

**BLACKBOURNE U3A**  
**Bi-Monthly Meeting – held at New Green Centre, Thurston**  
**11.40am on Monday, 3<sup>rd</sup> July 2017**

**MINUTES**

**1. Present** (in alphabetical order of first names)

Lecture Sec **Alan** Crouch (AC), Names Registrar & Newsletters **Chris** Ives (CI), Chairman **Derrick** Haley (DH), Vice-Chairman **John** Sutton (JS), I.G.Co-ordinator, **Mary** Dunbavin (MD), Treasurer **Peter** Seager (PS), Gen.Sec **Stella** Chamberlin (SC).

Apologies for absence – Asst.I.G.Co-ordinator **Diana** Finney (DF), Monthly reports **Howard** Chandler (HC), and Membership Sec **Terri** Carpenter (TC).

**2. Previous Minutes, 8<sup>th</sup> May**

Acceptance of minutes proposed by PS, seconded by CI, signed as true copy by DH; now to be e-mailed to Webmistress Sue Prigg to add to website. **ACTION: SC**

There were no matters arising (not covered in separate reports below).

**3. Chairman's Report**

This morning's lecture very good, and positive Convenors' luncheon last month, about which more from MD in Para.8 below. DH emphasised that we must always try to remain open and transparent in all our activities, and he felt that the luncheon went some way towards achieving this.

**4. Treasurer's Report**

a) Current Balance - £9,095.

b) Bank account signatories – DF's paperwork has been finalised, but TC's still to do on her return.

c) Charity Commission's Annual Report – PS to do by deadline date.

d) Annual Renewals – still 56 people not paid. Against the majority opinion, PS offered to e-mail all those non-payers to give them seven days' notice to pay up or lose their membership.

**5. General Secretary's Report**

a) Minutes on website – these are now on the website, but agreed no need to have the signed copy, so long as they are not up-loaded until they have been signed.

b) Co-optings onto committee – Proposed Maxine Wilde to do the bulk MailChimp e-mails (but she does not wish to attend committee meetings), and Maureen Morris offered her services as a general helper. Proposed by DH, seconded by MD, all in favour. SC to advise them both.

c) 2017-18 Programme – All agreed the draft copy with a few amendments noted; also the gold colour agreed. Will go to the printer by end this week. **ACTION: SC**

**6. Lecture Secretary's Report**

a) June & July's lectures – feedback very good for this morning's, but all agreed with HC's comments for June's.

b) Budget for Speaker Fees – the total approx. cost for 2017-18 is £750 (average £70 per month). After discussion, agreed for AC to purchase DVD (approx. £20) as a standby in case of last-minute no-show of speaker. **ACTION: AC**

c) 2017-18 talks – AC to get this up-loaded onto website by end August. **ACTION: AC**

d) Chairs at monthly meetings – The handyman, Steve Taylor, recommended by Anne Ling, did help at this morning's lecture meeting. However, after discussion, it was decided not to employ him, mainly due to U3A ethos that it is our members who need to help with this (not outside help), and also the possible complications and ramifications of BU3A becoming an employer. SC to advise Steve of our decision, and also discuss this further with our current Chair Monitors,

Brenda & Don Picking and Don Burrell, advising them that we will be on a definite Recruitment Drive for this task from September They to be our instructors in future months (using the plan kindly provided by Brenda), and also agreed for this task not to start until 8.30am.

**ACTION: SC**

### **7. Membership Secretary's Report**

- a) Waiting List – TC reported as at 30<sup>th</sup> May (before she went on hols), 10 members not renewing, and 58 on waiting list. See also PS's more up-to-date figures in Para.4(d) above.
- b) Welcome Notes to new Members – agreed to reinstate this (with amendments as discussed and agreed), to be sent out to all new members and also have copies available to hand out at Sept and Oct's lecture meetings. **ACTION: SC/TC**
- c) New Members' form – as discussed at last month's Convenors' Luncheon, SC to liaise with TC to include additional phrases and/or tick boxes (asking for help to run our U3A). **ACTION: SC/TC**

### **8. Interests Groups Co-ordinator's Report**

- a) Status of Groups – as reported at June's Convenors' Luncheon [Para.3(a)].
- b) Convenors' Luncheon, 19<sup>th</sup> June – all present felt this was successful.
- c) Exhibition, 16<sup>th</sup> October – all points agreed as at Convenors' Luncheon [Para.4 (a-i)].
  - (i) SC to print 240 tickets (from usual template) for MD to distribute these to Convenors and committee members at Sept & Oct's lecture meetings; otherwise, remainder will be available on the door to be distributed on a first-come-first-served basis that morning.
  - (ii) MD to write short article giving these details for Sept's newsletter (deadline 20<sup>th</sup> Aug) and for the website, as usual. **ACTION: MD/SC**

### **9. Names Registrar & Newsletter Distributor's Report**

- a) Attendances – CI reported that 246 members attended no lectures at all this year 2016-17, and only 11 members attended all of them. The average monthly attendance was 192, so still plenty of room to reach our maximum of 250.
- b) Newsletters – increased print run of 250 is fine. As usual, copies will be posted to non-attendees at Sept's lecture if they are also without internet access. **ACTION: CI**
- c) Membership Badges – CI to print on SC's supply of gold card, to be done early August when the new 2017-18 progs should be ready and Chairman's annual letter (SC to draft this for DH). **ACTION: CI/SC/DH**
- d) Bar Code scanning of Badges – new laptop purchased, and working well. Agreed that CI will dispose of old laptop. **ACTION: CI**

### **10. Any Other Business**

- a) Democracy Week, November – after discussion, agreed it was not necessary for us to do anything for this, as our membership are mostly well aware of this.
- b) NGC's Parking Spaces for those with limited mobility – after discussion, agreed to continue the trial until December, as working well for those who require it.

### **11. Date of Next Meeting**

**Monday, 4<sup>th</sup> September, 11.30am at NGC.**

Meeting closed at 12.55pm.

Signed.....Chairman

Today's date .....