

Minutes of Bishop's Stortford U3A Committee Meeting 1st May 2018

Present:

Keith Hicks (Chair) KH	Jim Paterson (Speaker Co-ordinator) JP
Jack Treves (Treasurer) JT	Rene Locke RL
Kath Hird (Membership Secretary)KaH	Kim Shaw (Secretary) KS
Roz Howlett RH	Carole Scott CS
Alan Draper (Webmaster) AD	Ken Wheatley KW

Apologies:

Susan Shaw (Vice Chair) SS	
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Item:	Action:
<p>1.Minutes Checked for accuracy.</p>	<p>KS to circulate correct email address for CS.</p>
<p>2. Chairman's Report</p> <p>Trustee Induction. On 13th June 10.30 to 4pm. Laptop /ipad to be brought if possible. Those going would reply to Jeff.</p> <p>Newsletter. Lesley had done a truly excellent job and the Committee were really grateful to her. Colour A5 agreed 1000 to be printed. Printer to envelope and address 774. To be available at July meeting. Committee to stamp remainder using stamp stock. In future, more to be emailed. A4 format might be more suitable for this.</p> <p>Third Age Trust Strategic Plan This had arrived by email for the Committee to complete. They did so, observing that one improvement would be better advertisement of what TAT can offer.</p> <p>Annual Show Preparations steaming ahead with publicity, judges and sponsorship all in place. RL liaising with volunteers. Cakes appreciated on the day.</p> <p>June Monday Meeting Apologies from SB and KS. CS to supervise info board if SS still unwell.</p>	<p>LM to discover weight (KH to contact). JT to find out postage. KH to collect. KS/CS to lead on distribution.</p> <p>KS to send reply. KS to investigate what PPL licence gives us the right to do and then AD to publicise.</p>
<p>3. Treasurer's Report</p> <p>Internet banking system has proved labyrinthine but on the case.</p>	

<p>4. Groups Managers' Report</p> <p>Keys needed from Opera Group Floristry Group still in formation. Possibly on the 2nd Tuesday of the month 2-4pm. Meeting to be arranged re. Philosophy Group Places available in Discussion Group and Creative Writing.</p>	<p>KH to liaise. SB/RH to arrange and contact those interested. SB to order notice board. RL to do Groups Table on Monday.</p>
<p>5. Membership Secretary's Report</p> <p>143 members were scanned in at the May monthly meeting. There will be no scanning at the June meeting due to an absence of trained scanners. Paid up Membership at 31.05.18 is 1021 In the end 198 of our previous Membership did not renew (17%) There have been 7 new members admitted since last report. A Membership Update has been distributed to Group Co-ordinators and the Committee via Alan Draper. The Beacon system has now gone live in the sense that it is being run in parallel with our existing system. However, when first implemented it was discovered that it would not accept the old Membership Numbers of the members who renewed late in May. They will therefore need to be reallocated new numbers and cards, and the above mentioned Update List will therefore need to be re-issued. An address listing for the impending Newsletter has been sent to Lesley Mishan. KaH presented a draft Privacy Policy which was unanimously adopted. The new application form which abolished the closed period was discussed and agreed. The Committee thanked KaH for her work. GDPR Update. KW circulated a report from the sub committee. Training is needed for Committee / Group Co-ordinators. Group Co-ordinators' Meeting to go on next agenda.</p>	<p>CS to check membership cards whilst womanning Info Board.</p> <p>KW to report again in Aug. KH to draft Data Breach Policy for July meeting.</p>
<p>6. Speaker Arranger's Report</p> <p>May speaker had been popular. June: Financial Planning. March AGM: Liz Watts Chief Exec East Herts Council. Topic River Lane Development.</p>	
<p>7. Outings Report</p> <p>It was agreed that Trips take a lot of work and it is dispiriting to have to cancel them. Careful co-ordination is needed so members are not paying for more than one at once.</p>	<p>AD would email members to ask for trip suggestions. KH would ask on Monday.</p>

<p>8. Webmaster's Report</p> <p>Alan away on Monday. He pointed out that Beacon gives us a problem with the terminology of Group Leader versus Group Co-ordinator.</p>	
<p>9. Secretary's Report</p> <p>Publicity:KS had received impressive advertising material from TAT which she is disseminating.</p> <p>Diary: KS is now Deputy Diary Co-ordinator. So far, she believes this is only a title and the work is done by J. and J. Hootton.</p> <p>Licences: we can now legally photocopy the printed word and show films.</p>	<p>JP to submit his piece to the Independent including Committee photo. KH to approach the Photography Group about an official Committee photograph.</p>
<p>10. AOB KS away on 3rd July so minute taker needed.</p>	
<p>11. Next meeting: 3rd July 10 am.</p>	