

# Arun East U3A 5<sup>th</sup> Annual General Meeting 2018 Minutes



**Held:** The Woodlands Centre, Woodlands Avenue, Rustington BN16 3HB

**Date:** Wednesday April 18<sup>th</sup> 2018 at 2pm

## 1. Welcome and introductions

Pam Davidoff, Chairman, welcomed 149 attendees to the fifth Arun East U3A Annual General Meeting. She then introduced the members of the Committee:

Treasurer	Bryan Stephens
Secretary	Jackie Casey
Membership Secretary	Margaret Stephens
Group Co-ordinator	Chris Shaw
Welcome Host	Jane Gillespie
Committee member	Pauline Chappell
Newsletter Editor and Webmaster	Peter Oakley
Co-opted Member	Chris Shaw
Vice Chairman	Anne Davison
Vice Chairman	Chris Constable

## 2. Apologies for Absence

15 members had sent their apologies

## 3. Approval of Minutes of Previous AGM held on April 5th 2017

The Chairman reminded attendees that as announced in the newsletter the unapproved minutes had been available on the Arun East website since summer 2017 and were available for viewing on entry to the AGM.

The minutes were approved. (Proposed by Lynn Mason, Seconded by Ann Wickenden).

## 4. Chairman's Report

When Arun East U3A was formed 5 years ago we had 700 members, now we have almost 1,700 with more joining or renewing on an almost daily basis. Of these over 250 have chosen to join Arun East as a secondary U3A, clearly we offer something other U3As do not..

Arun East would not be such a successful U3A without the time, effort and enthusiasm of our group leaders. Five years ago we had 50 groups, now we have 140 groups and activities led by over 100 group leaders.

Many of our leaders started their groups before the division of Arun U3A five years ago and this year 4 more leaders will have reached their 10th anniversary of running their groups and 10 more their 5th anniversary.

The list of names is on the notice board and they will be presented with certificates at the Group Leaders get together in the autumn.

Sadly last year Len Forester one of our long standing group leaders died last year, Len had very successfully run two of our very popular French groups for over five years and we are very grateful to Martine Powell who has taken on these groups.

Late last year Janet Blight who ran two of our art groups for over ten years was taken seriously ill. We hope it won't be too long before we see her around again. Many thanks to Heather, Sylvia, Lynn and Glynis - group members who are keeping Janet's two groups running.

Groups that have started during the last twelve months are many and various ranging from, Amateur Radio, Archaeology and Metal Detecting, 2 Play Reading Groups, Beginners German and Beginners Italian. Also a number of groups are food related whether baking, decorating or eating out. Several are more energetic with Jive and Beginners Line dancing which both started this month. We also have a few slightly unusual groups - Buddies which is almost entirely e-mail aimed at finding companions for films, concerts, theatre and outings, the Really Useful group consisting of people willing to help on an Ad Hoc basis and a different type of group - Borderline our new 60s Band. You may have heard their debut performance at our Christmas meeting and

with a slightly different line up you can hear them at our Dance on 25th May - Chris Shaw has tickets. Less regular activities include holidays both in the UK and abroad, theatre trips and outings both by coach and car share and our highly successful short historical lecture courses. With so many new groups and activities having started in the past 12 months so please forgive me if I have not mentioned your group by name.

It has been decided that our 16th memory Awareness course will be the last in the current format. This course proved extremely beneficial, if only to reassure us that we all have a few memory problems. Enormous thanks must go to David Silver and his team of seven who ran these courses which required extensive research and preparation. At some time in the future there may be occasional a one off presentations.

In addition to group leaders, thanks must go to all our other helpers, those who assist with the admin side of running the groups, those who offer their homes as venues, the team who run our monthly meetings, those who put out tables and chairs, make signs and help with IT .

For many years the vital role of Venue Booking secretary has been held by Jenny Ludwig. She compiled a comprehensive database of all the hireable venues in our area and negotiated with halls to ensure our groups had the best facilities in the right locations. Jenny has finally decided to retire from this role and Chris Constable has now taken over.

Sadly In the autumn ill health forced Val Pool to step down from the committee and now. Chris Shaw is the sole Groups Coordinator.

Behind the scenes your committee has been busy ensuring that the ever growing number of groups and activities in our U3A are run in the best possible way. We now have Disabled Members Advisors, space for In Case of Emergency details on the back of our membership cards and we have set clear policies for outings, bookings, waiting lists etc.

We are currently finalising the procedures for ensuring we meet the new Data Protection legislation, this will require a brief addition to our membership form and Chris Shaw will be contacting group leaders to offer advice if needed and if necessary organise any IT assistance.

Due to Charity Commission and Third Age Trust regulations, at our next AGM, four of our current committee members will be required to stand down after 6 years on the committee. Bryan, Margaret, Pauline and Jane. As our U3A has grown so has the enormous load on a committee members. We are aiming to spread the load - after all we are a self help organisation! We are starting a Social and Outings subcommittee to share the responsibilities and organisation of non core activities including outings, visits and theatre and concert trips, also the quiz and the dance. An initial meeting will be held later this month. We have had a few volunteers, but we would like a few more. Please speak to me if you might be interested in joining the subcommittee or even the main committee, we are a social and happy band.

