

BLACKBOURNE U3A
Bi-Monthly Meeting – held at New Green Centre, Thurston
11.30am on Monday, 6th March 2017

MINUTES

1. **Present** (in alphabetical order of first names) - meeting actually started at 11.40am.
Names Registrar & Newsletters **Chris** Ives (CI), Chairman **Derrick** Haley (DH),
Asst.I.G.Co-ordinator **Di** Finney (DF), Monthly reports **Howard** Chandler (HC), Vice-Chair **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).
2. DH welcomed all, and reminded everyone about data protection and confidentiality.
3. **Previous Minutes, 9th January**
Acceptance of minutes proposed by PS, seconded by HC, signed as true copy by DH.
Matters Arising (not covered in separate reports below)
 - a) Last two lectures and AGM – all went fine, and both very good speakers.
 - b) S&D Meeting “Managing your U3A”, 30.3.17, N’ham Mkt – **DH & SC to attend.**
 - c) Disposal of old equipment from cupboard – to be done soon by SC’s Nick and Anne Ling.
ACTION: SC
 - d) Website access – DH and Anne Ling co-ordinating with webmistress Sue Prigg.
ACTION: DH
4. **Chairman’s Report**
 - a) Chairs at monthly lectures – chairs left out by Free Church was helpful, but SC to ask NGC
administrator, Jill Rood, to ask the church to leave chairs in 10s and facing the window as this
would be even more helpful. In addition, SC to ask our Chair Monitors, Brenda & Don Picking,
for a plan of the chairs’ positioning in hall, and also to provide written instructions on how the
folding doors are operated with whereabouts of ‘key winder’. **ACTION: SC**
 - b) Change of committee venue and/or date
After discussion, agreed bi-monthly date still o.k., also new timing (11.30am-1pm) and venue
(NGC) is fine with everyone.
 - c) 25th Anniversary Birthday
Although our U3A was originally formed 25 years ago in 1992, it was then part of Bury U3A,
not becoming an independent entity until 1994. Therefore, after discussion, it was decided not
to try and organise anything this year, but leave it for future committees if they want to do
anything special for this in 2018 or 2019. SC had asked AC to make preliminary enquiries for
an ‘extra-special’ speaker, if we’d decided to celebrate in this way, and he’d pencilled in
broadcaster and celebrity gardener, Bob Flowerdew, for July 2018 at a ‘reduced’ fee of £600 (he
usually charges £1,200!). However, in view of our decision to leave any such celebrations
to another future committee as well as the fact that Mr Flowerdew had already spoken to us a few
years ago, AC asked to cancel him. **ACTION: AC**
5. **Treasurer’s Report**
 - a) Current Balance - £7,100
 - b) Subs increase? – after discussion, decided not to increase subs this year, as we now get extra
monies from Gift Aid, and we do not want to accumulate excess funds.
 - c) Bank account signatories – Peter Seager proposed that Derrick Haley be added as a signatory to
the Blackbourne U3A bank account, all agreed. Peter will make the arrangements.
ACTION: PS

6. General Secretary's Report

- a) Division of tasks – Apart from those named roles voted on at this morning's AGM (*Chairman* Derrick Haley, *Vice-Chairman* John Sutton, *Treasurer* Peter Seager, and *General Secretary* Stella Chamberlin), the following were agreed:-
Lecture Secretary Alan Crouch, *Membership Secretary* Teri Carpenter, *Names Registrar & Newsletters* Chris Ives, *Interest Groups Co-ordinator* Mary Dunbavin, *Assistant I.G.Co-ord* Di Finney, and *Monthly lecture reporter* Howard Chandler.
Also, as SC has agreed to do only the bare minimum of the secretarial tasks (mainly taking the bi-monthly committee minutes and advising new committee details to U3A National Office, NGC, website and newsletter), she will be looking for help with other tasks, e.g. sending out periodic bulk e-mails by MailChimp, selling of lanyards and diaries, display of general notices at monthly meetings, website and newsletter up-dates, etc.
- b) Trustee form – DF and TC were given copies of our constitution and Trustee Guidance booklet (CC3); SC will prepare form for all to sign (as having read and understood) this. **ACTION: SC**
- c) E-mails to be circulated – all committee agreed they're happy to have their e-mails known to each other. **ACTION: SC**
- d) PAT-testing of electrical equipment – SC will ask NGC to advise when this will take place (August), so that DH can open our store cupboard to give access to our equipment to be tested, and CI can also get his laptop tested. **ACTION: SC, DH + CI**
- e) National Office mailing – noted, although we may not be publicising as many as in the past, because the vast majority of our members are just not interested in these.

