

Minutes of the committee meeting held on Monday 8 May 2017 at 3 Glendale Close.

PRESENT:	Geoff Hoskin	GH	Chair
	Lesley Patterson	LP	Treasurer
	Ian Webb	IW	Website coordinator
	Anne Webb	AW	Social secretary
	Joan Wilkinson	JW	Convener coordinator for groups
	Averil Fendley	AF	Membership secretary
	Pauline Wilson	PW	Business secretary

APOLOGIES	Clive Wilkinson	CW	President
	Chris Cann	CC	Publicity secretary

1. The chair welcomed the new secretary and introduced committee members who described their roles. Chris Cann is the new publicity secretary. CC is also convener of a second book club as membership of the first is too large.

2. Minutes of the last meeting were correct and matters arising addressed under the standing item reports.

3. Standing items

3.1 The Chair's report

The U3A is required to have a chair, a vice chair, treasurer and secretary. At the moment Coquetdale does not have a vice chair. Other members can be determined locally. The chair said that he thought that the current role structure was fit for purpose but it was agreed that other members would be recruited if the need

arises. The chair proposed to have a formal structure for standing items and other items will follow the reports.

3.2 Treasurer's report

LP tabled the Treasurer's Annual Report which had been presented at the AGM. The capitation fee for the year ending March 2017 was £507.50. The capitation fee for 2016 has been shown as (484)* because the fee had been paid forward for 2014/5. Membership is £12 per annum and the capitation fee is £3.50 per member. There is a requirement to keep half of the money from subscriptions for reserves. Some people have not yet paid their membership fees. JW raised the issue that some members had complained about paying the full amount if they joined part way through the year and asked why we had to pay the capitation fee. IW said that the fee goes towards a helpline for the website and the production of national publicity materials. It also pays for the resource library and training materials.

IW reminded the committee that Coquetdale has a reciprocal arrangement with Berwick, Alnwick and Wooler U3As so that members can attend each other's meetings at no charge. The constitution states that people who wish to join Coquetdale in addition to being a member of another U3A outside of this reciprocal arrangement must pay the annual fee minus the capitation fee.

LP reported that Healthwatch had not yet paid for the room hire when they agreed to facilitate the discussion on Rothbury Hospital bed closure.

ACTION: LP will follow up when she returns from holiday

3.3 Membership secretary's report.

AF said that she would chase up outstanding membership fees by telephone. It can be difficult obtaining accurate information for those people who may have moved away, decided not to renew membership or have died. PW reported that Alan Birch had died in April. AF also made suggestions for welcoming new members. After general discussion the following procedures would be implemented:

- **There will be a welcome pack for new members.**
- **AF will make a point of greeting new members when they attend their initial monthly meetings. If she is not present it was proposed that CW might be willing to undertake this role**
- **There will be a separate table set up with publicity materials plus a brief guide on each of the interest groups with their coordinator's name**

3.4 Convener coordinator's report

JW referred to the bar charts which had been presented at the AGM. Several fully paid up members do not participate in any groups. There was consensus that if people did not wish to join groups they should not be pressured to do so. It was agreed that their membership fee in itself represents good value for money – a range of speakers at the monthly meetings plus the annual debate and the annual quiz where refreshments are served following the quiz.

In relation to membership fees, JW said that at the conveners' meeting in June she would remind the group coordinators to check if group members had paid their fees.

Sometimes group members bring visitors along as a one off. This is acceptable provided that they pay whatever the charges are for the session.

3.5. Website coordinator's report.

IW said that there was nothing to add following his presentation at the AGM. However he would add a reminder for those who had outstanding membership fees to be added to his 'ticker' on the website.

3.6 Social secretary's report

AW said that she had finalised details for the trip to Monteviot House and Garden near Jedburgh on 13th July. Dependent upon numbers she would hire either a 50 seater bus at a cost of £220 or a 33 seater bus at £180. Either way she had estimated that the charge would be £15 per head for members and £17 per head for non- members. The entrance fee for the garden is £5 and the entrance fee for the house is £5. She requested £100 from the treasurer to subsidise the trip. The plan is to leave Rothbury at 9am and go to Jedburgh as there are no catering facilities at Monteviot House. People can visit the Abbey in Jedburgh or other visitor attractions, have some refreshments and then depart for the house at 12 noon.

AW also outlined a possible winter trip to Langley Castle.

ACTION: PW will help take names of interested people at the monthly meeting on 15th May.

3.7 Publicity secretary's report

The chair stated that the publicity information needs updating. It was proposed that the front page of the current leaflet could be used but there needed to be a separate sheet

with the interest groups so that these could be updated when required.

Enquiries for membership should go through the membership secretary but are also available on the website. There is a pro forma for membership application.

ACTION: GH and CC to update publicity information and welcome pack

4. Membership fees for part year – policy decision.

After a lot of discussion the following policy was agreed;

From 2017, new members will pay £12 if they join anytime between April and December. If they join from January 2018 they pay £6 for the remaining 3 months and then pay £12 for the new financial year.

For those people who are unhappy with what they have paid so far because of joining during the last year, each group coordinator will make a judgement. It should be explained that in the U3A, in addition to the monthly meetings with speakers, members have online access to a library and courses.

5. Reimbursement of speakers and speakers for future meetings

The previous chair had taken responsibility for securing speakers – a mix of external and internal. £40 had been paid to external speakers and travel costs were offered. Sometimes a request had been made for a donation to charity. GH proposed that in future, ideas for speakers could come from the committee and groups via convener.

There would be a more formal arrangement for reimbursement. There would be a budget of £300. For external speakers they would be contacted and asked what their fees are and then a decision made as to whether to engage them or not. A pro forma could be developed for the process.

6. Third Age Matters – distribution

Currently 11 copies are available in Coquetdale. There are 5 issues for the year at a cost of £2.40. JW proposed that a copy be available for all group conveners.

ACTION: LP will pursue with Sue Winlow who was the previous U3A contact'

7. Information from National & Regional U3A

To be posted on the website.

8. Convener's lunch and away afternoon

This is to be hosted at the Webbs' house on Saturday 3rd June. JW is finalising arrangements. There are 14 group coordinators attending and there can be a representative if a coordinator is unable to attend. There will be a pooled lunch. The committee will meet afterwards. JW will email details of the event with directions shortly.

9. Any other business

9.1. Purchase of projector

IW raised the issue of the possible purchase of another projector which would be about £500. A previous purchase had been made for the photographic group. There had also been the purchase of a table for the table tennis group. LP proposed that there should be a budget for planned expenditure and that if a specific group needed to purchase equipment there would be a fund raising event.

9.2. Template for U3A heading

IW will post on the website and make available for committee members.

9.3. Posters for events

IW will print copies and hand out to committee members for distribution.

10. Date and times of next meetings

It was proposed that committee meetings would be held bi-monthly unless otherwise determined.

Monday 3rd July 2017 at 2.30pm

and Monday 4th September at 2.30pm

AF agreed to host the next meeting and was thanked for her hospitality.