



Dunmow U3A (and surrounding area)

**Minutes of the Annual General Meeting
held on Wednesday 26th June 2019 at 2.15 pm
at E.T.Foakes Memorial Hall, Stortford Road, Dunmow.**

PRESENT:

Dr John Versey (JMV)	Chairperson & Compliance Officer
Jane Tadman (JT)	Vice Chair & Welfare Officer
Anita Davey (AD)	Hon Secretary
Colin Bradley (CB)	Treasurer
Jenny Versey (JRV)	Press Secretary
Mike Best (MB)	Events Manager
Marilyn Hammond (MH)	Newsletter Editor
Pat Kelly (PK)	Speakers & Raffle Organiser
Peter Watson (PW)	Web Administrator
Terry Parker (TP)	Membership Secretary, Fixed Assets Manager & Beacon Administrator
Terry Cash (TC)	Outings Co-ordinator
Kathryn Archer (KA)	Secretarial Support & Associate Committee Member
Maurice Pannell (MP)	Communications Advisor & Associate Committee Member
Shirley Newby (SN)	Events Assistant & Associate Committee Member

In attendance:

Avril Nelson (AN)	Minutes Secretary & Policy Document Organiser
Pat Jones (PJ)	Minutes Recorder

1. **JMV** welcomed everyone present to the 2019 Annual General Meeting of the Dunmow U3A.
2. **Apologies for absence** were received from Bob Giles (**BG**) Groups Finance Manager, Amanda Brown (**AB**) Groups Co-ordinator, Adrian Abbott, Caroline Abbott and Janice Goody.
3. **Minutes of the Last Annual General Meeting on 27th June 2018:** These had been circulated with the AGM invitations. As no questions were raised, the minutes were agreed and duly signed by the Chair.
4. **Matters arising:** None.
5. **Annual Report of U3A activities during 2018/2019 presented by the Chair: JMV** presented his Chairman's Report of 2019. He reminded members that in 2015, the Steering Committee had hoped to achieve a membership of 150 but 298 people had arrived for the first meeting. The current membership has now reached over 522

and is rising steadily. Thanks are due to **TP**, Membership Secretary, who now also oversees the Beacon Management system. In addition, **TP** has been successful in applying for gift aid of £4.5K in total for these years. This has enabled the subscription to be reduced this year.

6. **JMV** reported that the success of the organisation increasingly relies on teams of people supporting different functions within DU3A. The monthly meetings are heavily dependent upon **PK**'s excellent organisation and the refreshments (now free) which are provided thanks to the hard work of Mary Jensen, Jan Barlow and their refreshment team. **PK**'s successful raffle has raised about £500 each year to help funds.
7. **JMV** then praised the work of the Communications Team comprising **JRV** for publicity, **MH** for the monthly newsletters and **PW** for the website maintenance. **JMV** told the members that **MP** had recently joined the Committee to review all levels of Communications within DU3A and he thanked **MP** for the work already underway. This study will examine the current communications channels and make recommendations for improvement. **JMV** spoke of the work in progress on the new periodic news sheet which will be released from September onwards. This will be in addition to the monthly newsletter and will give an overview of the previous period's highlights. The news sheet has partly been enabled by the acquisition of an Apple MacBook Pro purchased after the successful grant application to Stansted Airport Trust for £2400. This grant will provide further benefits in communications improvements.
8. **JMV** listed the new social events of the year which have included a Barn Dance and Quiz Night. **JMV** proposed thanks to **MB**, **SN**, **PH**, Maureen Best, and David Gregory for their successful organisation of these events which are likely to increase in the future.
9. **JMV** spoke of a new venture, the Health and Well Being Open Day, hosted by DU3A for the whole local community and organised by **JT**. This day had many speakers, workshops and demonstrations, with over 300 attendees on the day. **JT** achieved some excellent publicity for the event and a report has been sent to the Third Age Trust magazine. **JMV** explained that DU3A support the local and national agenda to alleviate loneliness and are exploring ways to assist members with difficulties to attend DU3A events, possibly by use of the Uttlesford minibus.
10. **JMV** also thanked the Treasurer, **CB**, and his team of **BG**, **TP** and Roger Davey for the efficient management of DU3A's finances. He noted that the Third Age Trust reported that DU3A was 'doing very well' following a visit from their Chairman. GDPR has prompted tightening of practices, and policies have had to be reviewed. **JMV** thanked **AN** for the development and maintenance of a Policy File for this purpose, and also **AD** for her painstaking and thorough work in implementing the Beacon Management System, which is now live and proving its worth.
11. **JMV** paid tribute to **AB** for her work in expanding and growing the Groups, now numbering 35. New groups include Nature Walks, Gentle Exercise, Zumba Gold and Croquet, and the Science group has resumed. Computer Skills have been

reintroduced with the collaboration of CVSU and DU3A also collaborates with Braintree and Rodings U3As to combine on specific groups where numbers would otherwise be low. **JMV** particularly thanked the Group Leaders and their teams who work so hard to make these groups successful.

