

MINUTES OF THE U3A COMMITTEE MEETING

HELD ON TUESDAY 23rd APRIL 2019

AT ST PAULS METHODIST CHURCH 4.00pm

Present: George Redgrave, Jean Elmer, Isabel Baker, Jan Morris, Anita Wright, Phil Light

Apologies: Maureen Wicks, David King

1. Welcome. George welcomed everyone to the meeting.

2. Minutes of meeting of 26th March 2019. These were agreed subject to clarification in point 9 that Anita would welcome comments on the input required for social prescription.

3. Matters arising not covered elsewhere.

- I. Item 4.1 Anita would be contacting Worth School in due course
- II. Item 10. George would attend the National Conference
- III. Item 10. Anita had completed the Annual Return. The subscription would be paid by the end of the month.

4. Matters Arising from Monthly Reports

I. Events.

The RUGs thank you event is on Friday, set up at 2pm. The food would be from M&S. 24 RUGs had confirmed attendance.

The dates sheet at the monthly meeting were very well received. A reminder would also be included in the magazine.

The Coffee Morning was very popular and it would be good to return to 3 times a year.

II. Groups Coordinator.

The split in Amblers resulted in a drop in drivers in one group. The Amblers groups need to have a period of adjustment.

O&A members may need to be split between other O&A groups as no one has come forward as a leader.

Men In Sheds are collecting pallets ready to build raised beds.

No one had stepped forward to replace Isabel. Isabel offered to make the bookings up to August 2020.

III. **Communications**

The reference to “experience needed” would be removed from the form to be completed by Group Leaders for the web site.

IV. **Membership**

We currently have 601 members, an increase of 8 since the last meeting.

5. **Finance.**

The Gift Aid application had been submitted so there will be an injection of funds. O&A4 and 7 are sharing some trips which distorts some figures. No other anomalies at the moment.

6. **Group Finances**

Alan Pay, Assistant Treasurer had produced a report. Our groups produce the bulk of the income for the U3A with 5 groups running a large surplus. Currently all groups pay the same amount (with O&A and walking groups paying a nominal fee). We currently have large reserves which are accumulating each year. It was agreed that groups should be given a budget to cover rent (known amount) plus an additional amount for unknown expenses. This would mean different subscriptions for each group. Some groups would not cover their costs because they have small numbers. These can be covered from general funds. Groups would be given a choice to pay one amount per term or pay by attendance. (all members in that group to do the same). This would be discussed at the GL meeting and also publicised in the magazine

ACTION: Isabel and Jan

Phil and Alan would work with Group Leaders to decide a figure for each group.

ACTION: Phil

The procedures manual would need to be revised

ACTION George

It was agreed that the five groups with a large surplus would pay no further subs this term (to July). The cheque from Bridge would be returned. **ACTION: Phil**

GLs should be reminded to apply for support for teaching aids and about the correct forms.

ACTION: Isabel

It was agreed that we would retrospectively approve payment for a new Mah jong table.

7. Committee Nominations. An article and nomination form would be included in the May magazine and copies of the form made available at monthly meetings from May. Isabel would send Anita some proposed amendments to the article and Anita would check with David about the wording **ACTION Isabel & Anita**

8. SUN Study Day It was agreed that Music in Art would make a suitable Study Day but these are currently booked into next year. Anita would contact Maggie to discuss further and would then reply to the artist. **ACTION: Anita**

9. Mobile Phones Isabel and David would replace the mobile phones but keep the current numbers. **ACTION: Isabel and David**

10.ABTA Travel Agent. All outings should be classed as Study Days and would therefore be covered by TAT insurance. Any Travel Agent used for future outings should be an ABTA member.

11.Recruiting new members.

I. **Diverse Crawley Day** We had a space booked. Jean would devise a rota. All the Committee could attend apart from Jean and Anita. Jan and Isabel would set up. We would collect the banner and notice board after the May meeting and update it.

II. **Join In Crawley.** This is run by CCVS and Crawley Wellbeing. Jean would investigate. **ACTION: Jean**

III. **Crawley Live** Jan would submit an article to Crawley Live. **ACTION: Jan**

IV. **Social prescription.** This is a good opportunity to increase our membership. Once we have applied CCVS can refer people to us. We have some of the required policies on our web site but need more work on some aspects eg Safeguarding training. Anita is attending a course. Isabel would share details with GLs. If there is a limit on places we could ask if they would provide a course for all our GLs. **ACTION: Isabel & Anita**
Referrals from GPs are flagged to CCVS who contact us, or the patient can contact us direct.

Anita would welcome comments by the end of the month on the draft menu form circulated recently. **ACTION: All**

There was a discussion on the impact of new members if we have insufficient GLs. We could advertise for GLs at the CCVS volunteer bureau but any volunteers would need to join our U3A. This would require a role description. Isabel had a leaders advice sheet which she would adapt.

ACTION Isabel

- V. **Leaflet** It was agreed to obtain quotes for different amounts. It was suggested that membership form should be slightly amended to “receive our magazine electronically”. **ACTION: Jan**
- VI. **Web site picture.** The proposed design was agreed. Jan would ask Stuart to upload it. **ACTION: Jan**

12. AOB

- I. **Group Leaders’ agenda.** This was quite long and Tim Wilkins would also be speaking. It was agreed to extend the meeting to 4.30pm. Afternoon tea would be provided
- II. **Emergency contact cards** Isabel had obtained a supply of these cards from TAT. They would be useful for O&A and walking groups.
- III. **Christmas party.** Tickets would be on sale from the Open Meeting until 120 had been sold, including all performers. This would be mentioned in the magazine **ACTION: Jan**
- IV. **TAT Conference.** Any proposals for resolutions needed to be sent to TAT by 26th April. These can be sent via Anita or direct to TAT.

There was no further business and the meeting closed at 6.12pm.

The next meeting is scheduled for Tuesday 28th May at 4pm.