

Minutes of the committee meeting held on Monday 23 October 2017 at 3 Glendale Close.

PRESENT:	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: 4th September 2017

3. Matters arising

- **(3) Third Age Matters distribution.** LP has emailed her contact Fran at U3A HQ to request a batch of 20 copies for Coquetdale in one person's name so that we can distribute ourselves, but is still waiting for a response. The present arrangement where each recipient is on a data base is not practical. The data base is very small to read and cannot be enlarged. The systems do not appear to be up and running after the removal to new offices. LP reported that she had to re-register as her name had disappeared. There are no more folders for new members.
- **(3) 'Wearing the Veil'.** AW has not followed up with Katie Nickoll, due to difficulties with the new Arts and Crafts group and other U3A commitments.
ACTION: AW will follow up for next meeting.
- **(4.2). Float for monthly meeting refreshments**
JW produced a bag of money at the meeting. AF reported that she will be seeing Kay Evans shortly who has more money. The money will be banked. Amount of float not discussed.
- **(4.7). Facebook/website link**
CC and IW reported that there did not have to be a re-launch for Facebook. The U3A will now be linked to Facebook. To date there are 17 friends.

4. Standing items- not covered on agenda

4.1 Chair's report

GH asked the group if we should be following the Wooler e-bulletin format which has been shared. IW said that it would be difficult to do something similar as it had been produced using publisher software. He also said that the current website has a very tight template and, it is difficult to add lots of photos to make the website more interesting. There was also discussion as to how many people view the website. It was suggested that group leaders could post on the website before monthly meetings in addition to IW's posts for the general monthly meeting. JW will discuss with group leaders. On a general note GH said that the production of a bulletin should for the time being be aspirational.

GH also raised the issue of catering for the quiz. It was agreed that we should have an external caterer. It was thought that we should budget for 50 people and any food left over could be sold off for £1 per plate.

ACTION: GH will contact Sue Winlow to ask if we can have the wine from Majestic via her daughter as previously. JW will ask her ceilidh contact for a quote for catering. IW will prepare the quiz questions as before.

4.2 Treasurer's report

LP reported that there is a bank balance of £3138.89. She has estimated that remaining expenditure for the year is approximately £1400. This includes:

Hall hire	£400	Speakers	£300	Administration
	£100			
Quiz/food	£200	Outing	£200	Miscellaneous
	£200			

These outgoings give an estimate of surplus funds of £1738.89 and an estimate of available funds of £869.45.

Donations will be needed for external speakers from charitable organisations.

4.3 Membership secretary's report

AF reported that 138 people are paid up members.

4.4 Convenor coordinator's report

JW reported that the welcome pack has been well received from the group leaders. There was a question about whether only new convenors should receive the full pack. It was agreed that experienced convenors should know what they are doing and would not need the full pack. JW also asked if there should be another event for the convenors such as a coffee morning. It was agreed that there would be another lunch event for convenors in the spring.

CC reported that the new book club will meet in November. The IT group and bird watching group are up and running. Sue Hardwick will host all of the bird watching group meetings in her own home as she is allergic to animals. AW reported that there had been difficulties with the Arts and Crafts group as there had been little

interest and the cost of the hire for the Parish Room had meant that she and Adrienne were out of pocket. AW said that she planned to relaunch the group at her house on 17/11.

JW said that she would like to step down as co-ordinator at the next AGM due to other commitments. IW suggested that an ideal person to take on this role would be one of the current convenors. AF asked if there could be a role description. She said that she might be willing to take on that role if there was no interest elsewhere.

4.5. Website coordinator's report

IW reported that there would be two new pages on the website for the IT and bird watching groups. CC will edit the book club group.

4.6 Social secretary's report

Nothing to report.

4.7 Publicity secretary's report

There was discussion about increasing our publicity. We have two slots in 'Over the Bridges', September and March. AF commented that we used to have reports in the Gazette following the general meetings which had been written by GH when he had responsibility for publicity. However, there was often a delay when these were published as it was likely that they appeared under a heading of 'District News' and it depended on competing news items. PW suggested that we could produce an article for the Gazette in the New Year when people are thinking about New Year's resolutions and engaging in new activities.

LP said that she has a stash of publicity materials available and GH said that he also has materials on his system that could be updated and printed.

ACTION: CC will write an article for the Gazette in the New Year.

5. U3A Beacon computer program

IW reported that he had registered for a demo of the U3A Beacon program. Speaking with colleagues he said that there had been little uptake of the finance component. He thought that it should be relatively simple to migrate the membership list to the Beacon system. There was a discussion about membership of a possible steering group. Members should include the following committee members; IW, CC, AF, GH, LP, PW and Paul Hardwick.

ACTION: The committee agreed to review in the New Year.

6. Membership list and Data Protection

It was agreed that the membership list can only be used for U3A purposes and should not be used for other publicity/promotional activities. IW commented that when emails are sent, the 'bcc' facility can be used which means that the recipient of the email is not able to see other names. CC said that it would be good practice to conduct a quality audit and it could be an agenda item once per year.

7. Condolence letters.

JW asked if we have a policy on writing condolence letters to bereaved families

when U3A members die. Usually the death is known via group convenors. It was agreed that GH would write a letter at his discretion.

8. Start- up funding for new groups.

There was a lot of discussion about this topic. In general terms each of the groups should be self- funded if there is a charge for room hire. It was acknowledged that before a new group is set up, research should be done in relation to likely costs incurred in running the groups. Most groups can be accommodated in members' own homes but some groups require larger space areas and access to technology. The following was proposed by GH:

Decision in Principle

The committee can underwrite a maximum of two group sessions for room hire. Thereafter a decision has to be made about the viability of the group.

9. Finance- Discussion document

This item was deferred until the next meeting. GH will reissue previous papers related to the discussion, in particular recommendations from the blue book.

10. Social Activities/Speaker Schedule

For the AGM, each group will need to be willing to make a table top presentation. CW will advise convenors. AW said that she is willing to ask her friend Ray to provide some music. He has a large collection of 60s/70s music. There would not be a charge. A speaker has to be found for the August meeting.

11. Any other business

PW reported that she will be attending the U3A regional meeting at Stannington on 25 October. She also attended the U3A Study Day for science at the Centre for Life on 9 October. The day was divided between lectures on antibiotics and new research on *C difficile*, plus practical work on identifying bacteria and preparing slides. There was a request for greater uptake of these study days from John Leiper.

8. Date and time of next meeting.

Monday 22nd January at **2.pm** at Glendale Close. AF was thanked for her hospitality.