

POCKLINGTON & DISTRICT U3A
MINUTES OF COMMITTEE MEETING

held on Tuesday 21st February 2017 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

President:	Freda Snelson
Chair:	Frank Challoner (elected January & February 2017)
Past Chair:	Pauline Carter
Treasurer:	Apologies received
Vice-Chair:	Graham Ball
Secretary:	Graham Gillyon
Committee members:	Eileen Ducker, Steve Fraser, David Bragg, Frank Challoner, Val Wosket, Moira Laverack

1. Welcome:

The 'Acting Chair' (elected for January & February 2017) Frank Challoner welcomed members and also Moira Laverack in her new role as a Co-opted Committee member to the Committee Meeting.

2. Apologies for absence:

- February: These were noted for Paul Giles, Kay Stephenson, Elizabeth Walker and later arrival of Freda Snelson (agreed to allow Committee discussion re proposal of appointed President 2017)

3. Approval of the Minutes of meeting : 17th January 2017

- Meeting minutes amendments: Frank Challoner asked that a note be included in the minutes indicating that Moira Laverack left the meeting following discussion re Renewals and that the word 'referral' be removed from the meeting minutes. The Secretary noted these amends.
- Proposed: Pauline Carter
- Seconded: Steve Fraser
- Approved (and amended) Minutes to be posted to website at close of the Committee Meeting.

4. Appointment of President:

Prior to the meeting the Secretary had emailed all Committee members to seek their views re appointment of a President for the year 2017 – 2018 and recorded unanimous agreement that the post of President should remain for the coming year. The Secretary highlighted Constitution states that the Committee should approve the appointment of the President and that both role and the post holder be reviewed each year and that specifically a President may serve for a maximum of 3 consecutive years (with Committee approval)

Further Committee discussion clarified that the post holder of President be someone who possessed a sound knowledge of the U3A organisation and it was noted that they should be knowledgeable and able to add value as a non-voting member attending Committee meetings and support our group specifically. The continuation of Freda Snelson as president was discussed and that her appointment for 2017 -2018 would be her 2nd year of office.

- Frank Challoner proposed the appointment of Freda Snelson for 2017 – 2018
- Graham Gillyon seconded the appointment of Freda Snelson for 2017 – 2018
- Committee members in attendance at the meeting voted unanimously in favour of Freda

5. Matters Arising:

• **Audit of Assets:**

- The Secretary read a statement from Paul Giles re learning gained from the recent audit of Assets and agreed the following actions:
 - A follow up meeting with Methodist Church officials to confirm ownership of various items of equipment which were not noted on the register (and agreement re disposal of 'no value' items)
 - Review of surplus Laptops considering possible use or re-sale to members – Secretary and Treasurer would seek advice from Brian Snelson re potential sale of surplus assets (considering offer of sale to members at Drop-in or AGM)

- **Hearing Loop:**
 - The Secretary advised that he had received follow up comms from East Riding Council advising that they were now looking at the investment of a Hearing Loop provision at Burnby Hall Community Centre – he confirmed that he would update the Committee when further comms are received.
- **Key Contacts Summary:**
 - Hard copy of the summary document was circulated to members and an email copy would be supplied also.

6. Groups:

- The Link Committee Coordinator highlighted that there are 77 Groups within our U3A however there was limited awareness re each group's capacity to take new members which was an increasing concern especially as the Pocklington & District U3A increases overall membership. The committee agreed that it needed to learn more re capacity to absorb new members offering each an opportunity to join a group as desired.
 - Continued encouragement at New Member Meetings that new members start groups (utilising fresh skills that they bring when joining our U3A) and also gaining feedback re their experiences when seeking membership of existing groups.
 - Action point: Secretary to email Group Leaders to ask if each had capacity to take new members. Secretary to report back to Committee.
- Update re Groups – No updates

7. Treasurer's Update:

- Membership was reported as 894 (data supplied by Moira Laverack)
 - In the absence of Treasurer Paul Guiles Moira Laverack reported that February Renewals had gone well – the set up worked efficiently and that queue management at card collection and the reduced £10 subs were positive contributing factors.
 - Renewals took a higher than usual volume of cash (only 16 cheques being received)
 - Meet & Greet re-positioning at entrance to Drop-in worked well.
- Cash at bank: £10951 (excluding banking of January Drop-in banking)
- The Secretary read content of an email he had received from Paul Giles which outlined declining bank balances (year on year) and overall reduction in funds for 2016 of £2454 (compared to same period 2015). The Treasurers email suggested Committee consider subscription charges for 2018 – 2019 revert to £12 and it was agreed that discussion re this matter be on the agenda for discussion at the March 2017 Committee meeting.
- There was discussion re cost control (specifically postage incurred sending comms to members) and Secretary and Membership Secretary agreed to look at this following this year's Renewals

8. Secretary's Update:

- Suggestion Box: Though not raised as a specific 'suggestion box' submission the matter of PR (and specifically U3A awareness) was presented. It was agreed that the PR submission received by a member (and shared with the committee via email) was too lengthy for inclusion in local press however revised comms would be issued to the local press promoting the U3A and sign posting readers to our new website following its launch at the April AGM.
- TAT & Charity Commission Communications:
 - The Secretary confirmed that he had filed the Annual Return though was awaiting its delayed placement on the CC website (there being CC technical issues preventing this)
 - The Secretary invited Committee to contact him directly if they were interested in attending regional and national U3A events representing our U3A.
 - The Secretary clarified that he would continue to share TAT & CC email comms with the Committee and that he specifically noted content and would communicate relevant matters impacting our U3A to Committee.
- Members Handbook: Now updated with final draft being sent to committee for further comment – Secretary to post amended version to website, supply to Membership Secretary and use as reference when populating the new website.

