

CALDICOT AND DISTRICT U3A

Minutes of Committee Meeting No. (2019/2020)

Date: - Thursday 27th February 2020

Venue: Day Centre, Caldicot

Time	9.30am	
Present	Robert Harry	Vice-Chairman, Business Secretary
	Tony Hodson – Hirst	Treasurer
	Glenice Dallow	Gift Aid Coordinator/Group Coordinator
	Elaine Yeomans	Committee and Network Secretary
	Betty Waite	Link Secretary
	Linda Howells	Committee Member
	Linda Stewart	Committee Member

<u>MINUTE NO</u>	<u>Welcome and Apologies for Absence</u>	<u>ACTION</u>
1.10.20	Vice Chairman welcomed everyone apologies from Pam Caines, Angela Hodson-Hirst, Betty Waite and Helen Wormald.	NOTED
2.10.20	<u>Minutes of Committee Meeting Held on 23rd February 2020</u> Minutes read and approved.	
3.10.20	<u>Matters/ Action Arising</u> Tony Identified the new dates for Committee Meetings changed and Agreed. Rob said Committee to meet in The Cornfield Project on 26 th March 2020 at 2pm, to discuss positioning of Bench/Planters. Angela/Tony said 291 Addresses for Direct Mail magazine. There is a total of 476 members. Les has contacted the printers regarding the membership cards. They are now completed and collected at a cost of £50. Copy of Sub Committee Minutes have been sent to all Convenors.	

Job Description for the Group Coordinator is work in progress. ROB/GLENICE

Regarding extra parking at the school, will be dealt with this week. ROB

4.10.20 **Correspondence**

None

5.10.20 **Treasurers report**

2019/2020 There will be a big influx of money in April due to subscription.

It will be helpful to pay out more before April if possible, e.g. for the 25th

Anniversary Celebrations.

Some Bank Accounts still have outstanding problems.

Art Group has now closed their Account and their funds are in the main

Account.

It has been Agreed and Approved by the Committee for a loan of £500 for

The Short Mat Bowls Group. The repayments will be repaid over a year.

Financial Year is still the end of March although September will be the

Annual report accepted and Public information put on the Charity

Commission Website.

6.10.20 **Public Relations/Newsletter**

172 Newsletter copies printed

7.10.20 **Membership Report**

At the present time we have 481 paid up members

8.10.20 **Network**

No New Correspondence

9.10.20 **Convenors**

Group Coordinator still getting lots of invitation to group Meetings and is enjoying good feedback so far from the Groups Members and Convenors.

Job Description for Convenors

GLENICE

Glenice further to develop and liaise with Rob.

10.10.20 **Any Other Business**

General Discussions for the 25th Anniversary details

Cake, Invite Wendy to the Sub Committee

ELAINE

The ordering and price for the Bench and pens was agreed and approved
By the Committee.

Rob to contact Bench Company with a new quote to include planters.

The National U3A Day 3rd June, it was decided that we would not put
anything specific on for this day but include it in with our ongoing
25th Anniversary Celebrations and focus on our open day.

Committee Secretary Job Description

ELAINE

Speakers Secretary Job Description

ROB

11.10.20

Date of Next Meeting

26th March 2020