

## Minutes of Bishop's Stortford U3A Committee Meeting 4th December 2018

### Present:

Keith Hicks KH	Jim Paterson (Speaker Co-ordinator) JP
Jack Treves (Treasurer) JT	Rene Locke RL
Kath Hird (Membership Secretary)KaH	Roz Howlett RH
Kim Shaw (Secretary) KS	Susan Shaw (Vice Chair)SS
Alan Draper AD	Stuart Jacobs SJ
Carole Scott CS	Sandra Baker SB
Wendy Shipperlee (Gp Co-ord Making Miniatures).WS	

### 1. Apologies:

Mary Scales (asked to attend in Feb.)	Ken Wheatley
Sylvia Wilde	

Item:	Action:
<b>2. Wendy Shipperlee</b> was welcomed to the meeting.	
<b>3.</b> The previous <b>minutes</b> were checked for accuracy and signed. It was agreed that an adjustment to the Grants and Loans item was needed and this was done.	
<b>4. Feedback from the Herts Network Meeting</b> CS reported that this had been very worthwhile attending. Herts Cybercrime: free 30/40 minute talk. To speak to Gp Co-ords? / if any speakers drop out? An excellent History DVD (of U3A project) had been provided. Important we send representatives in the future.	<b>CS</b> to circulate minutes and contact re. greater availability of DVD.
<b>5. Annual Show</b> To carry on as usual: 20 <sup>th</sup> August 2019 (Tuesday). Replacement needed for Debbie in 2020. KS felt in future the spearhead should be a group rather than one person. Discussion of obtaining a bigger venue so more groups could be included and making it celebratory rather than competitive as this had proved demotivating to some.	
<b>6. Winter Newsletter</b> Will be ready for January meeting. To follow same procedure as in the Summer. Kitchen is booked.	<b>AD</b> to publicise.
<b>7. Chair's Report</b> <b>December Monday Meeting:</b> caterers confirmed and kitchen booked. Roving mike needed. Some members at funeral of Christine Miller. In memoriam in Newsletter.	<b>KS</b> to create new coffee / Info Desk rota.

<p><b>Grants and Loans Procedure:</b> apology due to D. Branchflower for lack of consultation. JP stressed he had offered to be the conduit rather than wishing to disparage the sub-committee. In future, the sub-committee to be asked to help elsewhere in the organisation, requests for grants to be encouraged and to go directly to JP. WS pointed out that the process needs to be clearer and better publicised.</p> <p><b>Procedure for Member's Death.</b>  <b>KaH</b> suggested an email announcement for all bereavements. Agreed. Vicky Cawse to continue to send cards.</p> <p><b>Offer of free tennis court use</b> to U3A members on Wednesdays 12-2pm. Two people so far.</p> <p><b>Church Contact Procedure.</b>  Kitchen currently free but may charge in future.</p> <p><b>Methodist Crib Festival</b>  No entry from BSU3A. WS said they could possibly have entered if they had known.</p> <p><b>Exidex</b>  Retired people sharing ideas and experience. Have offered free talks. Gp Co-ords Meeting?</p>	<p><b>KS</b> to circulate draft letter of apology.</p> <p><b>KH/AD</b> to be contacted first. <b>AD</b> to send email.</p> <p><b>RH</b> to publicise at meetings.</p> <p><b>KH/KS</b> to ensure kitchen booked in advance when needed.</p> <p><b>KH</b> to express our interest and distribute info from website.</p>
<p><b>8. Groups' Report</b></p> <p>WS reported Making Miniatures consists of a small keen group of 5. They would be interested in a future non-competitive exhibition.</p>	
<p><b>9. Groups' Manager's Report</b></p> <p>RH welcomed to the role. She is happy to be involved with future Gp Co-ords meetings.</p>	
<p><b>10. Speaker Arranger's Report</b></p> <p>November: Bernard Lockett on Gilbert and Sullivan. Had been a knowledgeable speaker.  December: Christmas Traditions.</p> <p>The Committee congratulated JP on the recent Independent article.</p>	
<p><b>11. Membership Secretary's Report</b></p> <p><b>Attendance at November Monthly Meeting:</b> 150 members attended the November meeting according to the scan report.</p> <p><b>Membership statistics:</b> 8 new Members have been admitted since the last Report of whom one is a late renewal. All those who forgot</p>	

<p>to renew in March and continued to attend one or more group meetings have now rejoined (paying £10 regardless of renewal date). Current membership: 1065. A Membership Update has been sent to Alan Draper for onward distribution to Group Coordinators and the Committee.</p> <p><b>Deaths</b> :Sadly we learned of the sudden and untimely death of Christine Miller on 7.11.18. She will be much missed within the B.S. U3A to which she contributed an enormous amount.</p> <p><b>Beacon:</b> Statistical analyses using our scan results and Beacon run after the November meeting have indicated that 337 of our members have attended one or more Monthly Meetings since last April and 665 members participate in one or more groups.</p> <p>24 of the Membership Data checklists have now been received back in various states of completeness. The exercise has produced quite a lot of amended and additional Emergency Contact Numbers but has been relatively disappointing in relation to additional e-mail addresses and mobile phone numbers. There still seems to be a lot of misunderstanding that these details are not shared with anyone outside the B.S. U3A without the individual's specific permission and relatively few even within it.</p> <p>41 checklists are still outstanding but some may be returned at the December Monthly meeting as I gave end December as the deadline for return.</p> <p>Relatively few Group Coordinators appear to be accessing and maintaining their group data including membership records on Beacon (26 out of 64)</p> <p>Lesley Mishan has been given a Beacon produced listing to enable the printers to prepare address labels for the next Newsletter.</p> <p><b>Membership Renewals</b></p> <p>Most of the preparatory work has now been completed including an article in the next Newsletter reminding members about renewal and how they can action it.</p> <p>I have yet to find out how easy the Beacon system is in this area as renewals cannot be actioned until December.</p>	
<p><b>11. Treasurer's Report</b></p> <p><b>JT</b> spoke to circulated Income / Expenditure account. To end year with deficit of about £2,500. Our reserves can cover this and not allowed to hold onto cash. Any unclaimed Gift Aid goes back into the General Fund at the end of the year. To consider subscription price in January.</p>	
<p><b>12. Trips and Outings Report</b></p> <p>2 cancelled but there is a new one to Copt Hall. Bruge Trip on 10<sup>th</sup> August. Dates must be confirmed through <b>SS</b> to avoid clashes. Invitation to Windhill Primary School's Sustainable Development Exhibition on 18<sup>th</sup> Dec.</p>	<p><b>KS/KH</b> to go. Subsequently cancelled.</p>

<p><b>13. Secretary's Report</b></p> <p><b>List of tradesmen</b> now updated.</p> <p>KS asked about collecting stamps for the Humane Research Trust (which funds scientific research without the use of animals) at January meeting. Agreed.</p>	<p><b>AD</b> to publicise.</p>
<p><b>14. Webmaster's Report</b></p> <p><b>Some problems</b> experienced with members being able to open emails. AD has sent 2 out and working on it.</p> <p><b>Church emergency evacuation procedures</b> now on Powerpoint before start of meetings. Volunteers needed to check no one left behind.</p> <p><b>Statistics</b> were circulated noting visits to various pages on <b>website</b>.</p>	
<p><b>15. AOB</b></p> <p><b>Speakers at January's New Members' Meeting to send material for background Powerpoint to KW.</b></p>	
<p><b>16. Meeting closed 12.05.</b></p> <p><b>Next meeting: 10am Tuesday 8<sup>th</sup> January.</b></p>	