

**BLACKBOURNE U3A**  
**Bi-Monthly Committee Meeting – held at New Green Centre, Thurston**  
**11.15am on Monday, 4<sup>th</sup> September 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), Asst.I.G.Co-ordinator **Diana** Finney (DF), Monthly reports **Howard** Chandler (HC), 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).

Apologies for absence –Membership Sec **Teri** Carpenter (TC), Co-optee **Maxine** Wilde (MW).

**2. Previous Minutes, 3<sup>rd</sup> July**

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 – disappointingly and in spite of DH's invitation in the newsletter and at this morning's lecture, only *one* new member appeared.
- b) PAT-testing – all electricals were tested last month, except for CI's laptop which will need to be added to the list for 2018 (and brought to the NGC on the due date by CI's successor).
- c) S&D Network meeting, 20<sup>th</sup> Oct – DH advised of this and that he will be attending. [Subsequently, the agenda was e-mailed to all committee members.]
- d) Possible new U3A in Haughley – agreed this would have no detrimental effect on our U3A, and to give advice, if requested.
- e) Beacon software – after discussion, agreed DH to reply that we're happy with our current computer system.

**4. Treasurer's Report**

- a) Bank account signatories – DF's and TC's signatures still to be added; procedure was delayed as Santander had asked for the contact details of all non-signatory committee members which PS has now provided.
- b) Charity Commission's Annual Report – done, but no data required as our annual turnover is under £25,000.
- c) U3A Budget 2017-18 – all seen by e-mail, so no further action required.
- d) New Members' Standing Order forms – these appear to have failed as last section seems to have been omitted from photocopied form; to be rectified and re-sent.      **ACTION: PS/TC**
- e) Annual Late Payers – Although he received a good response to his individual requests by e-mail and phone, PS will advise us at November's committee meeting of his plan for dealing with these in a better way next year. All committee agreed that we cannot continue having to contact 50+ late payers individually each year.

**5. General Secretary's Report**

- a) Lanyards & 2018 Diaries – Diaries not yet received from HQ but 20 are on order. Lanyards were selling well this morning.
- b) Disposal of old projectors – in spite of advertising these on Freecycle and in local papers, there were no takers so these were reluctantly taken to the tip.
- c) TAT's postcards, Helpful Hints for Committees – distributed as appropriate.

**6. Lecture Secretary's Report**

- a) Sept's lecture – feedback good, although one member complained that the talk was not long enough(!), but the speaker had delivered on his promised 50-minute lecture which was explained to that member.

- b) DVD for 'last-minute' standby lecture contingency – this not now available from ProBus, but AC has found several others which would be suitable, so will buy one of them. **ACTION: AC**
- c) 2017-18 talks – have been up-loaded onto website.
- d) December meeting – agreed to have usual mince pies, wine, and soft drinks; to be discussed further at November's committee meeting.

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

- a) Renewals & Waiting List – as in TC's attached report, i.e. 42 new members with 21 remaining on the Waiting List, three of whom do not wish to be contacted until next July.
- b) Welcome Notes to new Members – these were sent out to all new members, as well as handed to those attending this morning if they'd not received theirs, on which the U3A ethos is clearly explained (as it was in the annual Chairman's letter).
- c) New Members' form – duly amended as agreed, including adding questions asking for help, the results of which TC had tabulated in the attached. If needs be, this table can be referred to when trying to fill various committee posts next Feb/March although, ideally, we should be asking second-year members, rather than these brand-new ones.

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

- a) Friday Walking Group – MD explained more about their recent unpleasant incident in Needham Market's car park. Agreed that Group Leader John Light had dealt with it very well, and DH (with his MSDC 'hat' on) promised to look into providing a notice explaining parking requests for walking groups such as ours.
- b) Exhibition, 16<sup>th</sup> October
  - (i) Tickets - MD has started distributing tickets to Group Leaders, their helpers, and committee members; otherwise, remainder will be available for them at Oct's lecture, and on the door to members on a first-come-first-served basis that morning. This has also been explained in current newsletter and on the website, as well as about the revised timings, and that tickets are free of charge this year. By next month (when members have had a chance to read their newsletter and website), MD will decide if she thinks it necessary to send out a final reminder to all members by MailChimp.
  - (ii) Group Leaders' Requirements – most have now been advised to MD.
  - (iii) Display Boards – MD has started distributing these, remainder stored at her house.
  - (iv) Refreshments – MD has agreed with Joan Smith (and her Refreshments Team) to serve tea, coffee, cold drinks and biscuits (similar to lecture meetings) as being much simpler and more appropriate for the time of day.
  - (v) Floor Plan – unfortunately, Trevor Jones can no longer assist with this, but he is happy to provide his large marked-out plan from previous years.
  - (vi) Job Allocation – floor plan and other general jobs to be allocated to committee members, which MD and SC will decide at a separate meeting between themselves tomorrow, and advise everyone by e-mail (to follow a.s.a.p.). JS (and DF?) will be absent on 16<sup>th</sup> Oct.
- c) New Groups
  - (i) Wine Appreciation – AC has heard that there may be an insurance issue, but he will seek advice from Bury U3A and/or Elmswell Library who run similar groups. Because of his various pre-planned holidays, he anticipates that he will not be able to start this group until next Spring.
  - (ii) Racket Ball – a new member has approached MD to offer to start such a new group. MD advised members this morning, she will do likewise at next month's lecture meeting and Exhibition to see what interest there might be.

**9. Names Registrar & Newsletter Distributor’s Report**

- a) Visitors to Lectures – after discussion, agreed the policy should be “three visits for one year”, whilst acknowledging that this would be difficult to police year-on-year. After that, and presuming that visitor is on the Waiting List, he/she should have been offered a membership.
- b) Newsletters – as usual, members have been advised by MailChimp that Sept’s edition is now on the website, paper copies available at this morning’s lecture; those without internet access and not present this morning to be posted out to them. **ACTION: CI**
- c) Membership Badges – all posted out in August; any not received have probably been sent to old addresses which we’ve not been advised. CI will deal with any such as they arise.
- 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 – seems 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 four more lecture meetings.
- b) Monthly Reports – HC will be absent three times this coming year, but he has found replacement reporters, for which he was thanked.
- c) Chairs at monthly meetings – have appealed for more help in Sept’s newsletter, but Brenda still appears to be happy to act as Supervisor in this capacity. NGC may not have 250 of the red-backed chairs, so will check this with NGC’s Jill Rood. **ACTION: SC/MD**

**11. Date of Next Meeting**

**Monday, 6<sup>th</sup> November**, approx.11.30am at NGC. (Apologies for absence from HC and MW.)

Meeting closed at 12.20pm.

Signed.....Chairman

Today’s date .....