12. **JMV** spoke of the Outings, as DU3A's most successful endeavour. He thanked **PW**, **TC**, **PJ** and Lucy Myers, the team who have planned and implemented so many successful outings during the year. **PW** has now handed the team leadership to **TC**, and **JMV** anticipates many more exciting plans for the future.
13. Finally **JMV** publicly thanked each Committee member and Associate Committee member, as listed at the start of the minutes, and not forgetting Peter Hodge (**PH**) Groups Support who was not able to attend the meeting. He announced that **AN** is standing down as Minutes Secretary after 4 years in this post. **JRV**, **MH** and **AB** are also standing down as Trustees but are staying on the Committee. **JMV** said that he has been honoured to lead DU3A through these formative stages and announced his retirement at the end of 2019, at which stage, with the members' agreement, **JT** would take over as Chair.
14. **Treasurer's Report, Examined Accounts and Report of Independent Examiner 2018/2019:** **CB** referred to the Annual Financial Report which had been passed to the Charity Commission. Copies of this had been circulated prior to the meeting. **CB** thanked his support team of **BG**, **TP** and Roger Davey. He announced that he intended to retire at the next AGM and said that he was hoping to find a volunteer to take over this role on his retirement. **CB** hoped that his replacement would work alongside him during the various reconciliation periods over the coming 12 months to become familiar with the process before taking over. **CB** asked for proposers to endorse the accounts. This motion was proposed by Margaret Klein and seconded by Maureen Best. The accounts were endorsed by the membership.
15. **Constitutional Changes:** **AD** explained the constitutional changes needed to support the development of Committee responsibilities caused by the expanding membership. DU3A now requires 15 trustees, rather than the maximum of 13 in the Constitution. Third Age Trust (TAT) has approved the proposal. Lyn FitzGibbon proposed the motion and June Lockerby seconded the motion, which was approved unanimously by the membership.
16. **AD** then explained two further constitutional changes, also approved by TAT; firstly, to allow sideways movement within the Executive Officer posts (Chair, Vice Chair, Secretary and Treasurer) after completing the fixed three year term of office. The second change would allow an Officer to continue for a further three years, if their role could not be filled after completing the first three years. After this period, a break of at least one calendar year would be required. Nicola Jackson proposed the motion and Sandra Strickland seconded the motion which was approved unanimously by the membership.

17. **AD** announced that **JT** was willing to stand as Chair, after **JMV** steps down at Christmas 2019. Roger Davey proposed and Jan Barlow seconded the motion to support this and the motion was approved unanimously by the membership.
18. **JMV** declared that he was willing to stand as Vice Chair from Christmas 2019 until the 2020 AGM. Roger Lees proposed the motion to support this and Liz Pickford seconded the motion which was approved unanimously by the membership.
19. **Election of New Officer (Secretary): KA** has announced that she is willing to stand as Secretary following **AD's** retirement from this role. June Lockerby proposed this motion which was seconded by Maureen Best. The motion was approved unanimously by the membership.
20. **Election of newly co-opted Committee members: AD** explained that it was not necessary to elect Associate Committee members, as these are invited to stand by the Committee. However it was necessary to vote for new Trustees. Accordingly, Terry Cash was proposed as the Outings Co-ordinator by Lucy Myers. This motion was seconded by Roger Davey and the motion was approved unanimously by the membership. Robert Giles was proposed as the Groups Finance Manager by Rosemary Jensen. This motion was seconded by Christine Bishop and the motion was approved unanimously by the membership.
21. **Vacant post – Study Days Liaison Officer (Associate Committee member): AD** announced that this role was vacant and explained the function of the role, which is to promote and facilitate Study Days for the DU3A. She enquired whether anyone would be interested taking this on. She was asked whether Study Days would be subject to a charge and replied that this depended firstly upon whether there would be any hall charges and secondly on whether the tutor was to be a U3A member volunteering their services for free, or a non U3A member, who could be paid. **AD** explained that costs would be kept to a minimum and that the Study Days Liaison Officer would be responsible for examining the viability and logistics of the study and for implementing and managing study days. In response to a query as to the types of subjects which could be Study Days, **AD** replied that these could be on almost any subject but that this would be led by the membership. Anyone interested should speak to **JMV**.
22. **Proposed Motions:** None.
23. At the conclusion of the meeting, **JMV** was thanked for what had been achieved in the last three years. There being no further business, the AGM closed at approximately 3:15 pm.

The next Annual General Meeting will take place on 24th June 2020 at 2.15 pm at E. T. Foakes Memorial Hall, Stortford Road, Dunmow.

SignedChair

Dated