

	Agenda items	Action
1.	<p>Those present: Dan Collis, Pat Shelock, Rebecca Fuller, Linden Martin, Jean Ryan, June Thompson, David Eversden, Elaine Orpe (Minutes).</p>	
2.	<p>Apologies for Absence: Shirley Tyrell, Pauline McAllister, Graham Chamberlain.</p>	
3.	<p>Consideration of minutes of the meeting held on 2nd January 2019 The minutes were agreed as a correct record of the meeting and signed by JR and LM.</p>	
4.	<p>Matters arising from minutes. EO has received several nomination forms for the AGM. The Ukulele Group is putting on a repeat concert at St Mary's Home. JT has enough people to make a team for the Essex Association Quiz night on 6th June 2019. LM said that the people interested in forming a wine appreciation group are no longer interested.</p>	
5.	<p>Debrief of the general meeting held on 16th January 2019. The speaker, Jason Middleton, who talked about gemstones, was very interesting. He was very knowledgeable and was well received. JT said she had received good feedback. DE said that the stage was too narrow for the speaker to move about. It needs to be wider. There is extra staging, which can be tried out at the next meeting.</p>	
6.	<p>Speaker for next general meeting on Wednesday 20th February 2019: The speaker for next month is David Williams who is a professional speaker talking about City Livery.</p>	
7.	<p>Data Protection. Nothing to report.</p>	
8.	<p>Matters to be discussed:- Petty Cash Imprest System (PS): PS asked if she could have a petty cash float of £20, which would enable her to pay small amounts for items. It was decided that any items under £10 cash could be paid from a float and items over £10 to be paid by cheque. PS also said that she had issued some cheques, which had never been cashed. She asked everyone to check if they had requested cheques and not cashed them and let her know if they could be cancelled, so that she could update the accounts. All agreed for PS to have a £50 float and pay anything over £10 by cheque.</p>	

<p>9.</p>	<p>Members Reports:</p> <p>Chairman (DC): DC said that he had received an email from the Colchester Photography Society offering to give individual groups talks about photography. DE said that he had also received an email from Mary and Graham Brace from the same society offering to give a talk and has put them on the list for next year. DC had also received an email from TRACSIS wanting to recruit additional enumerators to sit by the roadside and count cars. £8.75 per hour rising to £9.20 per hour from 1st April 2019. JT to made a poster to put up at the general meeting and JR to put the information on our internet site.</p> <p>Vice Chairman (ST): Absent.</p> <p>Secretary (EO): EO has received several nomination forms for the AGM. DC is stepping down as Chairman. DC and DE are not standing again for the committee. LM to send out a reminder to group leaders asking them if anyone would like to nominate anybody for the committee.</p> <p>Treasurer (PS): The January accounts report is as follows: “Last financial year two refunds cheques we made were not cashed. Both are now out of date and next time I'm in the bank I will cancel them. Details of the cheques are on the 'Reconciliation' tab. If the members want replacement cheques just let me know. Also with a deposit I made recently on behalf of the Singing Group the Bank has recorded it incorrectly. They've kindly given us £25 more than I banked. That is also on the 'Reconciliation' Statement and I will sort it out too next time I go to the bank. It is too soon to make any assumptions about our finances this coming year. Suffice it to say for now that Membership income is already one and a half times what it was for the whole of last year. We must be doing something right.” PS asked whether the committee would like Alex Shelock to audit the accounts again this year. All agreed to ask Alex Shelock to audit the accounts. DC raised the issue of surplus money on trips showing on the accounts. DC said that individual trips should be self-funding and that those arranging the trips need to be aware of this. It was acknowledged that it was difficult to price trips but any surplus money should be refunded. PS said that if not enough people want to go on a trip it should be canceled and a refund given.</p> <p>Website Editor (JR): JR said that she was pleased to say that the total is a record number of 7,076. The header pages are all higher than normal, but many of the groups are as well. Very good to see.</p> <p>Membership Secretary (RF): RF said that so far 386 people had paid to be members. 147 had not renewed so far. There had been 22 new people join. It was suggested that group leaders be asked to check that their members had paid their membership.</p> <p>Group Co-ordinator (LM): LM said that the Bus Pass Safari group could get too big to go on the bus. There is currently a waiting list, so there needs to be another group formed but it is difficult to get volunteers to lead new groups.</p> <p>Newsletter Editor (GC): Absent. LM said that she has updated the</p>	<p>JT/JR</p> <p>LM</p>
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	<p>back page calendar.</p> <p>Speaker Co-ordinator (DE): DE's report as follows: Jason Middleton, the speaker for January sent an email on how much he enjoyed his session with us and it was a good crowd, he would like to come again. I have thanked him for his efforts; it broadened my education. I will pencil him in again for 2020.</p> <p>Speaker for next General Meeting 20th February 2019 - contact has been established with David Williams, subject 'The City Livery Companies'. Requirements – Screen for the projector. Fees: £60.00 + £20.00 expenses. David is another professional speaker and the subject will be educational for most members</p> <p>He is a qualified City of London Walks Organiser, maybe an idea for one of the groups for a London walking visit</p> <p>2020 Speakers: I will not be standing for committee in April, but working on ideas for 2020 list for next Speaker Co-ordinator, none have been contacted which should be made by June 2020.</p> <p>Information/Publicity Officer (DE): JT showed the committee the report she sent into the local papers. Her reports are based on things coming up not what has happened in the past in the hope of encouraging new members to join. It is not known how new members hear about the U3A. It was suggested we have enough members but not enough group contacts. The problem of getting group contacts was discussed. PS said that members are confused about what a group contact does. The information given to new members was discussed and PS said that the information could state self-help interest groups as members could be put off being group contacts as they think they have to lead the group. The principles of the U3A are that the groups are run by the members for the members. DC to add the principles of the U3A encouraging people to be part of the groups and to start new groups.</p>	DC
10.	<p>A.O.B.</p> <p>None.</p>	
<p>Closure Time: 11:20hrs</p> <p>Date of next Meeting: 6th March 2019</p>		