

Minutes of Bishop's Stortford U3A Committee Meeting 5th February 2019

Present:

Keith Hicks KH	Susan Shaw (Vice Chair) SS
Jack Treves (Treasurer) JT	Roz Howlett (Groups' Manager) RH
Kath Hird (Membership Secretary)KaH	Sandra Baker SB
Kim Shaw (Secretary) KS	Jeff Poynter (Beacon Co-ordinator)
Alan Draper AD	Mary Scales (Co-ordinator Bk Group 4)
Carole Scott CS	Ruth Rawlinson (Co-ordinator Pilates 3)
Ken Wheatley KW	

1. Apologies:

Jim Paterson (Speaker Co-ordinator) JP	Rene Locke RL
Stuart Jacobs SJ	

Item:	Action:
2. Welcome to Mary, Ruth and Jeff.	
3. The previous minutes were checked for accuracy and signed.	
<p>4. Report from Beacon</p> <p>Jeff reported that it been a shock to hear the Beacon license is to be doubled and that it needs updating. However, the Beacon Committee recommends that next year's is purchased as long as the terms and conditions are acceptable. They suggest a small group should look into alternative software for the long term. KaH suggested Beacon should be asked for at least 3 months' notice of further increases. Concerns about other U3As dropping out because of increase but at least we have our own back up system. KH had been approached by Furness U3A about grouping together to feed back into Beacon: agreed. The Committee agreed to follow the recommended path. KW abstained. Thank you to Jeff for his report.</p>	KH to underline this to Beacon.
<p>5. Newsletter</p> <p>KS suggested distribution through Beacon but too few of our members are on it to make this practicable. Not currently on website. Large print copies are prohibitively expensive. More to be delivered by hand. Email has to be the long-term aim.</p>	AD to put Newsletter on website. J. Poynter to organise hand delivery closer to the time.
<p>6. Chairman's Report</p> <p>February Meeting: RH to cover Info Desk. Speaker organised.</p>	

<p>AGM prep. Apologies from SS. Item 6: the correct title was Examiner of Accounts, not Auditor. The Speaker will go on first. Our Constitution does not mention postal voting. The kitchen and caterers are booked for March.</p> <p>Accessing Social Prescribing. We should ask GPs to encourage U3A membership. SS suggested new members should be “buddied up” to help with first meeting. Newsletter is already delivered to doctors and dentists.</p> <p>Vice Chair Job Description.</p>	<p>KH to access Health Service contacts and update.</p> <p>KH to create for next meeting.</p>
<p>7. Groups’ Report</p> <p>Ruth Rawlinson queried the legality of Book Groups paying their own Library subs. JT confirmed this was fine.</p> <p>Mary Scales reported Pilates 3 is a healthy weekly group with one vacancy.</p>	
<p>8. Treasurer’s Report</p> <p>JT has circulated a document explaining the necessity for a subs increase. A learned analysis though there also needs to be a brief explanation.</p> <p>The accounts have been independently examined. The treatment of outings is unusual and has been raised with TAT in the past. JT checked again and was advised to leave it as it is. A potential concern for the future re. VAT.</p> <p>Ex gratia payment to Examiner of Accounts agreed.</p> <p>Parking at Silver Lees during trips: in the past there has been a £100 donation to the Silver Lees Trust. It was felt this should continue to ensure a valuable resource.</p>	<p>JT to create brief explanation. AD to circulate both documents on Newsmail.</p>
<p>9. Groups’ Manager’s Report</p> <p>Floristry 95% ready to start. Other Groups with space want more advertising. To go on Newsmail, Diary, Screen at monthly meetings.</p>	<p>AD / KS to arrange.</p>
<p>10. Speaker Arranger’s Report</p> <p>Organisation in place for next 3 months.</p>	

<p>11. Membership Secretary's Report</p> <p>Attendance at January Monthly Meeting 218 Members attended the January meeting according to the scan report which is by far the highest number during this membership year. 70.8% are now on email.</p> <p>Membership Statistics 16 people have joined in January (another bumper crop), which, taking into account the death detailed below, brings the current membership at end January to 1082. The usual Membership Update list has been sent to Alan Draper for onward distribution to the Group Coordinator.</p> <p>Deaths I have received a late notification from her daughter of the death of Joyce Bussey in November 2018.</p> <p>Membership Renewals Renewals are proceeding well, with 434 received by the end of January. Renewals are being recorded on both the Beacon system and our previous arrangement.</p> <p>Beacon Despite regular 'chasing', at the end of January I had still not received back 11 (out of 64) Member Data Verification forms.</p> <p>Other Stuart Jacobs is going to take over Roz Howlett's previous role as Assistant Membership Secretary when he gets back from holiday.</p>	
<p>12. Trips and Outings Report</p> <p>New: Bury St. Edmunds Christmas Market. More new trips on the horizon. SS pointed out that it clearly states on the trip instructions that the individual is responsible for ensuring they are able to do that trip.</p> <p>CS to take over as Trips and Outings Manager (helped by SS) and has job description. (Also in file). A MASSIVE thank you to Susan whose wise words and efficiency will be sorely missed.</p>	
<p>13. Secretary's Report</p> <p>KS to send Diary to printers. Info Board: KS will update but person responsible at the meeting should get it out and put it away.</p>	

<p>16. Webmaster's Report</p> <p>Should Treasurer's Report go on website? A few copies to be available at AGM.</p> <p>Congratulations to AD on the Newsmail which looks attractive and friendly.</p>	<p>AD to put on.</p>
<p>17. AOB</p> <p>Apologies from SS for AGM.</p> <p>Flowers have been given to Jean Hootton.</p> <p>Vice Chair needed for next year.</p>	
<p>18. Meeting closed 12.08.</p> <p>Next meeting: 10am Tuesday 5th March.</p>	