

Minutes of Bishop's Stortford U3A Committee Meeting 7th August 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
Susan Shaw (Vice Chair) SS	Carole Scott CS
Alan Draper (Webmaster) AD	Ken Wheatley KW
Sandra Baker (Groups' Manager) SB	

Apologies:

Roz Howlett RH	
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Item:	Action:
<p>1.Minutes</p> <p>Checked for accuracy. SB's apology should have been on last minutes. The sub-committee was on GDPR. JP's Independent article needs personal experiences of U3A membership.</p>	<p>KS / CS to provide.</p>
<p>2. GDPR Report</p> <p>KW / KaH reported on the updated documents they had previously circulated to the Committee. Unanimously accepted. KaH presented a proposal for verifying membership data. This will initially involve members of groups. We can then extend to those who don't belong to groups with renewal of membership. Agreed. The Committee thanked those involved for the large amount of work done.</p>	<p>AD to put all up to date documents on website</p>
<p>3. Group Co-ordinators' Workshop Report</p> <p>KaH / KS reported back on their initial planning. Outline agreed. Jeff Poynter to be contacted re. Beacon introduction.JP: GDPR / insurance. JT reported that the Charity Commission has various requirements which he will make as easy as possible for Gp Co-ords. Invitation to be reviewed and posted asap.</p>	<p>KaH / KS to refine planning and report.</p>
<p>4. Review of Newsletter Distribution</p> <p>Distribution had worked very well with use of the kitchen area (but not appliances). However, if the church is now saying this needs to be paid for, we should take this into account when deciding what to do about the Winter edition. The weight had been extremely close to the 100gm limit. 48 pages suggested as maximum future size. The word "Branch" not to be included in future.</p>	<p>KS to approach Church Manager about how much any extra spaces cost. KS to liaise with LM.</p>

Item	Action
<p>5. Chair's Report</p> <p>All fine for Monday meeting. The back of the diary still contained no email addresses.</p> <p>The Plants and Gardens Group had applied to the Grants and Loans Committee for a projector. KH would be responsible for it and extend its use to the Committee.</p> <p>An enquiry had been received about the Floristry Group.</p> <p>Vice Chair: One needed now and another in March. KH to remain on the Committee for another year.</p> <p>Annual Show: Everything fine. An understudy is needed for Debbie.</p> <p>Petitions: The Committee agreed that whilst they might individually agree with a cause, U3A meetings are not the appropriate place for petitions.</p>	<p>KH to contact J. Hootton to request email addresses for future events as well as diary.</p> <p>RL to reply.</p> <p>All to seek new Committee members.</p>
<p>6. Treasurer's Report</p> <p>JT has been experimenting with Beacon. Some problems with structure which he has overcome. Trips / subscriptions/ capitation have all needed adjustments in portrayal.</p> <p>JT concerned by drop in membership as many costs (eg church hire) are fixed.</p>	<p>JT to review accounts monthly and email to Committee.</p> <p>Whether to raise subs to be on agenda closer to end of year.</p>
<p>7. Membership Secretary's Report</p> <p>Attendance at July Monthly Meeting: 144 Members attended the July Meeting according to the scan results.</p> <p>Membership Statistics: Paid up Membership at 31.07.18 is 1032 There have been 6 new members admitted since my last Report. Whilst we have supplies, we intend to give them the latest Newsletter at the next Induction Meeting A Membership Update has been sent to Alan Draper for distribution to Group Co-ordinators and the Committee.</p> <p>New Members' Meeting: The last New Member Induction Meeting in July seemed to run smoothly. In the end, 11 new members attended and of the 12 others who were invited but didn't come, some have asked Roz if they can come to the next one in October.</p> <p>Groups Listing The 'Groups Listing' we send to potential new members has been updated and is now consistent with the web-site details. Linked to this, the Survey Form has also been updated to reflect current groups</p>	<p>Vicki Cawse to be notified of death or hospitalisation of member in order for card to be sent.</p>

Item	Action
<p>8. Speaker Arranger's Report</p> <p>July speaker had accidentally gone to wrong church but did arrive. JP explained further plans and distributed poster for Information Board.</p>	<p>KH to read out biographies in future.</p>
<p>9. Outings Report</p> <p>Four new events planned. SS really pleased with volunteers and ideas for next year.</p>	<p>KS to circulate revised list to Committee.</p>
<p>10. Webmaster's Report</p> <p>AD is circulating non-U3A entertainment opportunities but not petitions. Policy documents are listed on the website in numerical order. Apologies for Sept and Oct meetings. AD has experimented with email messaging on Beacon and changed those that didn't work.</p>	<p>KW to deputise.</p>
<p>11. Secretary's Report</p> <p>Contact the Elderly had sent publicity material. Agreed it should be displayed on Info Desk. U3A AGM Castle Park Letter. The next stage of funding is competitive so letters of support needed. Apologies for Sept Committee meeting.</p>	<p>KS to send BSU3A decision re. voting. KS to liaise with Richard Cawse to send one. SS to take minutes.</p>
<p>12. Groups' Managers' Report</p> <p>Neither RL nor SB willing to take this role on though both happy to help groups if needed.</p>	<p>All to seek new Groups' Manager.</p>
<p>13. AOB</p> <p>KS apologised for omitting Groups@ Manager from agenda.</p> <p>Extra diaries to go in Library.</p> <p>AD pointed out anomaly in Guidance for Outings policy.</p>	<p>SS to review and update.</p>
<p>11. Next meeting: 4th September 10 am.</p>	