

## POCKLINGTON & DISTRICT U3A

### MINUTES OF COMMITTEE MEETING

held on Tuesday 16<sup>th</sup> August 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:	Apologies from Pauline Carter
Treasurer:	Paul Giles
Vice-Chair:	Graham Ball
Secretary:	Apologies from Graham Gillyon (Eileen Ducker deputising)
Committee members:	Eileen Ducker, 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 the newly appointed Vice Chair.
- Guests:
  - Elizabeth Walker
  - Yashpal Anand did not attend.

#### 2. Apologies for absence:

- August: These were noted for Graham Gillyon and Pauline Carter.

#### 3. Approval of the Minutes of meeting : 21<sup>st</sup> July 2016

- Proposed: Steve Fraser
- Seconded: David Bragg
- Approved Minutes to be posted to website by Secretary upon his return from holiday.

#### 4. Matters Arising:

- **3.3.12: YAHR Summer Showcase Event**
  - In absence of the Secretary Eileen summarised that Sue Giles and the Embroidery Group had attended and exhibited at the recent Showcase event. Sue fed back to the Secretary that the event was well worth attending and that she and her group both gained some networking support with other localised U3A branches and enjoyed the showcase event activities. Sue and YAHR are to supply the Secretary with photos / YouTube content for sharing so that our U3A can learn more and consider taking a more active role at next year's event. The Secretary will forward photos / YouTube link when this is made available to him. It was agreed that next year's event should be promoted better next year and that Sue Giles be invited to speak about the event at the Group Leader's Meeting in November.
- **3.13.1: Advanced Motorists**
  - Freda Snelson provided an update re the recent course run on 24<sup>th</sup> July. This had been very much enjoyed by the sixteen members who had taken part with five instructors. Members had paid £10 each and £100 was donated to the Charity and a small donation given to the Football Club for the use of their car park. It was agreed to run another course and Freda to write to them and also email members requesting interested participants to contact Freda.

- **Audit of Assets**
  - Carry forward action to September: Treasurer to update the summary (including recent new purchases) and he and Secretary to complete an audit. The Treasurer also mentioned that any equipment not wanted should be disposed of firstly to members.
- **Purchase of Mugs:**
  - Mugs now received – Secretary can confirm agreement from Burnby Hall Community Centre re storage. Mugs to be used at September Drop-in.
- **Group Leader event:**
  - Proposed date is 29<sup>th</sup> November – Secretary has booked Burnby Hall (9.30am – 2pm) and communicated ‘save the date’ to Committee members.
    - Committee able to attend: Kay Stephenson, Brian James, Freda Snelson, Steve Fraser, Paul Giles, Val Wosket, Graham Ball, Ian Smith, David Bragg and Frank Challoner.
    - Secretary, Link Committee Coordinator & Past Chair to meet to outline agenda (seeking feedback from Committee also) for event and communicate to Group Leaders directly (with Link Committee support)

## 5. Groups:

- The Link Committee Coordinator (Nothing to report)
- Update re Groups – Link Committee members - Graham Ball agreed to take on all Ian Snape’s Groups. Frank Challoner pointed out that the Pilates Group no longer existed under the U3A banner.
- Yorkshire History Group
  - Treasurer actions:
    - Audit / reconciliation of banking: The Treasurer reported he and Angela would be meeting at the end of next week when all the cheques had cleared. A cheque for £100 had been sent to The Talbot in Malton and may not be recoverable. All monies in the account belonged to the U3A.

## 6. Treasurer’s Update:

- £10,360 at bank. Cheque for £392 including VAT payable for the mugs. Gift Aid was still on going and awaiting response from the Revenue. Following the resignation of Ian Snape, a new mandate was needed and Steve Fraser and Graham Ball were asked to complete forms and return to the Bank. The committee approved the sum of £505 for the Members Handbook and inserts.

## 7. Secretary’s Update:

- The 2016 – 2017 Members Information Booklet:
  - Was issued to members attending the August Drop-in and hand delivered to all Pocklington and Shiptonthorpe addresses – specific thanks to Val, Eileen, Ian and Gerry who assisted the Secretary re this task.
  - All other members to receive their Information Handbooks via 2<sup>nd</sup> class post.
  - A surplus stock of handbooks is held by Secretary and Admin Assistant and amends to handbook have been updated on the website copy and Gerry to produce on-going update insert for handbooks to be issued to new members.
- Trustee Declaration completed and registered on Charity Commission site for Graham Ball.
- Membership: 782 which includes new members joining and some lapsed members paying their subscriptions for 2016 - 2017
- Suggestion Box:
  - No submissions received since July Committee meeting

## 8. Meetings:

- Drop-in session 1.9.16: GG, BJ, SF, ED, DB, VW, PG, IS, FC, FS.
- New Member Meeting 8.9.16: KS, GB, VW and EW
- Open Meeting 21.9.16 (at Market Weighton Methodist Church): GG, ED, KS, IS, DB, PG

## **9. Website Update:**

- In absence of PC and Secretary ED summarised the following:
  - Design progressing well – Good to have Ted House on board as an advisor / contributor.
  - Mock up website utilising some of the content from the 2016 Member Information Handbook for illustrative purposes.
  - Next Website meeting: 2pm on 24<sup>th</sup> August

## **10. AOB:**

- The Committee agreed to continue the Open Meetings for 2017 and Graham thanked for his work.
- It was agreed to ask Rachel Mort to an Open Meeting but not to a Committee Meeting as this would be against the rules of the U3A charity.
- Brian suggested that volunteers were asked for at the next Drop In to assist the Tea Ladies if required. This was agreed.
- It was agreed to adopt an “Open Mike” session at the drop ins.

## **11. Date of next Meeting:**

- 20<sup>th</sup> September 2016. Graham had asked if this could be changed to 22<sup>nd</sup> September as he was unable to attend. It was agreed to keep to the original date as fewer members could make the 22<sup>nd</sup> and providing Graham could update the committee before hand as he had done for this meeting. Apologies were received from Freda, Steve, Paul, and Brian.

The meeting closed at 11.35 pm.