

BLACKBOURNE U3A
Bi-Monthly Committee Meeting – held at New Green Centre, Thurston
11.25am on Monday, 6th November 2017

MINUTES

1. Present (in alphabetical order of first names)

Names Registrar & Newsletters **Chris** Ives (CI), Chairman **Derrick** Haley (DH), Asst.I.G.Co-ordinator **Diana** Finney (DF), Vice-Chairman **John** Sutton (JS), I.G.Co-ordinator, **Mary** Dunbavin (MD), Co-optee **Maureen** Morris (MM), Treasurer **Peter** Seager (PS), Gen.Sec **Stella** Chamberlin (SC), Membership Sec **Teri** Carpenter (TC).

Apologies for absence – Lecture Sec **Alan** Crouch (AC), Monthly reports **Howard** Chandler (HC), Co-optee **Maxine** Wilde (MW).

2. Previous Minutes, 4th Sept

Signed as true copy by DH; to be e-mailed to Webmistress Sue Prigg for website. **ACTION: SC**

3. Chairman's Report

a) New members to Meet the Committee, October – yet again, great disappointment that no new members stayed behind after the lecture, in spite of DH's invitation in the newsletter and at that morning's lecture.

b) S&D Network meeting, 20th Oct – DH attended this for the morning (couldn't stay for the afternoon), and advised that it was well attended. The area Chief Executive was there, mainly to advise of future plans, and that some U3A groups are working with the University of Suffolk. Attendees also shared information as to how to start new interest groups. Generally, DH feels it is important that at least one BU3A committee member attends these meetings. There was no further news on a possible new U3A in Haughley, and this was not discussed. Sept's issue of the East of England Region Notes were distributed, SC to e-mail this to all committee members for information. **ACTION: SC**

c) Recruitment of New Committee Members and Helpers – decisions made as follows:-

i. Not to telephone new-ish members in January;

ii. MD to e-mail all Interest Group leaders to ask if they know of anyone in their group who may be able to help [see also Para.8(a) below];

iii. SC to compose a "recruitment notice" for prominent display in Dec's newsletter, to mention minimum (one year) and maximum (three years) commitment; and

iv. To invite all members to after-lecture meeting on 5th February (11.30am) for more details of what's required in March. DH also to advise all members of this at Dec's and Jan's meetings. **ACTION: SC, MD, DH, and all committee**

4. Treasurer's Report

a) Bank account signatories – DF's and TC's signatures have now been added, making five in total (including DH, PS, and SC).

b) Current Balance – £8,370, but still some outgoings, although PS has not refunded any duplicate payments of subs.

c) Expenses – PS requests these to be submitted to him by December's meeting, so that he can begin to finalise accounts ready for March's AGM.

d) Annual Late Payers – PS has composed a message which he plans to read out at March's AGM, repeating past similar messages that non-payers by July's lecture meeting (latest) will not be reminded by any other means. [See attached and also Para.7(b) below]

5. General Secretary's Report

a) Lanyards & 2018 Diaries – Supplies have now been received and are being actively sold.

b) CLA Licence (1.8.17-31.7.18) – noted received and filed.

6. Lecture Secretary's Report – see attached copy e-mail sent yesterday

- a) Oct & Nov's lecture – feedback on both was excellent.
- b) Chair Rota – after discussion, decided not to instigate this, but all committee members to make every effort to assist whenever possible. Also, DH to request all attendees after each lecture to stack the main hall's chairs in tens, but not the other chairs (in rear area) as they need to be placed individually round the small tables.
- c) December meeting – MD agreed to purchase the 200 mince pies and some cartons of soft drinks, while DH will bring the remaining stock of wine (but not purchase any new stocks). NGC's drinking glasses have been ordered and will be put out in the kitchen for our use. As many committee members as possible (CI, JS, and SC will be absent) are requested to assist MD in setting out the few long tables in main hall, serving the food and drinks after the lecture, and clear up afterwards (mainly, hoovering/sweeping the floor of crumbs and returning glasses to kitchen hatch for washing). SC to advise Joan Smith and her Refreshments Team of the above info, request that the mince pies be warmed up before serving, and to clarify to her that no further hot drinks and biscuits will be needed *after* the lecture. [Subsequently - Joan confirms that she is fine with all this, and that her kitchen team will wash and dry up the glasses.]
- d) Possible 'Special' Speaker for 2019 – after discussion, it was decided that, for a number of different reasons, this will not be necessary. However, it was agreed to increase AC's annual budget for speakers to £1,500 (from £1,000).

7. Membership Secretary's Report

- a) Membership & Waiting List – now up to full agreed membership of 625, with 44 remaining on the Waiting List.
- b) Renewals for 2018-19 – in view of PS's proposed announcement at March's AGM [see Para.4(d) above], membership badges and new programmes for renewed members should be able to be sent out by mid-July, with new members' badges and programmes sent out mid-end August. Two lots of mailings are easier to organise than one, i.e. not having to wait for late payers before mailing to all members. **ACTION: TC**

8. Interests Groups Co-ordinator's Report

Exhibition, 16th October

- a) General feedback was positive towards the successful new format and free tickets for all – several groups have new members signed up. MD will include a request for feedback from all Int.Grp Leaders in her proposed 'helpers' recruitment' e-mail [see Para.3(c)ii above].
- b) Tickets – approx. 140 tickets were given out, which was probably a little down on previous years, but members came and went more throughout the morning.
- c) Display Boards – MD has collected these for storage at her house.
- d) Refreshments – Joan Smith (and her Refreshments Team) were thanked for these.
- e) Floor Plan – AC was thanked for his help in this but, unfortunately, he will not be able to undertake this task next October so someone else will be needed then.

9. Names Registrar & Newsletter Distributor's Report

- a) Dec lecture meeting – CI will be present for lecture but not for festive refreshments afterwards.
- b) Dec Newsletters – In CI's absence, TC offered to post newsletters to those members not on e-mail and who were absent that morning; CI will provide addressed labels. **ACTION: CI/TC**
- c) Jan lecture meeting – In CI's absence, DF confirmed she would be at the front desk.
- d) CI's replacement – will be required at March's AGM.

10. Any Other Business

- a) NGC's Parking Spaces for those with limited mobility – continues to be working well, with 15 spaces taken up this morning (3 vacant remaining), so proving useful. To be reviewed at January's committee meeting, i.e. after two more lecture meetings. Unfortunately, it would appear that one of our disabled parking signs has been stolen.
- b) Volunteers for Schools – after discussion, agreed we cannot help with this.
- c) Non-BU3A events advertised at monthly lecture meetings – after discussion, agreed *not* to do this as would be “thin end of the wedge” for all sorts of organisations and activities.
- d) Audio-visual assistant – SC's Nick will need replacing at March's AGM.

ACTION: DH

11. Date of Next Meeting

Monday, 8th January 2018, approx.11.30am at NGC - Apologies for absence noted from CI and JS.

Meeting closed at 12.45pm.

Signed.....Chairman

Today's date