7. Lecture Secretary's Report – SC reported in AC's absence.

- a) Previews (for forthcoming lectures) in newsletter – after discussion, this was agreed a good idea; AC happy to do this and has already asked newsletter editor, Bryann Ward, for this extra space from now on.
- b) Monthly lecture reports to be shorter? – the committee discussed what if after asking for (a) it meant the possibility of shortening the lecture reports, HC raised very strong objections to this and said that Bryann Ward does not edit what he writes. SC to ascertain from Bryann what space is available. **ACTION: SC**
- c) New specific e-mail onto website – AC has set up a new e-mail for his Lect.Sec role; SC to ask webmistress Sue Prigg to include this as his e-mail on committee webpage. **ACTION: SC**
- d) 2017-18 Speakers booked to date – for September “chocolate”, October “Dr Crippen”, November “Colchester Zoo”, December “Women Can Fly”, January “UXOs in Suffolk”, February “Auctioneer, inc. light-hearted quiz”, July “Bob Flowerdew” (see Para.3© above). After discussion, it was also agreed that perhaps two or three times per year, we should try to have a ‘better’ (more expensive?) speaker in order to entice more members to attend our monthly lectures. However, as no-one present knew what budget Adrian Bond had advised AC to work to, a figure needs to be agreed upon and decided at May's committee meeting. **ACTION: AC**
- e) NGC – SC has booked the halls for whole 2017-18 programme, including for 16th October's I.G.Exhibition.

8. Membership Secretary's Report

- a) Waiting List – not known at present until TC has checked files just handed to her (approx. 40?).
- b) Application Form – agreed not to change wording.
- c) Renewals – info to be in May's newsletter, as last year. PS confirmed that he still has some members whose Standing Orders are activated later than the due date of 1st June, so he'll contact them to try and get these changed, as it makes life difficult for everyone. Only about 50 members now pay by cash or cheque, to be collected at lectures in May, June & July - TC will be away all June, so PS will need help then. **ACTION: TC**

- d) Suggested reduction of total membership to 600 – after discussion, decided to keep at 625, but definitely not to increase to any higher than this.

9. Interests Groups Co-ordinator’s Report

ACTION: MD

- a) Status of Groups – MD reported new Meditation group to start soon, Spanish group will have to close as Group Leader is moving out of our area; these and other recently started groups (Mah Jong 2, Dining Out 3, Quilting 2, French Conversation) have been put on website and will be detailed in next newsletter.
- b) I.G. display table at monthly meetings – also to be mentioned in newsletter.
- c) Convenors Guidelines (finances) – been up-dated, thanks to PS and Anne Ling.
- d) Annual Get-Together – MD will start work on this, probably for June or July; also to be detailed in May’s newsletter.
- e) October’s IGE – Agreed in principle we probably wanted to continue with this, but would need more thought as to format, timings, cost, caterers, etc., to be discussed at May’s meeting.

10. Names Registrar & Newsletter Distributor’s Report

- a) New committee details in next newsletter **ACTION: SC**
- b) Printed newsletters – after discussion, agreed to increase print to 250 (from 175), because, even if members have been told these are available to view on the website, they perhaps don’t have a printer at home and/or prefer to have a paper copy.
- c) Bar Code scanning of Badges – this monthly system is working very well, but old laptop needs replacing. Agreed sum of £400 for new laptop. **ACTION: CI**
- d) 5th June and 2nd Oct lecture meetings – CI and his usual additional ‘zapper’ volunteers will be away then, so will need to ‘train up’ other committee members to do this for both these meetings. **ACTION: CI**
- e) Badges for new committee – SC to provide CI with new list. **ACTION: SC + CI**

11. Any Other Business – none.

12. Date of Next Meetings

Monday, 8th May, 11.30am at NGC.

Note - DH and HC will be away, **JS to chair** that morning’s lecture and committee meeting.

Meeting closed at 1.10pm.

Signed  Vice Chairman

Today’s Date 8 May 2017