9. Committee matters:

The Secretary explained that the demands upon his role had increased considerably and were becoming unmanageable and thus preventing him from exercising his duty as Secretary to the U3A efficiently. It was agreed that members of the Committee would step forward to shoulder some of the burden and take responsibility for various aspects of the role (yet still be fully supported and overseen by the Secretary)

- Minute Secretary – the holder of this role would take meeting minutes and pass these to Secretary to circulate, post to website and for filing. This would allow the Secretary to step forward and more fully guide the U3A re constitutional, Charity Commission and other matters at each Committee meeting.
 - Val Wosket stepped forward to take the role as Minute Secretary (absence from this role is noted for 18th April and possibly 16th May). Val and Graham to agree localised cover in case of any absence.
- New Member Lead – The holder of this role will oversee and work in conjunction with the Membership Secretary who provides much of the support to this meeting.
 - Graham Ball stepped forward to take the role as New Member Lead and will assume this for the meeting of 9th March when the Membership Secretary is away on holiday.
- Welcome Lead – it was agreed that we'd have joint holders re this lead role to ensure that potential new members at Drop-in are identified (welcomed to the gathering) and guided to Meet & Greet or Group Leaders. The lead will be positioned near the entrance to the meeting to provide a positive engagement to those who come to a Drop-in and will signpost as appropriate.
 - Eileen Ducker & Ian Smith agreed to share this role and will liaise with one another to ensure cover at all Drop-in sessions going forward.
- Open Meeting Lead - it was agreed that we'd have joint holders re this lead role with Secretary supporting all organisation of each event and lead roles ensuring that the Open Meetings 'on the day' management.
 - Eileen Ducker & Ian Smith agreed to share this role and will liaise with one another to ensure cover at all Open Meetings going forward.
- Publicity Lead – it was suggested that Elizabeth Walker may take this lead and agreed that the Secretary would speak with her directly.

10. AGM Specifics:

- The Secretary outlined the organisation of the day and identified Committee members to assist in various roles on the day. The help of non committee members was identified and the Secretary agreed to follow up re these – a communication would follow detailing what was agreed.
- Committee members had previously received copy of the Committee Status Report produced by the Secretary and Frank Challoner checked that all members understood and agreed with this. The Secretary highlighted to committee members the following:
 - Steve Fraser was serving her last year on Committee and that under the ruling of Constitution could not stand for re-election (max term being 6 years).
 - Pauline Carter had served 4 years on committee and could stand for re-election for a further 2 years.
 - Currently Moira Laverack & Elizabeth Walker were on committee as co-opted members.
- Nominations for roles on the new Committee of 2017 – 2018 were discussed and the following was agreed:
 - Chair – Graham Ball was proposed by Freda S and seconded by Brian J
 - Vice Chair – Brian James was proposed by Graham B and seconded by David B
 - Committee Member roles
 1. Pauline Carter was proposed by Graham G and seconded by Ian S
 2. Moira Laverack was proposed by Eileen D and seconded by Graham B
 3. Elizabeth Walker was proposed by Pauline C and seconded by Moira L
 - The Secretary would circulate an opportunity for further nominations to members along with the invitation to the AGM
 - The Secretary confirmed that AGM invitation materials and comms were being finalised and that he would send copy to Brian Snelson (so that he could send these out to all members who have email addresses) and Moira Laverack (so that she could send out to all those without an email facility. Communications would go out from week

commencing 27th February to allow receipt of any further nominations being received by the Secretary by 22nd March (deadline date which is at least 28 days prior to the AGM)

11. Meetings:

- Drop-in session 2.3.17: FS, SF, PC, GG, BJ, DB, ED, IS, FC, GB, VW, ML
- Open Meeting 30.3.17: Eileen Ducker & Ian Smith to lead
- Open Meeting 9.3.17: Graham B to lead

12. Website Update:

Pauline Carter reported that the build of the website was progressing well and that she, Brian and Secretary have access to start inputting content). Brian Snelson is arranging for 2 Group Leaders to work with him going forward to build Group content.

13. AOB:

- Appointment of rotating Chair for March & April
 - Secretary proposed Pauline Carter (Past Chair) as she will be leading at the AGM – Committee voted unanimously in favour and thanked Pauline for stepping in.
- Membership Secretary raised concern re a potential problem that she was experiencing with the card printer. A new ribbon was on order and it was hoped that this would fix the problem though she asked committee to note that the printer has now been superseded a number of times with newer versions (ours being V1 and current version is V8) which may force purchase of a new printer if the fault cannot be rectified.
- Green Spaces – The Secretary asked if Gerry Hutchinson who represents Green Spaces could attend the March Committee meeting to address committee re is organisation being incorporated within our U3A. It was agreed that Gerry be invited to the meeting (Secretary to arrange this under March Meeting AOB).

14. Date of next Meeting:

- 21st March 2017.
 - Apologies noted for Kay Stephenson

The meeting closed at 12.20pm.