

## Eastwood & District U3A Executive Committee Meeting

Monday 12<sup>th</sup> August, 10am.

Sun Inn

### Present

John Hill	JH		Bob Ford	BF		Linda Rothwell	LR		Chrys Millington	CM
Barry Doran	BD		Andrea Sadler	AS						
Georgia Hanson (Guest)	GH		Jackie Brett (Guest)							
	<b>Subject</b>	<b>Discussion Points</b>	<b>Action</b>				<b>By whom</b>	<b>Time</b>		
1	Apologies	Ian Webster (IW), Chris Niven (CN) Val Beecham (VB), Barry Seeley (BS)								
2	Previous minutes		Approved				All			
3.	Matters Arising	a. October Monthly meeting – no refreshments	Members told via website and at monthly meeting				MN CN			
4.	Chair Person's report	Chair absent	C/F							
5.	Membership Secretary's report	Attendance at Monthly meeting	158 attending (148 members and 10 visitors). 43% of total membership. 2 new members signed up making total of 336 members. {Figures may not be accurate this month as front door was locked and some members entered through back by-passing signing in}.				BD			
6.	Treasurer's report	a. Monthly accounts	Accepted				All			
		b. Two stands and adjustable cross bar purchased by FQ as previously approved.	Cheque to be given to FQ for £123				BF			

Signed:

		C. Forms to fill in for credit card	Signatories required by Chair, Vice Chair and Business Secretary	CN, JH, LR	
7.	Groups	a. Groups meeting – 22 <sup>nd</sup> August	BF attended and reported back that all found it very informative.		
		b. Patchwork quilting group	1 <sup>st</sup> meeting to be on September 9 <sup>th</sup> at PDA, Langley Mill. Group contact JB.	JB	
		c. PDA centre, Langley Mill	To be kept in mind for other group venues.	JH	
		d. Full Groups	CM suggested when group contacts know their groups are almost full potential new members should be told that they will get full support from the Group co-ordinators to form a new group. BF suggested that group contacts talk to their groups about splitting into 2 groups when almost full again with support from group co-ordinators.	CN, JH	
8.	Website update	Report from IW to improve user experience	Recommendations approved	All	
9.	Questionnaires	a. For members	Approved	All	
		b. Health check	Approved	All	
10.	Speaker Finder's feedback	Speaker Finder's meeting held 1/8/19	VB absent – C/F		
11.	Trustee eligibility signatories		All complete from existing committee	LR	
12.	Copyright licence	Cost £60 for year from National Office	Agreed by all. BF to purchase	All	
13.	U3A AGM conference	Register to vote	Agreed by All	LR	
14.	Policies and Procedures	a. Health and Safety for outdoor procedures	Risk assessments for outdoor venues in progress	MN JO	
		b. Risk assessments for every venue	CM to chase up BS	BS	

Signed:

15.	Succession Planning	a. 2 New committee members	JH and JB voted on	All	
		b. Inductions	To be arranged	LR	
		c. Webmaster no longer to have committee role	Agreed IW to remain as webmaster until there is a suitable replacement.	ALL	
16	Raise Money recycling	Fund raising	Also a charity so no charity to charity	All	
17	Beacon development update	Membership process	Waiting to be allocated Beacon expert to talk through process.	BD	
18	Church Keys transition	Keys given to FQ	Unlocked back door but not front so appears not everyone signed in on the sheets at front of house – FQ to be reminded to unlock both. Members to be reminded to sign in at next members meeting.	AS CN, JH	
19	Christmas dinner 2019	Double Tree by Hilton great success last year	Decided that AH should book again for this year with the date being Thursday December 12th	All	
20.	Christmas Fuddle 2019	To be held at monthly meeting on Wednesday December 4 <sup>th</sup>	Food not to be from Morrisons as poor last year. AH to investigate options.	All	

Signed:

21	Committee meeting date/time	When and where to have	Next committee meeting to be held at the house of AS, 6.30pm on Monday September 9 <sup>th</sup> . The following committee meeting with take place 2 weeks after the 9 <sup>th</sup> on the 23 <sup>rd</sup> September. Thereafter meetings will continue to be on the 4 <sup>th</sup> Monday of the month.	All	
22.	Welfare officer data eligibility	For addresses etc to members needing support/ card	At first agreed that CM could have addresses but at time of processing minutes BF found out that due to data protection laws the access to this information has to remain with the Membership Secretary. CM informed.	All  BF	
23	AOB	a. October's monthly meeting at Plumtree hall	Will need more than just the normal 3 to put the chairs out. Email to be sent out to all members asking for extra help. Extra help for October's meeting to be asked for at September's meeting.	AH  BD CN, JH	
		b. Canal speaker's lovely comments	To be mentioned at next monthly meeting.	JH	
		c. Quarterly mags etc sent to members from National Office	Do not have to received them. All those members NOT wanting to receive them to be asked to see BD at next monthly meeting.	CN. JH	

**Meeting Closed at 11.55      Next Meeting: Monday September 9<sup>th</sup>, 6.30pm at the house of AS.**

**Signed:**