

Braintree Area U3A
Minutes of Committee Meeting held on 7th November 2018

Agenda Items		Action
1.	Those present: Dan Collis (chair), David Eversden, Rebecca Fuller, Linden Martin, Shirley Tyrell, Jean Ryan, June Thompson, Pat Shelock (arrived late), Elaine Orpe (minutes).	
2.	Apologies for Absence: Pauline McAllister, Graham Chamberlain.	
3.	Consideration of minutes of meeting held 3rd October 2018 The minutes were agreed as a correct record of the meeting and signed by RF and DE.	
4.	Matters arising from minutes Payments for outings (covered later when PS arrived): PS had contacted HQ and they have no objections to getting on-line banking and/or debit card if the banks agree. Electronic payments are cheaper and quicker. PS has spoken to NatWest and they say it is possible but would need positions of people who would have access to accounts on-line. Discussed whether someone from outings team should be signatory but signatories have to be a member of the committee. PS needs three people to be signatories and then she will put in applications to the bank. It was decided to use the current three signatories. Membership: PS said that membership fees need to be increased. This was discussed and it was decided that Single Membership should be increased to £15 and Couple Membership to £25. All agreed. JR will amend the membership forms and send to DC with a copy to RF. RF said that a bigger area for the email address is needed with a print it request to aid clarity. RF needs 200 forms for the November meeting. Re Item No. 10, Chairman: ST is considering applying for the position of Chairman next year and is putting her name forward. She has spoken to RF, DC, and Doug Harriman. Doug had mentioned that the U3A run courses for Chairman run by Joyce Woodham. ST is thinking of doing the course.	JR
5	Debrief of General Meeting held on 17th October 2018 The meeting went well and Jacqueline Tevlin (speaking about Queen Victoria) was well received. Volunteers for readings did well and DC thanked them. DE had thanked the last speaker.	
6	Speaker for next general meeting to be held 21st November 2018 Tony Earl speaking on 40 years with Kodak. He would like a projector screen and a fee of £85.	
7	Data Protection Nothing to report. No enquiries.	

<p>8.</p>	<p>Matters to be discussed</p> <ul style="list-style-type: none"> Christmas: ST has spoken to Martin Fee and said he is hoping to attend the Christmas Concert. ST was asked if the itinerary was too Christmassy. She said there were some items that were not Christmassy. Regarding the setting up, ST asked if Andy been asked to open hall at 12:00 and put chairs out. DC to email Andy to check. ST said that she needed 24 chairs on stage, 30 for the singing group diagonal, stage out (ST requested if anyone can be there at 12.00 to do this). Richard Reed will be playing the piano and is bringing his own keyboard. ST said that she had spoken to Richard and all music is now sorted except for two. ST said that two car spaces are needed for Richard and the Jazz group. <p>A projector, laptop and screen are needed. DE said he would get the U3A equipment. ST can print out words on the computer, JT has offered to do power point presentation but needs someone to work it on the day. RF offered to do this.</p> <p>ST said that she needs a head mic. DC said that he has 4 mics. DC to discuss requirements with Jazz and Jammin group. Placement of performers will be checked at the next general meeting. The timings will be as follows: 12.00md hall opened and prepared plus screen and mics. 12.15pm soloists will rehearse. 12.45pm poems/readings will be rehearsed. 1pm Jazz and Jammin will do a sound check. 1.15pm Ukulele's will set up. 1.30pm doors open. ST then explained the programme. ST needs a reader, EO and LM volunteered to read. ST said she is going to have audience participation for the Twelve days of Christmas.</p> <p>RF said that the Raffle is too big. Raffle – Cake, flowers, and wine is all sorted. ST said that Elaine will help pick the numbers; tickets will be stuck on prizes and can be picked up at end. Near the end of the raffle Jazz and Jammin will set up.</p> <p>A present will be given to Richard Reed for playing the piano. PM had offered to get the mince pies.</p> <ul style="list-style-type: none"> U3A copyright (Martin Fee): ST had received an email from Martin Fee saying he had received an email from the Tiptree Choir asking about copyright of the music. PS said that we are covered by our licence. ST will ring HQ to see if it is ok to play music and confirm that it is covered. Crafty Yarners knitwear sale: DC said that £85 was raised which will be given to GOSH. The money raised from selling knitted poppies will be given to the British Legion. JT asked if items (such as Beanie Hats and Christmas items) can be sold at the next meeting and the money raised go to charity. The Committee agreed this. Members Booklet: DC showed everyone a sample. These will be printed at Causeway House. There are now 46 groups. RF asked if something could be put on the booklet to highlight it is this year's booklet. DC said that he would make the 2018 bigger. RF and JT are running the Walkie-talkie group now. RF said that she needs 550 booklets. DC will get a price for this. RF needs them for the next meeting. Nomination Forms: DC has updated the forms. Amendments were discussed and DC will amend the form. The form will be sent out in January. DC will add which post is being applied for to the form. Anglia Singers have asked to borrow the staging on 17th March 2019. DC will contact them to discuss arrangements. 	<p>DC</p> <p>DE ST JT RF</p> <p>DC</p> <p>EO/LM</p> <p>PM</p> <p>ST</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>DC</p>
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