

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

Present:

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

Apologies:

Sandra Baker SB	Kim Shaw KS
Carole Scott CS	

Invited:

David Branchflower DB	Jeff Poynter JP
Debbie Monkhouse DM	Stuart Jacobs SJ

Item:	Action:
<p>1. The invitees were welcomed and the previous minutes checked for accuracy and signed.</p>	
<p>2. Grants and Loans Sub-Committee Report</p> <p>D. Branchflower presented the above. New projector, extension lead and VGA cable to be purchased and kept in a new locked storage cabinet in the Markwell Pavilion (if Council give permission) together with old projector and the laptop computer. Use to be signed for and only Group Co-ordinators to have keys. Equipment to be colour coded. Storage system needs re-organising and redundant equipment disposed of. The present screen needs to be assessed for its suitability and replaced if necessary. DB felt sub committee approval should have been gained before the equipment was purchased. DB thanked for his efforts.</p>	<p>Any group wishing to use equipment must nominate 2 members to be trained. One member of BSU3A to be responsible for store cupboard.</p>
<p>3. Report from Beacon Committee</p> <p>Beacon provides an integrated system which is far superior to current practice. At the moment cost is approx.. £600 per year. To mesh with Beacon, Group Co-ordinator name needs to change to Group Leader and Groups Manager to Groups Co-ordinator. All trustees would be added to the "View Beacon Only" site. All in favour of signing up to Beacon. JP thanked for his efforts.</p>	<p>Committee to return to title change.</p>

Item	Action
<p>4. Review of Annual Show</p> <p>DM reported that exhibit numbers were significantly down on last year (203 vs 246) but a similar profit had been made and there had been lots of help on the day. Report to go into Newsletter.</p> <p>Replacement needed for Debbie and Annual Show format to be reviewed. Many thanks to DM.</p>	<p>KH to mention at Monday / Gp Co-ords meeting.</p>
<p>5. Report on Planning for Group Co-ordinators Meeting</p> <p>KaH spoke to previously circulated plans and agenda. Food budget about £5 per attendee (55 expected). Committee members to arrive at 9am. Coffee / tea to be available for early arrivals.</p>	<p>KS to liaise with Vicki Cawse re. catering. AD to distribute agenda and covering letter to Gp-Coords.</p>
<p>6. Chair's Report</p> <p>Lesley Mishan liaising with Editor of BS Independent to place 3 or 4 articles there a year to maintain profile.</p> <p>All fine for Monday meeting. The back of the diary still contained no email addresses.</p> <p>Offer from londonfootsteps.co.uk</p> <p>Tackling a Recruitment Drive</p>	<p>KH to circulate to walking groups, copied to KS</p> <p>Committee to consider and to be on Oct. agenda.</p>
<p>7. Treasurer's Report</p> <p>JT spoke to his previously circulated spreadsheet. KaH has been set up as the secondary user on Internet Banking.</p>	
<p>8. Membership Secretary's Report</p> <p>Attendance at August Monthly Meeting: 157 Members attended the July Meeting according to the scan results.</p> <p>Membership Statistics: Paid up Membership at 01.09.18 is 1041 There have been 9 new members admitted since the last report, 4 of whom had forgotten to renew in March. Loading group membership lists onto Beacon had revealed 14 active participants without membership! 50 membership lists have been loaded onto Beacon with 18 more still awaited.</p> <p>A Membership Update has been sent to Alan Draper for distribution to Group Co-ordinators and the Committee.</p>	

<p>Beacon: It is planned to load more data relating to Gift Aid onto the membership records.</p>	
<p>9. Speaker Arranger's Report</p> <p>September speaker: Lynne Garner from "Herts Hogline". Poster of forthcoming speakers given.</p>	
<p>10. Outings Report</p> <p>SS distributed. Two new events planned for 2019.</p>	
<p>11. Webmaster's Report</p> <p>Page visits to website was 5467 in August with only last November exceeding this in the last 12 months. Beacon now being used for Newsmail. KW to deputise at Sept. meeting. Apologies for Oct. Committee and Gp Co-ords meetings.</p>	
<p>12. Groups' Managers' Report</p> <p>Volunteer still needed.</p>	
<p>13. AOB</p> <p>Creative Writing Group: hoping to produce a booklet showcasing their work and sell it to U3A members to help cover production costs. The idea was enthusiastically received.</p> <p>KAH asked if we were bulk-purchasing U3A diaries again this year. The question was referred to the secretary who was given to understand this was voluntary and will not be purchasing them owing to the Internet and a plethora of other outlets for diaries. (Sorry).</p>	
<p>14. Next meeting: Wednesday 3th October 10 am.</p>	