

Braintree Area U3A

Minutes of Committee Meeting held on 5th December 2018

Agenda Items		Action
1.	<p>Those present: Dan Collis (chair), Graham Chamberlain, Rebecca Fuller, Linden Martin, Shirley Tyrell, Jean Ryan, June Thompson, Pauline McAllister, Elaine Orpe (minutes).</p>	
2.	<p>Apologies for Absence: David Eversden, Pat Shelock.</p>	
3.	<p>Consideration of minutes of meeting held 7th November 2018 The minutes were agreed as a correct record of the meeting and signed by PM and JR.</p>	
4.	<p>Matters arising from minutes Essex Association Meeting: DC and ST attended the meeting last month. It was attended by approximately 60 people. They found it difficult to get answers to questions raised. Some areas have clusters of U3A groups who liaised with each other. This was felt to be a good idea. ST is going to meet with the Vice Chair of the Dunmow group Friday 14th December. RF thanked DC for the prompt delivery of the new membership cards and application forms.</p>	ST
5	<p>Debrief of General Meeting held on 21st November 2018 The speaker, Tony Earl, talked about his 40 years with Kodak. This went ok and was interesting.</p>	
6	<p>Christmas Meeting Wednesday 12th December 2018 ST was thanked for her hard work in preparing the programme for the Christmas meeting and for JT's help. The programme is completed. ST has got Richard Reed a present for stepping in to play the piano. PM has bought mince pies for the meeting. DC has sorted out the microphones and amplifier for the Jazz and Jamming group. JR and LM are handling out raffle tickets at the door. PM and the flower group have provided six flower arrangements. Andy Horder will be helping with putting the staging up. Carol Horder and Anne Kershaw can't help with the teas/coffees as they are in the singing. PM to ask if her husband Derek can help. RF is doing the power point equipment. It was agreed JR would put the programme the website. Membership application forms and envelopes will be available in the hall. Elaine asked that in January a request for help with teas/coffees could be mentioned at the January 2019 meeting.</p>	
7	<p>Data Protection Nothing to report. No enquiries.</p>	
8.	<p>Matters to be discussed Updated Nomination forms. It was decided to add the name of the nominee to the form and which role they were going for. The names of nominees will need to go out to the membership 21days before the AGM. RF asked if there should be an outings representative on the Committee. All agreed there should.</p>	

	EO to add outings group report to the agenda. The Honorary President needs to be elected at every AGM. EO to add to the AGM agenda. DC to ask Geoff Mead if he would like to continue in the role.	EO EO DC
9	<p>Members' Reports</p> <ul style="list-style-type: none"> • Chairman (DC): The quiz night raised around £212 and DC had received a thank you letter from the Charity Unique Imelda. He thanked PS and Tony Fraser for organizing the quiz. DC had received an email about a holiday break at the Potters Resort. 45 people are interested in going. Geoff Mead will organise this. • Vice Chair (ST): Carol Jordan had sent the money raised from selling crafts from the Crafty Yarners group at the last meeting to the chosen charity. PS had agreed this was allowed. They are looking at doing this again in January but not every month. The group have asked for donations of unused wool. • Secretary (EO): Nothing to report. • Treasurer (PS): PS was absent her report as follows: As we near the end of the financial year it is becoming clear that our year-end reserves are likely to be under our £5,000 target; not by much but it re-enforces the need to increase our membership fees next year. The balance is currently standing at £4,626, the expected expenditure is estimated at the moment and may change depending on whether invoices for hire fees come in December or January and whether I get any more subs from the groups towards the cost of hire, but they are fair estimates I think. It is also worth mentioning at this point that our expenses seem quite high. Our subscription to the Third Age Trust for membership and Magazines plus a small subscription to the Essex Association came to nearly £2.5K. The Monthly meeting costs will be over £3k by year-end and our printing, stationery & equipment costs will be close to £1.3k. This means we need an income in excess of £7.3k just to cover our costs. Our only income is membership fees and in this financial year they amounted to £4,345, nearly £3k less than we need just to exist. Unfortunately, I can't see how we might reduce any of our expenditure so the increased membership fees look set to stay for the foreseeable future. • Website Editor (JR): The web stats were 5145, which is in line with other months. ST said that the group "Jazz and Jamming Blues" should be just "Jazz and Jammin". • Membership Secretary (RF): Current membership is 511. She is putting new members in green on the spreadsheet. She said a lot of people are not attending the monthly meetings. Some say they do not know about the meetings even though it is on the website and in the membership book. • Group Co-ordinator (LM): LM had an email about a holiday in Crete being advertised for U3A members. It was decided that this was not appropriate. DC asked if he should advertise for people to start new groups. All agreed. • Newsletter Editor (GC): GC said he needed more articles of 150/200 words for the next newsletter. The closing date was the 16th December. DC said that he had looked at different newsletters from U3A groups at the Essex meeting. He said our newsletter compared well with others. Some had all groups producing articles for their newsletters. 	DC

	<ul style="list-style-type: none"> • Speaker Co-ordinator (DE): Absent. Everything is organised for next year. Jason Middleton is talking about gemstones at the January meeting. • Publicity Officer (JT): JT had sent out articles to the newspapers but hasn't done one for this month. She will do an article in January to attract new members. There are now 46 groups running. • Information Officer (JT): It was decided to combine the information and publicity roles. JT is happy to do this. 	
10	A.O.B. An email had been received about an art exhibition. JR to send it out to the Art Appreciation group and to the Painting group.	JR
	Closure Time: 11:40am Date of Next Meeting 2nd January 2018	