group Leader. Only one of the Group Leaders has an email address but if both parties are happy then details of both (one showing only name and contact number) would be placed on the current Mahjong entry in Website Handbook
- Following discussion it was agreed that decisions to take a break from Group meetings during summer months was at the discretion of the individual Group Leader. The guidance from National Office is that groups can take a form of summer recess and no Group Leader should feel pressurized into keeping meetings going on normal frequency if a rest period was appropriate
- A further Pocklington Quiz Group will meet on 24/07/19 and will look to secure necessary support and leadership to enable fortnightly meetings to take place probably from September onwards. It will co-ordinate with current Quiz Group to ensure it will operate in alternate weeks

- The Travel Group Leader has requested additional help at Drop-Ins. DS volunteered to assist and if necessary a request can be made at August Drop In or even on Website if further help is needed
- BJ reported that Archaeology Group now has 35 members

6. Treasurer Update PG

- Account balance stands at £7820. This is almost £2K less than previous month as a number of payments had been made, the most significant being the TAT Direct Mail Invoice for delivery of TAM to members
- Arrangements for new cheque signatories are ongoing
- Insurance discussions with TAT ongoing
- New Stripe procedures are close to conclusion and it appears only administration issues to be finalized. To be discussed with ML

7. Membership Secretary Report ML provided written report

- ML Membership currently stands at 827
- There were 6 new members joining at July Drop In
- Arrangements are underway through WDY to enable EW as Co-Secretary to have appropriate access to data

8. Secretary Report RLT

- RLT advised that 2020 U3A diaries were not yet available but TAT would let all U3As know when they did become available and cost. It was agreed that 60 diaries should be ordered
- The First Aid Course set for 29/08/19 was now full, with 24 delegates. GB reminded RLT that as no catering/drinks facilities were available “course information” should include this so that attendees could bring own refreshments
- RLT reminded the meeting that all posts on to Website were at the request of Committee/Group Leaders/Members/External Organizations, and were checked by both Secretary and Webmaster to ensure compliance with TAT guidelines and our own U3A procedures. The Webmaster will place things on to website as requested. In most cases where a change has to be made to the proposed post from the Originator, they would be advised and their agreement sought. Care had to be taken with images due to data protection and copyright regulations
- Discussion took place relating to the recent DIY Coffins Group “Preparing for Funeral PDF” and after considerable review of options it was suggested that the document as it currently stood was not appropriate for U3A website. The pages providing information on local organizations and relevant costs was counter to the position of being non-commercial. Despite confirmation that all commercial organizations had received copies of the document and proposals to state clearly that costs were “as at summer 2019” the committee felt that RLT should discuss with CM and seek to alter the pages so that a helpful list of addresses, web-sites and telephone numbers were available without specific costs. A summary section advising on indicative costs without reference to any specific supplier would be helpful

9. Community In Action

- Nothing to Report. At this stage CIA is not a major vehicle for U3A but we will keep contact. It may be useful in autumn for SuF to attend a meeting

10. Meetings

- Next Drop-In, Thursday 1st August 2019. Apologies from DS, PG and GB

- Committee Meeting Tuesday 20th August 2019. Apologies from BJ. RLT to provide Station Hotel with dates of meetings for rest of 2019 and 2020 **RLT**
- New Members Meeting Thursday 12th September 2019. LD not able to attend

11. AOB

- Following discussion it was agreed that RLT should prepare a paper for review at August Committee Meeting outlining to Group Leaders our commitment to Accord Group and the reciprocal arrangements that therefore could be put in place. Once agreed this could be circulated and feature at the GL Meeting to be held in November 2019
- Following broad ranging discussions on how to improve Drop In arrangements for new members it was agreed to relocate New Members Desk to the “opposite corner” of the Community Hall and provide an additional “Waiting Area” desk. This would allow committee members to meet and greet potential new members away from the busy entrance area. Circular tables would give a better feel and reduce the interview/processing time of effect. LD would discuss with Graham Gillyon and Ian Smith if a rota would be better put in place so that all 3 knew when they could have time away from the New Members Desk. It was also agreed that as long as a register of numbers continued to be taken to assist with future catering arrangements, there should be no requirement for members to show membership cards. Membership Cards would need to be shown at May & June Drop-Ins to ensure payment of annual subscriptions
- It was agreed that RLT should ask Brian Snelson to include a couple of sentences with the communication to all members re the August Drop-In that explained the Log In process for Website. GB commented that if this could be distilled to a couple of sentences that it may be as well to have it as a part of every monthly communication from BS
- Following discussion it was agreed that the Sub Zero P12 Portable PA with Bluetooth and Wireless Microphones be purchased at a cost of £159.99 following the review carried out by MB & CM. MB/CM to ensure that once purchased that it is placed on the Asset Register and it should be held by RLT at his home in Pocklington as a convenient location, and Group Leaders advised of booking arrangements

The meeting closed at 11.55am