

BLACKBOURNE U3A
Bi-Monthly Meeting – held at New Green Centre, Thurston
11.30am on Monday, 8th May 2017

MINUTES

1. Present (in alphabetical order of first names)

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

Apologies for absence – Lecture Sec **Alan Crouch** (AC), Chairman **Derrick Haley** (DH), and Monthly reports **Howard Chandler** (HC).

2. JS welcomed all, and was in the chair in DH's absence.

3. Previous Minutes, 6th March

Acceptance of minutes proposed by PS, seconded by SC, signed as true copy by JS.

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

4. Chairman's Report

2017-18 Programme – MD will advise DH/SC on changes to Int.Grps, Anne Ling has passed all relevant info to DH/SC for programme preparations and printing, no specific colour was requested except for printer to be asked for spare card of same colour for CI to print membership card/badges, believe 500 should suffice but will check past years' records. **ACTION: DH/SC**

5. Treasurer's Report

a) Current Balance - £3,992; decreased from last month as annual Capitation fees (of £3.50pp) have been sent to TAT.

b) Bank account signatories – DH has now been added as a signatory to the Blackbourne U3A bank account, but as that still makes only three signatories, proposed to add DF and TC as additional signatories (proposed by MD, seconded by CI, unanimously agreed). PS will make the necessary arrangements. **ACTION: PS**

6. General Secretary's Report – already circulated

a) Minutes on website – agreed unanimously that these need to be available for all members to read (proposed by PS, seconded by MD). SC to put this in hand with webmistress, Sue Prigg.

ACTION: SC

b) U3A ethos - TC requested adding more info re the U3A ethos to her welcome letter to new members, SC also to e-mail former Welcome note to TC for info. **ACTION: TC/SC**

c) Trustees – Form to be prepared for all to sign (as having read & understood) this. **ACTION: SC**

d) MailChimp bulk e-mails – former Gen.Sec., Maxine Wilde, has kindly agreed to do these for us (providing SC advises her of the wording of any such bulletins), but MW may need to be a co-opted committee member (SC will check this on our Constitution and TAT HQ) as she will have access to all members' e-mails. MW to do MailChimps was proposed by SC, seconded by DF, agreed unanimously. **ACTION: SC**

7. Lecture Secretary's Report –already circulated.

a) Previews (for forthcoming lectures) in newsletter – done for May's edition.

b) April & May's lectures – feedback very good.

c) Budget for Speaker Fees – after discussion, decided up to £1,000 for the year, i.e. average monthly fee of approx. £91 per lecture (PS estimated that last year's average was approx. £65).

However, if AC finds an exceptional (more expensive) speaker for any special occasion, he is requested to seek committee approval of the cost.

- d) 2017-18 programme now booked – All agreed this was an excellent and varied programme, with thanks to AC. Regarding contingency plan for last-minute no-show of lecturer, JS does not know of AC's suggestion of Probus's DVD, but suggests contacting Laurie Marshall for more information. **ACTION: AC**
- e) Chairs at monthly meetings – after discussion, decided not to instigate a rota, but to ask Int.Grp leaders at 19th June luncheon on this point. Meanwhile, SC to ask Brenda & Don Picking for details of the hall layout, instructions on the folding doors' opening/closing, and perhaps take a photo of hall layout at next meeting. It remains to be seen whether the Church will leave out the chairs for our June meeting in the requested manner. **ACTION: AC/SC**

8. Membership Secretary's Report

- a) Waiting List – 50, and agreed not to offer any new places now until August.
- b) Renewals – info now in May's newsletter. Some cash/cheque renewals were paid at this morning's lecture meeting. PS confirmed that he still has some members whose Standing Orders are activated later than the due date of 1st June, but he's trying to reduce these. TC will be away from 31st May to 5th July (for son's wedding in Australia), but PS thinks he will not need help in collecting cash payments at June and July's lecture meetings. **ACTION: PS**

9. Interests Groups Co-ordinator's Report

ACTION: MD

- a) Status of Groups – MD reported new Meditation group now started, Spanish and Witchneedle groups to close, Mah Jong 1 has new Group Leader.
- b) Annual Convenors' Luncheon, Mon 19th June at Thurston's Cavendish Hall – Invites been sent out to all convenors and committee (DF & PS will be away). Hall booked 11am-3pm, event itself to be 12noon-2.30pm. Same caterers as last year been booked, £8 per head inc. tea/coffee (£120 deposit required), hall hire is £35 (but requiring a £200 returnable deposit). MD to liaise with Maxine Wilde for us to borrow the W.I. glasses again, also for DF and MD to check/buy wine and selection of fruit juices. SC to assist MD with producing an agenda for the after-lunch discussion. As PS will be away that day, all cheques will need to be obtained in advance. **ACTION: MD/DF/SC/PS**
- c) October's IGE – NGC has been booked for 16th October, but will ask convenors/group leaders on 19th June if they wish to continue with this, the purpose of the event, cost, catering, etc.

10. Names Registrar & Newsletter Distributor's Report

- a) Printed newsletters – as agreed, increased print run to 250 (from 175). As usual, copies will be posted to non-attendees at this morning's lecture if they are also without internet access. **ACTION: CI**
- b) Bar Code scanning of Badges – new laptop purchased, and working well.
- c) 5th June and 2nd Oct lecture meetings – CI and his usual additional 'zapper' volunteers will be away then, so DF has been trained and will be at front desk in June (Oct's still to be decided). **ACTION: DF/CI**
- d) Membership cards/badges – to be posted out a.s.a.p. in August, together with new programmes, and Chairman's welcome letter (explaining U3A ethos). Gift Aid forms will not be needed this time. **ACTION: CI/SC/DH**

11. Any Other Business

- a) Democracy Week, November – noted. **ACTION: DH**
- b) NGC's Parking Spaces for those with limited mobility – after discussion, agreed to allocate the whole of the front (smaller) parking area for this purpose; CI kindly offered his carpentry skills to

construct a notice board to this effect. SC confirmed that NGC are happy with this arrangement, and SC will get MailChimp bulletin sent out to advise members. **ACTION: CI/SC**

c) TAT's Governance Consultation Survey – noted.

12. Date of Next Meeting

Monday, 3rd July, 11.30am at NGC – DF will be absent.

Meeting closed at 12.55pm.

SignedChairman

Today's Date