

**Minutes of the committee meeting held on Monday 22 January 2018 at 3 Glendale Close.**

<b>PRESENT:</b>	Geoff Hoskin	GH	Chair
	Lesley Patterson	LP	Treasurer
	Joan Wilkinson	JW	Group Convenor Co-ordinator
	Ian Webb	IW	Website coordinator
	Anne Webb	AW	Social secretary
	Averil Fendley	AF	Membership secretary
	Chris Cann	CC	Publicity secretary
	Pauline Wilson	PW	Business secretary

1. Apologies for absence: None
2. Minutes of the last meeting: 23<sup>rd</sup> October 2017
3. Matters arising

- **3.0. Third Age Matters distribution.** LP has again emailed U3A HQ to request a batch of 20 copies for Coquetdale in one person's name so that we can distribute ourselves. She had a response in November which said that this is not allowed. If the spreadsheet is completed entering one name 20 times the remaining 19 will be deleted. The system is not user friendly as the data base is very small to read and cannot be enlarged. LP also stated that submissions have to be made 3 times per year. There are 5 publications per year at a cost of £2.40. It cannot be downloaded electronically. AW and IW who receive copies said that the magazine is well worth having with some useful links and resources. It was agreed that convenors should each have a copy.

**ACTION: JW will supply names of convenors to LP who will complete data base**

- **3.0. 'Wearing the Veil'.** AW has followed up with Katie Nickoll as she is in New Zealand. GH said that as we have a full programme for 2018, this item will be taken off the agenda.
- **4.1. Catering for Quiz**  
It was agreed that this went very well and the amount of food was about right. The committee also agreed that we could cope with the catering for



- any future quiz. It was suggested that next time we should not open all of the wine as there were a number of half bottles left. Four bottles of lemonade were left in the Jubilee Hall. LP will sign off receipts.
- **4.7. Gazette article**  
CC will prepare an article for the Gazette and 'Over the Bridges' for the March publication. This will include the programme for the year and some information about interest groups.
- **5.0 Beacon Computer Program**  
IW reported that there has not been a great deal of progress although he has had discussions with his mentor. There is not a lot of support for the finance program. He said that the next step is to transfer the membership data. Beacon can be converted into Xcel but not the reverse. AF asked about the advantages of Beacon. IW said that getting the membership data onto Beacon would be useful. Paying by Paypal might also be useful as it is more secure. Currently most of the business goes through gmail. IW said that he would explore the email function of Beacon. GH said that Beacon would be put on the back burner until we have more information.

#### **4. Standing items- not covered on agenda**

##### **4.1 Chair's report**

GH tabled the programme of speakers for 2018. The costs will be low. Christopher Tipple would like a donation for his talk on 'Birds of a Feather'. A fee of £50 will be paid to Dr Harry Hall. GH said that other speakers from charities – Hospice care, Mountain Rescue Dogs- should be offered donations of not more than £20. There was discussion about having the facility for attendees to make charitable donations in addition to the general donation.

GH also reported that U3A groups could use the new large screen TV in the Cheviot Room for the cost of £1 per head.

GH asked for suggestions for speakers for next year. PW said that she had seen a very good Northumberland public health presentation and will pursue. AW suggested that we have a presentation from the GP practice on common health problems in the elderly. Dr Jack Lamb is now the practice GP lead. Following a general discussion it was agreed that it might be worth leaving until there was further consultation on a Health and Wellbeing Centre and how the practice is involved in the delivery.

##### **4.2 Business secretary's report.**

PW attended the U3A regional meeting in Stannington in October. They alternate between Stannington and Durham or Sunderland. Elizabeth Proctor from Hexham is our regional co-ordinator. She is one of 12 regional co-ordinators. In addition there are networks in the SE because of the larger numbers of U3As. She said that there is



poor uptake from this region to attend the National Conference and at a cost of £500 per person U3As need to budget for this separately. There is currently a feasibility study on having a new group in Cramlington. Money is available for this. Money is also available for research funding. Applications should be made to Elizabeth. There is a network group for treasurers. PW is willing to attend the next meeting in Stannington on 25/4/18.

#### **4.3 Treasurer's report.**

LP reported on the accounts for the end of the third quarter 17/18. We have receipts of £1894.12 which includes membership fees of £1670.50, room hire carried over from the last financial year and visitor payments including teas/coffees and donation.

