

## Minutes of Bishop's Stortford U3A Committee Meeting 3<sup>rd</sup> April 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

### Apologies:

Roz Howlett RH	Sandra Baker SB
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Item:	Action:
<p><b>1.Minutes</b> Checked for accuracy. The Family Tree Group was not a new one. Interests had been passed on. Item 1: KH had been elected as Chair for two years. Item 8: "Whiskey Galore" is taking place in Bury St Edmunds not Sudbury.</p>	<p><b>AD</b> to include encouragement to try groups after contacting Co-ordinator in newsmail.</p>
<p><b>2. Matters arising not on the agenda</b> KS enquired about details for TAT Annual Return. Some discussion about Accessibility contact.</p>	<p><b>AD</b> to investigate possibilities.</p>
<p><b>3. Chairman's Report</b></p> <p><b>a) Groups' Manager</b> stepping down for the time being owing to other pressures but would hope to return in the future. It was agreed that this is a big job for which an assistant is needed long term, possibly to help with the setting up of new groups.</p> <p><b>b) AGM Review</b> Chair's Report would be a bit shorter and sharper next time. Generally positive.</p> <p><b>c) Communications</b> It was agreed that additional Committee members are needed, particularly to lead Communications and help with the groups. Anyone interested in these positions or the work of the Committee generally would be welcome to attend a Committee meeting after mailing KS (<a href="mailto:secretary.bs3a@gmail.com">secretary.bs3a@gmail.com</a>) to let her know.</p> <p>The Committee agreed to start a closed BSU3A Facebook group so members could share group activities and advice.</p> <p>KS had created draft Publicity and New Members brochures. These were positively received. Perhaps Jeff Poynter still has some U3A cards.</p> <p><b>d) Newsletter</b> The Committee were grateful for the Editor's message. They would supply the phone number and email address they would like her to use direct to her. Advertising is desirable to ensure a high quality colour product. Mr Owen's points were discussed. It was suggested that in future the authors of any unused pieces could receive an</p>	<p><b>RL</b> to stand in for the time being. <b>KH</b> to fetch necessary paperwork and get it to her by Monday.</p> <p><b>KH</b> to invite the membership at the Monday Meeting and mention at New Members' Meeting.</p> <p><b>KW</b> to create group and administer admission. <b>KH</b> and <b>AD</b> to publicise</p> <p><b>KS</b> to contact Jeff Poynter and get a quote for brochures from printer.</p> <p><b>ALL</b> <b>AD</b> to forward pictures of Committee. <b>KS</b> to seek advertisers.</p>

<p>apology. The problem of whether all members of a group for the active retired should have both editions of the newsletter posted to them was left for future debate.</p> <p><b>f) Beacon Project</b> KaH and Rose Anderson are continuing to look into this. Data transfer seems fine.</p> <p><b>g) Annual Show</b> Preparations are progressing. KS suggested Show Organiser could be invited to a Committee Meeting to help with planning next year. The Card Group had created an impressive special invitation for Beryl Jones.</p> <p><b>h) New Members' Meeting</b> To take place from 1pm on Monday. 45 new members invited.</p> <p><b>i) Monday Meeting</b> Some discussion of whether a map of where to find the various areas was necessary though this was problematic as offerings varied from month to month.</p> <p><b>j.) Geoffrey Ensor memorial / Fuller Court room.</b> These had both been publicised.</p>	<p><b>KH</b> to encourage articles.</p> <p><b>AD</b> to contact Organiser for publicity to put on website.</p> <p><b>SS</b> to ensure new trips were prominently displayed.</p>
<p><b>4. Secretary's Report</b></p> <p><b>a) EGM.</b> KS had circulated possible wording for Winter newsletter. To be dealt with in a future meeting.</p> <p><b>b) Herts Network Meeting 23<sup>rd</sup> March</b> CS and KS had attended and fed back. Minutes will be circulated / put on website once received. Main points were:</p> <ul style="list-style-type: none"> <li>• The TAT newsletter can be received by signing up on their website.</li> <li>• The June meeting would approve finances. Capitation invoices had been delayed by the EGM on the change of object clause.. The latter had been occasioned through interaction with the Charity Commission in order that activities such as Christmas lunches could continue. A copy of the EGM minutes and the new constitution must be sent to TAT once agreed.</li> <li>• Committee re-elected.</li> <li>• More takers needed for Genealogy Study Day 4<sup>th</sup> July at Woolmer's Green (£12 including lunch)</li> <li>• Golf is off and no takers to host other events.</li> <li>• More advice to be put out on safeguarding.</li> <li>• Data Protection: models on website. Birmingham Workshop 30<sup>th</sup> April.</li> <li>• Sourcing Committee members and Group Leaders a general problem.</li> <li>• New group: U3A+: support for those with physical impairments / dementia. Also online virtual U3A.</li> <li>• Workshop at Woolmer Green: Running your U3A 30<sup>th</sup> May 11-3.30. Free</li> </ul> <p><b>c) Coffee / Info Desk Rotas</b> JP to be removed from the latter.</p>	<p><b>KS</b> to put on agenda closer to the time.</p> <p><b>KS</b> to re-issue.</p>

