

Minutes of the committee meeting held on Monday 4 September 2017 at 3 Glendale Close.

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| PRESENT: | Geoff Hoskin | GH | Chair |
| | 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: Lesley Patterson Joan Wilkinson

2. Minutes of the last meeting: 3rd July 2017

3. Matters arising

- **(6) Third Age Matters distribution.** LP has had difficulty making contact with U3A because they moved offices in August. One of the concerns is that the names have to be entered on a spreadsheet which is problematic if there is a change of group co-ordinators during the year. Following discussion it was agreed that if it is possible we will order 20 copies for Coquetdale and we will distribute to group leaders and committee members.
- **(9) Welcome pack update.** GH tabled revised welcome pack which was well received. IW suggested that we could have a glossy cover. There are also changes to email addresses. AW's is annebeyer41@btinternet.com and Paul Hardwick's is pkhardwick@hotmail.co.uk. The groups' details will be amended. GH said that he had only printed a small number because of likely changes.
- **(10) 'Wearing the Veil'.** AW has spoken briefly to Katie Nicholl.

ACTION: AW will follow up for next meeting.

4. Standing items- not covered on agenda

4.1 Chair's report

GH has attended a network meeting with members from Alnwick, Berwick and Wooler. The following was discussed:

- It was agreed that monthly meetings should be shared in whatever format they are produced

- It would be valuable to share information about visits and outings
- A meeting of groups' convenors/ co-ordinators would be useful in order to share information about how groups are set up and run
- Sharing of details of recommended speakers would be appreciated

Alnwick do not charge for attending groups but their annual membership is £24. Members of other U3As who attend their groups will pay £1 per session. Alnwick also has members Away Days which involves a visit to another town or village with a talk/ presentation on local issues, trails, architecture and refreshments etc. When Alnwick came to Rothbury CW talked about the geology of the borders. 30 people attended.

Berwick has 'Members Mornings' which features 2 or 3 members giving a 10 -20 minute talk on a subject of their choice.

It was agreed that these initiatives might be something that Coquetdale adopt.

4.2 Treasurer's report

LP had emailed her thoughts on finances prior to the meeting plus an interim financial update. The bank balance at 31/8/17 is £3138.89. There is an estimate of financial expenditure for the rest of the financial year, giving available surplus funds as £869.45. She has spoken to AF and has suggested that the bag of money that is collected at the monthly meetings for tea and coffee money and visitors' fees should be replaced by a £20 float which is returned after the meetings.

ACTION: AF will talk to Kay Evans in order to put this in place.

4.3 Membership secretary's report

AF reported that 135 people are paid up members. CC said that the Skuses had dropped out of the table tennis group and have not renewed their membership. GH is holding £18 which he will hand over to AF

4.4 Convenor coordinator's report

Although not present, for consistency JW has recommended that convenor should be spelt with an 'o'. IW will give her the new member packs for convenors.

4.5. Website coordinator's report

IW stated that he would tidy up the website. Paul Hardwick will be the lead for the newly formed computer group.

4.6 Social secretary's report

AW reported that the visit to Monteviot House went very well but she would need help in the future for trips' organisation, given the amount of work that is involved. She will pursue the suggested visit to Langley Castle later in the year.

4.7 Publicity secretary's report

CC brought to our attention the full page article in 'Over the Bridges'. This was well received. CC has been asked to produce another article for the February magazine. She has

also tried to set up a link between the Coquetdale U3A website and Facebook. She suggested that IW deletes the current Facebook entry and that a new entry is set up so that there is a search feature on Facebook.

ACTION: IW and CC will meet to relaunch.

5. U3A Beacon computer program

IW has attended a presentation on the U3A Beacon program. He tabled an information leaflet on what it is and how it may benefit our U3A. Our current system of holding data for members on Gmail is no longer fit for purpose. The committee then watched a short video on how it works. The system has a member data base which shows members in alphabetical order. It also has flags for those who do not have access to email. There is also a data base for each of the groups and their convenors, with an email facility to alert members if there is a notification such as change of venue or cancellation. The accountancy section has a ledger on all of the financial transactions such as membership fees paid and cheques that are paid in for room hire etc. These can be linked to group convenors or particular members.

There is a further power point presentation which can be viewed at a later date.

ACTION: The committee agreed in principle that Coquetdale will consider. IW said that the next stage would be to set up a steering group. He said that he would ask Paul Hardwick to join the group.

6. Finance

GH tabled a discussion paper on how the committee deals with finances with recommendations from the Blue Book. Our major outgoing is for the hire of the Jubilee Institute and GH queried if we need to keep as much as 50% of the membership fee for contingencies. We need to ensure that any surplus is used for educational events and not social events. Some U3As gift aid surplus money but as our membership is small we agreed that gift aid was not worthwhile for us. From the recommendations in the Blue Book, it would be possible to reduce the membership fee. Members often ask what the subscription is used for.

GH suggested that there will be further discussion when we have all committee members present.

7. Speaker Schedule

GH talked through the updates. It was agreed to pay for catering for the quiz and to have a meeting in August. AW suggested that we have table top presentations from each of the groups following the AGM with music and possibly cake and coffee. The updated schedule is attached separately.

8. Date and time of next meeting.

Monday 23rd October at **2.pm** at Glendale Close. AF was thanked for her hospitality.