As Arun East and the number of members and groups has grown so have the tasks taken on by Bryan Stephens. We have decided to share out the financial responsibilities.

It is anticipated that by the summer the financial aspects of hired venues will be covered by Chris Constable, day to day finance activities for outings etc will come under the new Sub Committee, financial aspects of membership by the Membership secretary, leaving a smaller much more administrative and strategic and manageable role for the treasurer.

All this of course relies on U3A members volunteering to take on some of these tasks. In particular it would be distinctly advantageous to have a prospective treasurer to shadow Bryan sometime this year.

Due to changes in personal circumstances Peter Oakley wishes to divest himself of some of his responsibilities namely the website and the newsletter. In particular we are looking for a newsletter editor. In future it is likely to be published fortnightly and Peter assures me it is now streamlined and pretty much a 'cut and paste' job. Peter is not here today but if you think you might be able to assist or jointly assist please contact me or Peter.

As you can imagine taking over as Chairman from David Silver was not an easy task. With amazing energy and tact David steered Arun East U3A through a time of much change and expansion to develop Arun East into the successful organisation. I would like to thank the committee and many U3A members whose commitment and encouragement have help get me and Arun East U3A to where we are today.

## 5. Treasurer's Report & Accounts and Approval of Accounts Examiner

We started the year with a balance of £2,300 and closed with a balance of £1100 which I regret is lower than I had anticipated earlier in the year when I recommended the subsidising of hall costs during January and February and the allowance for group Christmas parties. There was no problem over the hall costs which was very easy to estimate but the expenditure on the Christmas parties was higher than I had anticipated. As the subsidies only benefited members who attended hired venues and the expenditure on the Christmas party allowance was not easily controlled and made much more work for the Treasurer I doubt whether I will be recommending the subsidy or the allowance to Committee this year.

Membership subscriptions and the Gift Aid credit at £16466 was up £2,400 on last year. The Gift Aid amounted to £2100 as a result of our tax paying members ticking the box on the membership application and renewal forms allowing me to collect the Aid. Very useful.

We spent £31,000 on hall hire last year, an increase of £5000 but we did receive income of £32,000 from members attending hall hiring groups. Our groups are so important, more important than the need for hall costs to be covered in every respect. There are groups whose income far exceeds hall costs and several that don't cover the cost but provided the hall costs are covered overall then the treasurer is relaxed.

The membership fee is set to stay at £10 for next year. Our set costs for each member who pays a £10 membership fee and who have elected to receive the Third Age Matters magazine is £6, - £3.50 for the Capitation fee paid to U3A National Office and £2.50 for the magazine to be posted 5 times a year leaving just £4 to cover all the other costs. Stationery, Telephone and Postage almost £6000, Equipment £1,300 and various other expenditure collectively costing almost £5,000. So important to us is the tremendous saving on postage costs. We have about 30 members who trudge round the area delivering our Groups Directory twice a year and for each letter box we save 76p. A big thank-you to our volunteers.

Our accounts are audited and prepared by a Chartered Accountant, Alan Moyse. His fee remained at only £170 which is very very reasonable considering there were over 1200 entries on my spreadsheet last year. On the question of an increase in his fees for all the additional work involved, Mr Moyse says that his fee is reduced as his contribution towards and support to all the volunteers who run the U3A.

I recommend we continue to use Mr Moyse as our auditor and for that I would like a proposer : David Silver and a seconder: Derek Down

Sadly this coming year will be my last year as your treasurer. The Charities Commission dictates that I have to step down after 6 years in office. I've been the treasure for some 11/12 years but with the various splits, only 5 years so far with Arun East. The downside is that after I finish I will have to assist the Membership Secretary, my wife Margaret!!

Adoption of the accounts

Proposed: Gill Roberts      Seconded: Gina Alley

## 6. Committee

To note the resignations of David Silver (1<sup>st</sup> July 2017) and Val Pool (2<sup>nd</sup> November 2017)

A presentation was given to Val, one previously had been given to David.

## 7. Motion to Approve Pam Davidoff as Chairman (elected by committee 1<sup>st</sup> July as per our constitution)

Proposed: Geoff Weston,      Seconded: Nova Brookes

From the floor there thanks for David Silver for all his hard work over the preceding years.

## 8. To agree a minor amendment to the constitution as required by The Charity Commission and the Third Age Trust

*Amendment to The Constitution of Arun East U3A as required by the Charity Commission and the Third Age Trust.*

*To change Section 3 clause i to*

*The advancement of education and, in particular, the education of older people and those who are retired from full time work, who are members of Arun East U3A, by all means, including associated activities conducive to learning and personal development.*

Proposed: Ann Wickenden      Seconded: David Silver

## **9. AOB**

To note the retirement of our bookings secretary Jenny Ludwig – a presentation will follow

Val Nash proposed a talk on First Aid, particularly in light of the age of our members. This might be especially useful for the Group Leaders.

This will be investigated and discussed at the next committee meeting.

**Date of the next AGM : 17<sup>th</sup> April 2019**

**Signed as a true copy:**

**Chairman:**

**Date:**