

## POCKLINGTON & DISTRICT U3A

### MINUTES OF COMMITTEE MEETING

held on Tuesday 12<sup>th</sup> January 2016 at 10.15 a.m.  
at The Station Hotel, Pocklington

#### PRESENT:

Chair:	Pauline Carter
Past Chair:	Steve Fraser
Vice-Chair:	Patrick Laverack
Secretary:	Janet Styles
Treasurer:	Paul Giles
Committee members:	David Bragg, Eileen Ducker, Brian James, Ian Smith, Ian Snape, Kay Stephenson
President:	Freda Snelson
In attendance:	Graham Gillyon, Moira Laverack, Terry Rogers (part-time)

#### 1. **Apologies** - Frank Challoner

#### 2. **Approval of Minutes of Previous Meeting held on 15<sup>th</sup> December 2015**

The minutes were approved as a correct record of that meeting, proposer Steve Fraser, seconder Kay Stephenson.

Following this, the President said she felt that the minute relating to the Group Leaders' meeting in March (item 9 in the 15<sup>th</sup> December minutes) did not capture the aim of that meeting.

**Action: Secretary to liaise with Vice-Chair to bring clear statement of the aim of Group Leaders' meeting to next Committee meeting.**

#### 3. **Matters Arising**

##### **3.3.8 On-line Subscriptions**

The Treasurer advised that on-line subscriptions could be made available from 2017 in the new website without incurring additional handling charges if the website is correctly set up.

##### **3.8 Website Working Group**

The Chair confirmed that seven people had volunteered to contribute to this working group (Chair, Treasurer, Ian Smith, Graham Gillyon, Brian Snelson, Ted House and Alastair Fraser) and that the first meeting was scheduled for Tuesday 19<sup>th</sup> January.

##### **3.12 YAHR Summer Showcase Event**

B/f - pending responses from Group Leaders.

##### **3.13.1 Advanced Motorists**

B/f – President awaiting more information.

#### 4. **Revised Constitution**

The Secretary updated the meeting about the response from the Senior Executive Officer of the National U3A to the draft revised constitution, informing her that a number of alterations had to be made in order to meet with current Charity Commission requirements and making suggestions for the structure of the Committee. (A version of the constitution incorporating these changes had been circulated to the Committee prior to the meeting.)

The Chair thanked the Secretary for her hard work in responding to the National Office input so quickly and asked the Committee for their comments. Terry Rogers, who had been on the working party rewriting the constitution, said that he felt that the changes were sensible and the Secretary concurred. The Committee

accepted that much of what had been suggested was actually a requirement. Brian James commented that the revisions to the Committee would, hopefully, ensure rotation.

The increase in the quorum at General Meetings to 10% of the membership (Charity Commission requirement) caused concern in that the last A.G.M. had only attracted 90 members. Brian James felt that A.G.M.S would have to be much more of a showcase event and asked if proxy voting was permissible. The Vice-Chair drew attention to the clause in the constitution that allowed the A.G.M. to be rearranged and conducted without the quorum requirement if the quorum was not achieved at the first meeting.

**The revised draft constitution (draft v 5) was unanimously agreed by the Committee.**

Terry Rogers then said that one reason people have given for not attending the A.G.M. is that they cannot participate in the proceedings or put forward any ideas. The Secretary suggested that a plenary session be added to the A.G.M. during which members could put forward suggestions and ideas from the floor for the incoming Committee to consider.

**Action:**

**Secretary to add plenary session to A.G.M. agenda after the close of the meeting and before the speaker.**

*Terry Rogers left the meeting.*

#### **5. Subscription rate for the 2017-18 year**

The Treasurer had looked through the recent income and expenditure figures and estimated that each year there was a surplus of income over normal expenditure (e.g. capitation, magazine, general meetings, drop-ins, stationery & postage, etc.) of around £2,000. From this, he drew the conclusion that to maintain subscriptions at £12 would result in a continuing increase in the funds held.

With regard to potential non-standard expenditure, the Secretary felt an excess of £2,000 could be used for the benefit of members and cited holding monthly Open Meetings with speakers (total cost c. £300 each meeting) and the new website which would cost £2-3,000; Brian James suggested a new projector (c. £1,000) would be needed to keep up with technology. Kay Stephenson suggested members could be told the reduction was for one year only and that it would be reviewed.

**The Treasurer proposed that the subscription rate for 2017-18 be reduced to £10, seconded by Kay Stephenson and agreed by all except the Secretary.**

#### **6. Update of Groups – Vice-Chair and Link Committee Members**

**The Vice-Chair** reported that:

Canasta 1 was looking for a new Group Leader;

Mahjong is still short of members;

Singing for Pleasure has been cancelled for January and February and is seeking a back-up pianist;

Ukulele would like to do a 10 minute session at a drop-in;

Working with Rush is ceasing.

**Action:**

**1. Vice-Chair to send email to President for general circulation about Mahjong group.**

**2. Vice-Chair to invite Ukulele to perform at the E.G.M. for 15 minutes 1.45-2.00 p.m.**

**3. Secretary to check licence for using taped music for Singing for Pleasure.**

**Link Committee Members** updates:

David Bragg said he would talk to Garden Group at their next meeting about a replacement Group Leader from April. Eileen Ducker put forward that the current Garden Group may have to close in order to regenerate under a new Group Leader, which was agreed by the Past Chair and the Secretary.