<p><b>6. Treasurer's Report</b>  Alasdair had continued in post until end of March as JT away.  Internet banking agreed on and trustees to be updated on Charity Commission's website.  It was unanimously agreed:</p> <ul style="list-style-type: none"> <li>a) that KH and JT continue as signatories on the bank mandate with HSBC</li> <li>b) that Rose Anderson, Alasdair Hidden and Jenny McGregor be removed as signatories from the bank mandate with HSBC</li> <li>c) that SS, KS and KaH be added as signatories to the bank mandate with HSBC</li> </ul>	
<p><b>7. Membership Secretary</b>  a) 187 cards scanned last meeting. 35 new members. 910 have paid to rejoin and a few late replies still arriving.  b) <b>Update on GDPR</b>  KW fed back on sub-group deliberations. Most important to prove we've thought of it and reached decisions. Owner needed. To be future agenda item and dealt with at a Group Co-ordinators' meeting. Membership application document needs changing. A template Privacy Policy needed from TAT. JP going on training.</p>	<p><b>KH</b> to be responsible  <b>KS</b> to put on future agenda.  <b>JP</b> to circulate documents from training.</p>
<p><b>8. Speaker Arranger's Report</b>  a) The March speaker: succinct and to the point. Had gained volunteers.  b) April 9<sup>th</sup> Karen Adams Art Demonstration  May 14<sup>th</sup> Len Little: The Training and Use of Specialist Dogs .  The Committee were impressed to hear speakers have been booked until 2020.</p>	
<p><b>9. Outings Report</b>  6<sup>th</sup> June : <b>Whiskey Galore</b> in Bury St Edmunds.  19<sup>th</sup> July: <b>Trip to Lincoln</b> organised by Kay Poynter. Deposit for tea agreed.  5<sup>th</sup> September: Trip to Canterbury organised by Maria Jackson.</p>	
<p><b>9. Groups Manager's Report</b>  a) <b>Antiques and Collectables:</b> previous Committee had agreed to underwrite this year's loss if necessary and the group to pay it back next year. The Committee are grateful for its continuation.  b) <b>Floristry Group</b></p>	<p><b>RL</b> to follow up.</p>
<p><b>10. Webmaster's Report</b>  Minutes to be on website for a year then archived. It was agreed that archiving could be electronic.</p>	<p><b>KS</b> would also keep a data stick.</p>
<p><b>11. AOB</b>  a) <b>Outgoing vote of thanks to previous Committee.</b>  b) <b>Trustee Induction Course</b> 13<sup>th</sup> June in Markwell.  c) <b>CM23.</b> Too little info re. BSU3A.</p>	<p><b>KH</b> to circ more info  <b>KS</b> to contact.</p>
<p><b>11. Next meeting:</b> 1<sup>st</sup> May 10am.</p>	

