

Blackbourne U3A committee meeting 14th May 2018

Minutes

Present : Derrick Haley, Terri Carpenter, Mary Dunbavin, John Light, Peter Lister, Maureen Morris, Paul Peachey, and Helen Taylor

Apologies: Peter Seager, Di Finney and Alan Crouch

Minutes and matters arising: Minutes signed as correct.

U3A magazine to be ordered directly by individual members, information to be put in newsletter about this.

Chairman's Report: E-mail to be sent to committee members with Trust questionnaire for committee's views. **Action DH**

Treasurer's Report: Annual Return has been sent to the Third Age Trust together with a cheque for £2,173.50. The balance at bank is currently £5,072

The warning message regarding subscriptions has been sent to all conveyors with a request that they draw the message to the attention of their group members. The message has already appeared in the May newsletter and will also be sent via Mail chimp.

Secretary's Report. Helen will find out when New Green Centre's PAT is due for renewal. If soon will book our testing at the same time. **Action HT**

Helen attended Suffolk Network of U3As in Lowestoft. Comparisons were made with the branches problems and achievements. Interest with our scanning in of members was great with 3 branches requesting information via email. Jeff Carter (regional trustee) advised us about data protection requirements, insurance, and safeguarding.

Membership Secretary Report: 615 members with over 40 on waiting list. Application form to be adapted to suit our membership stating data protection and requesting consent for storage of data. Renewal form to contain consent for data storage. Data protection and privacy policy will be printed and be available for next lecture on notice board **Action DH/HT**

Mailchimp sent out informing members of our intentions to protect data .

Action HT/MW

Minuted in committee meetings that we need to protect data on a regular basis. Data held of past members to be destroyed. **Action TC**

Lists of members to be held by Treasurer and Membership Secretary only.

Data Protection and Privacy Policy adopted by committee, proposed by Derrick Haley, seconded by John Light all in favour.

John Light raised concern that if group leaders didn't keep a record of attendees that a future insurance claim against the Trust would be invalid to prove attendance. It was decided that note of names only at time of meeting would be correct.

Interest Group Report: conveyors' lunch is booked at Cavendish Hall 18th June at 11am. Caterers booked and help welcome from committee. Lunch at 12.

Mary has put information in newsletter for Weds Walkers needing a new conveynor as Ann is moving to Cornwall.

Any other Business: Terri and Helen requested clarity as to the specific roles of the committee. Helen will request more details from Stella. **Action HT**

Date of next meeting: 2.7.18 after lecture.