

Minutes of the committee meeting held on Friday 4th May²⁰¹⁸ at 3 Glendale Close.

PRESENT:	Geoff Hoskin	GH	Chair
	Joan Wilkinson	JW	Group Convenor Co-ordinator
	Ian Webb	IW	Website/communications 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: Lesley Patterson
- 2). Minutes of the last meeting: 19th March 2018
- 3). Matters arising

- 4.7. Trip Protocol

LP and AW have not yet met to draw up trip protocol due to holidays.

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

- 4). AGM arrangements

GH went through the arrangements for the AGM. From the constitution, he stated that the Chair, Vice- chair and Treasurer can serve for 3 consecutive years but have to step down for at least a year before being re-elected. A Vice- chair can serve for 3 years and can then be elected as chair without having to step down. The remaining committee members can serve for 4 years. During the process of re-election the president will take over proceedings.

GH has also given advance notice by email to all members, for a change in the constitution to state that Coquetdale U3A AGM will be held in either April or May. From the constitution, notice of 21 days is required. LP had previously said that she could have the accounts ready and audited by April. An April AGM would align with membership renewal. GH reminded committee members that they will give short presentations of their roles.

This will help with succession planning so that ordinary members have a better understanding of the role of committee members. The Webbs will be away but will prepare written reports.

GH asked JW to give an update on group table top presentations.

JW stated that there are 20 groups with a new vegan/vegetarian group which is to be led by Richard and Julia Wood. AW said that Keith Gray is going to help her run the Art Appreciation group and she will ask him to do the table top presentation. The Bird

Watching group has folded. The Book groups will be represented by CC and Linda Hatton Turnbull; the Ceilidh group by JW; Computing by Paul Hardwick: Creative writing by Mags Bell; Discussion group by Clive Wilkinson; Food and Drink by Val Apted; Gardening by Jen Homer; Brian and Pauline Staff for Nordic Walking; Pat Lewis for the Poetry group; Bernard for Photography and Words and Pictures; Steve Cann for Table Tennis; John Rutherford for the Walking group.

JW has spoken to Nigel about the Cycling group. He wishes to bow out but David Madgwick has agreed to take over. JW has yet to make successful contact with David Thunder for both Music and History book reading. Despite a lot of effort, the Arts and Craft group did not get off the ground.

The chair produced some examples of clip art for notices for each of the table top presentations. He is keen to have a corporate image for Coquetdale which the committee supports.

GH also tabled a draft survey for social activities which he proposes to circulate at the AGM. The meeting will provide an opportunity to test the water to see if there is an appetite for social activities and what might be of interest. AW, as social secretary agreed to be a resource for anyone who wishes to organise outings. It was suggested that there could be agreement with Wooler, Berwick and Alnwick to also be included. Other suggestions included a ceilidh across the network or a table tennis league.

5). Data Protection

The new regulations about data protection and the general data protection (GDPR) had been sent out before the meeting. The GDPR is an update to the existing Data Protection Act 1998 and will come into effect on 25/05/18. There are 8 principles and the document sets out what U3As need to do to comply with the new regulations.

At Coquetdale, we already collect a member's name, postal address, telephone number and email address. In the future we need to:

- Inform members as to what their personal information will be used for.
- Inform members as to how their information will be held.
- Gain consent from members to hold their information.
- Gain consent from members to communicate with them for different purposes i.e. general U3A information, specific group information.
- Inform members as to how they can withdraw consent for their information to be used.

From the guidelines we also need to review what information is currently held, where it is

held and who has access to it. AF holds members' information on the data base and she has copies of the completed membership forms. New forms will need to be produced after 25/5 but we do not need to gather consent retrospectively. However we need to implement systems for this going forward, so if new members join after the 25th we will need to use the new forms. GH tabled examples of the new forms.

We agreed to use one form for each member and to use the same form for application and renewal. We agreed to have a pro-rata fee for part year. We also agreed not to include information about direct mailing for TAM. GH will produce a bespoke form for Coquetdale U3A.

Marketing will be within the U3A only, and for third parties additional consent will be required. A typical example of U3A marketing was a recent email from a Nottingham U3A where the family history group had supported genealogy research and would be willing to share expertise. Inappropriate marketing is from finance companies who which to promote their business.

There was discussion about how long we should keep members' information for and agreed that 2 years would suffice. GH will delete member information on his system for the previous year. IW was concerned about his role in communicating with members which has been the custom for several years. He has recently changed to TA Matters, rather than his own name. In order to legitimise his role and to comply with the new regulations GH suggested that in future he should be Website and Communications coordinator.

GH will write a GDPR policy for Coquetdale U3A which will be reviewed at intervals for accountability and governance purposes.

6). 'Coquetdale U3A Annual Lecture

GH has spoken to Clive Wilkinson and he has agreed to deliver the first Coquetdale Lecture. Clive has a working title of 'Community, State and Nation; a geographical perspective of conflict. GH has also made contact with other leading professionals

7). Standing items- not covered on agenda

7.1 Chair's report

GH has attended a liaison meeting with our U3A partners. Wooler is having an Open Day on 14/5. They are also having a trip to London to visit the Houses of Parliament and a visit to a show. There are 25 spaces. Alnwick has produced a booklet of activities.

7.2 Business secretary's report.

PW reported that she had attended the NE U3A Region AGM at Stannington on 25/4. A new chair and treasurer have been appointed. She made contact with Mo Brown who acts

as a resource for U3As. She also made contact with Mike Martin - mjmsurrey@hotmail.com who gave advice about populating the database for TAM. A presentation was given by Sam Mauger, the U3A CEO

7.3 Treasurer's report.

No report but prior to the meeting PW had met with LP to complete the 2018 Annual Return and to pay the capitation fee. AF helpfully agreed to be the second signatory.

7.4 Membership secretary's report

AF reported that 95 people have signed up for 18/19. She expects the remaining people will sign up at the AGM.

7.5 Convenor coordinator's report

Covered in item on preparation for AGM. JW asked about the process for handover of the paperwork to John Rutherford who will be taking over as Convenor

7.6. Website and Communication coordinator's report

IW reported that Paul Hardwick is now his deputy. He is setting up a ginger group so that other people know how the U3A website works. IW reminded the committee of the importance of using BCC when emailing information.

7.7 Social secretary's report

AW had arranged another trip to the Laing Gallery which was enjoyed. Again she experienced difficulty with the transport arrangements due to people not letting her know if they intended to go. Eight people went. AW said that other groups, such as Gardening organise shared cars rather than organising a bus.

She said that she would like to organise another trip which would be of interest to a range of people. She proposed York, either in June or September, with a tour of the Minster. People could also visit the railway museum or other places of interest in the city. She thought that September would be a better date when the children are back at school and members have finished with grandparents commitments.

7.8 Publicity secretary's report

CC will prepare another article for OTB after the AGM. She was concerned about reaching the people who do not have access to the internet, such as Katy Nicholls' mother. The buddy system was mentioned again. PW said that since the last meeting, she had looked inside the telephone kiosk in the village which would be ideal to display U3A information.

ACTION: CC will find out who owns the kiosk and if we are permitted to display information.

8). Any Other Business

GH thanked JW for her contribution to the committee and for her role as Convenor.

9). Time and date of next meeting

The next meeting will be on Monday 16th July at 2pm at 3 Glendale Close unless inconvenient due to work being done. AF was thanked for her hospitality and will let us

know. AW volunteered to host the meeting if not convenient.