We have made payments of £1238.79:

Hall hire	£423.50	Speakers	£100	Administration	
	£135.29				
U3A regional	£22.50	Capitation	£507.50	OTB donation	£50

The starting balance at April 2017 is £2246.68 and the balance at 22/1/18 is £2902.01.

Further expenditure is required for the quiz catering, and the capitation fee at £3.50 per head in April; also direct mailing fees.

#### **4.4 Membership secretary's report**

AF reported that 139 people are paid up members.

#### **4.5 Convenor coordinator's report**

JW reported that she had emailed convenors before Christmas to encourage group members to attend the quiz. She has also asked the group leaders to prepare a snapshot of their group activities so that she can present at the AGM in May. At the AGM there will also be table top presentations from each of the groups.

There was general discussion about the process for appointing JW's successor as she will be stepping down from the committee after the AGM. She will ask for expressions of interest from the current convenors, and the committee can take it from there. AF kindly agreed to take on the role as an interim measure if necessary.

#### **4.6. Website coordinator's report**

IW reported that there have been problems with the national server. There are in excess of 1000 U3A groups across the country. From now on 12 digit passwords are required. He commented that some convenors are good at page editing, notably CC and Paul Hardwick. As IW takes a lot of responsibility for the website it was agreed to have a backup person to help. IW will ask Paul Hardwick. The password needs to be shared. IW also reported that, on average there are 1600 hits per month, popular sites being food and drink and the ceilidh group. There is little activity on Facebook.

#### **4.7 Social secretary's report**



AW reported on the trip to the Laing Gallery to see the Paul Nash exhibition. She had arranged the 16 seater community bus, but one person failed to attend on the day. The charge for this bus is £1 per mile. She said that it is really difficult arranging transport for trips as it is not known how many people are interested. With Rothbury Motors the charge for a 33 seater bus is £350 and £450 for the larger bus. LP proposed that there should be a cut- off date for booking a trip and payment in advance which is non- refundable.

**ACTION: LP and AW will get together to draw up a protocol for the organisation of trips and to have a system in place for collecting names and money.**

#### **4.8 Publicity secretary's report**

There will be an 'Over the Bridges' slot in March. CC commented that her husband Steve is a new member and he has been looking for information about the different groups. He found that the information about the interest groups was mixed and varied in terms of content and 'welcome'. It was not always clear on how up to date the information is, as some sites are updated more than others. CC proposed putting out more information across the valley about the interest groups in addition to the monthly meetings. CC stated that we could make better use of the publicity materials available. GH reported that in Wooler they have extensive information at the Cheviot Centre. However, unlike the Jubilee Hall which is only open when in use, the Cheviot Centre is always open during office hours. JW was concerned about the appropriateness of displaying publicity materials in the Jubilee Hall for events that are happening elsewhere. There was further discussion about where publicity materials could be displayed. The official public Parish Council site for publicity is opposite the Co-op. Peter Dawson, councillor used to have a key. IW suggested that telephone kiosks could be used.

#### **5. Convenors' Lunch**

JW kindly offered to host the convenors' lunch at The Rowans. Three dates were proposed:

**24/3            14/4            21/4**

JW will contact convenors and select the most popular date. It will take place between 12.30pm and 2pm.

#### **6. Finance and Social Activities document deferred**

#### **7. Coquetdale U3A Annual Lecture deferred.**

#### **8. Any Other Business**

LP has received a National Update mailing from the U3A National Office. Topics covered are:

- National workshops for 'Keeping it Legal'. There are pilot sites in Leeds and Surrey and free to committee members.
- Third Age Matters Survey. Survey extended until 31/1/18. Can be completed online at [u3a.org.uk/survey](http://u3a.org.uk/survey)



- Direct Mailing of Third Age Matters. Costs and data base submissions to be finalised.
- Annual returns and membership fees due in April
- EGM on 21/3/18 to be held in Birmingham
- Phonographic Performance Licence has been renewed.
- Mailing address is The Third Age Trust, 52 Lant Street, London, SE11RB

**ACTION:** PW will update National Office of U3ACoquetdale chair and business secretary contact details.

**8. Date and time of next meeting.**

Monday 5th March at **2.pm** at Glendale Close. AF was thanked for her hospitality.