

POCKLINGTON & DISTRICT U3A

MINUTES OF COMMITTEE MEETING

held on Tuesday 19th July 2016 at 10.15 a.m.
at The Station Hotel, Pocklington

PRESENT:

President:	Freda Snelson
Chair:	Brian James (elected as Chair for July & August '16 meeting)
Past Chair:	Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Vacancy
Secretary:	Graham Gillyon
Committee members:	Steve Fraser, David Bragg, Frank Challoner, Kay Stephenson, Val Wosket & Ian Smith

1. Welcome:

The 'Acting Chair' (elected for July & August 2016) Brian James welcomed members to the Committee Meeting.

- Graham Ball was welcomed as a guest so that he could learn more about the work of the committee.
- Steve Fraser was thanked for taking the role of Chair for May & June.
- Brian communicated that Ian Snape had resigned for the Committee
 - Secretary to communicate thanks on behalf of the Committee to Ian re his contribution and to clarify that he could no longer remain a Trustee.
 - Secretary to remove Ian Snape from U3A entry within the CC site.
- Brian read article from Third Age Matters ((Summer 2016, issue 22, p19) regarding the essential nature of each U3A committee.
 - It was agreed that Secretary would produce a flyer highlighting this message and that it would be distributed along with the 2106 – 2017 Members Information Booklet with key messaging to members.

2. Apologies for absence:

- July: These were noted for Eileen Ducker.

3. Approval of the Minutes of meeting : 21st June 2016

- Proposed: Pauline Carter.
- Seconded: Steve Fraser.
- Approved Minutes to be posted to website by Secretary.

4. Matters Arising:

- **Appointment of 'Acting Chair' For September & October 2016**
 - Kay Stephenson volunteered to the committee that she would be 'Acting Chair for September & October 2016. This was proposed by Graham Gillyon and Seconded by Brian James with agreement by all committee members present.
- **3.3.12: YAHR Summer Showcase Event**
 - Secretary confirmed sending YAHR Showcase update for June to Group Leaders so that they could share this with their members and encourage attendance and that he has also sent the July update to specific groups where he understood that their group subject matter was being showcased. It was communicated to all that anyone attending would need to make their own arrangements re travel.

- **3.13.1: Advanced Motorists**
 - Freda conformed all arrangements were in hand for the Advanced Motorists organisation session of Sunday 24th July 2016. She explained that the meeting point for the session had changed due to cost of hire at Woldgate – the event meeting point would now be the Football Club on The Balk. Freda highlighted that East Riding has requested payment of £96 for hire / use of their car park whereas the Football Club had offered use of its car park free of charge. It was agreed by the committee that in addition to members attending the session making a donation to Advanced Motorists that our U3A make a donation to the Football club also (in lieu of its free of charge offer). Freda would review membership interest and if it warranted would seek to run further sessions.
- **Audit of Assets**
 - Treasurer to update the summary (including recent new purchases) and he and Secretary to complete an audit on 2nd August.

5. Groups:

- The Link Committee Coordinator had nothing to report
- A lady attending the recent New Members meeting had expressed interest in setting up a 'Knit & Natter' group.

6. Treasurer's Update:

- £10806 at bank – some membership renewals to bank.
- Gift Aid – Treasurer is now declared 'fit & proper' and able to process the declaration.
- New signatory for bank required following resignation of Ian nape form committee.
- Membership: 773 (Secretary to check re chasing of Group Leader renewals outstanding with Membership Secretary and also request list of members who have not renewed in 2016 for circulation to committee).
- CLA licence to renew.
- Awaiting refund of deposit from Shiptonthorpe Village Hall – Secretary to chase.
- Concern was expressed that there may be some members who have not renewed though still active with U3A. Secretary to instruct checking of cards at Drop-in's and explained that 2016 – 2017 Members Information Handbooks would only be issued to 'paid up' members of our U3A (to be checked at August Drop-in).

7. Secretary's Update:

- The 2016 – 2017 Members Information Booklet was at final draft stage and would be ready for issue at the August Drop-in.
- Suggestion Box:
 - Secretary confirmed that all submissions had been responded too.
 - Ian Wadsworth suggestion re provision of 'double sided' name badges for lanyards was presented and agreed as a practical initiative. Secretary has anticipated committee approval and handed 'double sided' name badges to committee and would issue further badges to others who requested them.

8. Meetings:

- Open Meeting 27.7.16; GG, KS, PC, IS
- Drop-in session 4.8.16: GG, PG, BJ, IS, VW

9. Website Update:

- Pauline and those present at last website meeting commented how useful that Ted attended (he raised some good matters for consideration). It was noted though that we need to consider the appointment of a new Webmaster if Ted is unable to continue in this role.
- Progress re the build of the website is progressing well and that initial visuals of the 'home page' of the site had been produced for review.
- Pauline explained that the website contractor was happy to supply a demonstration re how the site works when more links have been built. The provider is happy to provide on-going training too. Pauline to communicate the date of our proposed Group Leaders meeting (29th November,

2016) with provider so that they have a 'work towards target' re building of the new site for presentation to our Group Leaders in the first instance.

10. AOB:

- Purchase of Mugs:
 - Purchase of 144 U3A branded mugs (2 colour print) at cost of £327 was agreed by all members.
 - Secretary to place order.
- Group Leader event:
 - Proposed date is 29th November – Secretary to book Burnby Hall and communicate to members as 'save the date'.
- Call out to Members:
 - Secretary to produce a flyer highlighting our need for Committee support (refer to article in Summer 2016 Third Age Matters – issue 22, p19)
- Bank Signatory:
 - Steve to be added to the list of bank signatories
- Treasurers Audits:
 - Treasurer to complete the audits of the Travel & Yorkshire History Groups
- Lin Jonas recognition:
 - Secretary to send a letter of appreciation to Lin thanking her for support & guidance of our U3A. Lin is retiring from U3A work.
- Apologies noted:
 - Pauline Carter – not able to attend August & September Drop-in's and August Committee Meeting.

11. Date of next Meeting:

- 16th August 2016

The meeting closed at 11.40am.