Ian Smith suggested that new Group Leaders might need help with administration and perhaps mentoring by another Group Leader.

It was suggested that Group Leaders be asked to introduce themselves and their group at the forthcoming Group Leaders' meeting - this was agreed.

Regarding equipment, the President reported that the remote for the projector had gone missing.

## **7. Treasurer's Update**

The Treasurer advised that the funds stood at £11,880 and the main expenditure for the month had been materials for the membership card printer. Membership was 836.

He confirmed that the Yorkshire History and Travel accounts were now held by National Westminster and that the Barclays accounts would be closed. This has enabled the Treasurer to have electronic access to these accounts whilst the Group Leaders continue to have printed statements.

The Treasurer advised that he would shortly be completing the claim for Gift Aid for 2015-16.

## **8. Secretary's Update**

8.1 - the Secretary asked the Committee to agree to Ian Snape's absence from three consecutive Committee meetings in February, March and April. This was agreed.

8.2 - the Secretary had been approached by the Ukulele Group Leader requesting that their participation in the Pocklington Productions Variety Show on 30<sup>th</sup> January be publicised via U3A circulars. This was agreed.

8.3 - the Secretary requested that Committee Members keep her advised of their holiday dates.

## **9. Extraordinary General Meeting**

The Secretary circulated a draft notice of the E.G.M. It was agreed that the information about the speaker should be much more obvious to encourage attendance. Arrangements for the day were then agreed.

### **Action:**

- 1. Secretary to redraft E.G.M. notice and circulate to Committee prior to posting/emailing to members.**
- 2. Chair to procure the tea, coffee and biscuits.**

On the day, Committee to arrive 1.15 p.m.:

- 3. Eileen Ducker, Kay Stephenson to manage the provision of refreshments;**
- 4. Past Chair, Brian James and Ian Smith to stand at entrances to ensuring signing in and checking membership cards;**
- 5. Chair to greet and introduce speaker;**
- 6. Vice-Chair to organise Ukulele Group;**
- 7. Secretary to organise door keys and persons to set up PA system and projector;**
- 8. Other Committee Members to assist with set up of tables etc.**

## **10. Renewals for 2016-17**

The Membership Secretary went through the processes in place for renewing members' subscriptions and issuing new membership cards. She was aware that there had been some difficulties with bank transfer renewals in the past and was liaising with the Treasurer over managing these, suggesting that members renewing by bank transfer should be asked to email either herself or the Treasurer (which t.b.a.) and not both.

The Membership Secretary advised the meeting that the majority of members omitted to enclose an s.a.e. with cheque renewals sent direct to her and that this incurred quite a lot of postage cost. General feeling was that this is an acceptable expense.

At drop-ins in February, March and April, the Membership Secretary suggested to the meeting that the renewals tables should be under the windows, away from the entrance, to avoid the queues crowding the

entry/exit paths. It was agreed to trial this for the February drop-in. With regard to Gift Aid, the continuance of this would be verbally checked at drop-in renewals and blank forms available for members to use.

Volunteers to staff the renewals tables were the Secretary and Secretary-elect (jointly) and Eileen Ducker. The Membership Secretary would also be available to process renewals at the A.G.M.

**Action:**

**Secretary and Membership Secretary to secure two more volunteers to staff renewal tables.**

**11. Open Meetings**

Graham Gillyon, the Secretary-elect, had circulated a list of potential local speakers prior to the meeting and emphasised that this was a starting point and that there were many additional possibilities with a wide variety of methods of presentation. The costs involved were room hire, refreshments and the speakers' fees, with the most expensive being £200 and many below £100. He said that his aim in compiling the list had been to stimulate interest, encourage learning and perhaps provide a catalyst to form new groups.

Discussion ensued on the frequency that should be adopted for Open Meetings. It was agreed that an attendance of 30-40 should be regarded as good. Kay Stephenson suggested holding some meetings in Market Weighton and the local village halls.

The President put forward that there was scope for a monthly Open Meeting, with the wider appeal speakers quarterly and the more specialist interests in between. This was agreed by all. It was further agreed that the meetings should be in the daytime.

**Action:**

**Graham Gillyon and Secretary to work together to compile a draft programme for the next Committee Meeting.**

**12. Any Other Business**

**12.1 Request from Nunburnholme Church**

Brian James tabled a request that the U3A write a letter of support for the Nunburnholme application for lottery funding to demonstrate cultural uses of their building. It was, however, agreed by the majority of the Committee that this would open the floodgates to other organisations seeking similar support for grant applications. The Secretary suggested that Nunburnholme cite the U3A in their application with details of usage, but without formal written support.

**12.2 Mahjong**

The Mahjong group had requested permission to use their funds for a commemoration for a deceased member of the group. This was refused as the group funds must be used for group activities and, again, a precedent could be set.

**13. Date of next meeting:**

Tuesday 16<sup>th</sup> February 2016 at 10.15 a.m. at The Station Hotel, Pocklington.

The meeting closed at 12.10 p.m..