



Dunmow U3A (and surrounding area)

**Minutes of the Annual General Meeting
held on Wednesday 27th June 2018 at 2.15 pm
at E.T.Foakes Memorial Hall, Stortford Road, Dunmow.**

PRESENT:

Dr John Versey (JMV)	Chairperson
Anita Davey (AD)	Hon Secretary and Beacon Administrator
Colin Bradley (CB)	Treasurer
Amanda Brown (AB)	Groups Co-ordinator
Jenny Versey (JRV)	Press Secretary & Group Leader Mentor
Mike Best (MB)	Membership Secretary
Marilyn Hammond (MH)	Newsletter Editor
Pat Kelly (PK)	Speakers and Raffle Organiser
Peter Watson (PW)	Web Administrator & Outings Co-ordinator
Terry Parker (TP)	Events Manager, Group Leader Mentor

In attendance:

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

1. **Apologies for absence** were received from Jane Tadman - Vice Chair & Welfare Officer (**JT**), Frank Poulton, Jenny Poulton, Rosemary Crowley and Merle Secker.
2. **JMV** welcomed everyone present to the 2018 Annual General Meeting of the Dunmow U3A. He remarked that the organisation has officially been running for one year since gaining its Constitution which was accepted at the First AGM, although the Dunmow U3A has been in existence for some time longer. He was pleased to announce the very healthy membership numbers, which enable a wide and expanding variety of groups, talks, activities and outings (supported by **AB**, **PK**, **TP** and **PW**). John commented that the Organisation's success was dependent upon the many volunteers involved. As well as the 11 Committee members, the volunteers include the group leaders, the outings team (**PW** and team) and the refreshment team, all of whom contribute so much to the U3A activities. **JMV** also thanked those responsible for the efficient administration, specifically the treasurer - **CB**, the membership secretary - **MB**, the welfare officer – **JT** and the publicity team (Press Officer - **JRV**, Newsletter editor - **MH** and the webmasters). Finally **JMV** thanked **AD** in her combined role as Secretary and Beacon Administrator and whose excellent efforts underpin all the activities.

3. **JMV** highlighted the new ventures this year. These include some social events, a revised members' meeting format, the new format of the monthly newsletter and the necessary changes for General Data Protection Regulations.
4. **JMV** concluded by expressing that it has been a privilege to chair the Committee and his hope that the Organisation would long continue.
5. **Minutes of the Last Annual General Meeting on 28th July 2017 and Special General Meeting on 1st November 2017: AD** advised that all members should have received copies of the Minutes of these two meetings along with the invitation to the AGM and she welcomed any questions or comments. As none were forthcoming, the minutes were agreed and duly signed by the Chair.
6. **Matters arising** - None.
7. **Annual Reports of U3A activities presented by Committee Members**
 - a) **Vice Chair and Welfare Officer's Report (JT):** This was read by **AD** for **JT** in her absence. **JT** has supported and deputised for the Chair in his absence. In her role as Welfare Officer, she works to promote inclusiveness within Dunmow U3A. To this end, she has joined the Dunmow Connector Working Group, a partnership working to address loneliness in the community. She has also gained ideas from a dementia workshop she attended. **JT** continues to send cards to members suffering from acute ill health or bereavement.
 - b) **Treasurer's Report : CB** advised that the Annual Financial Report circulated with the Agenda, will now be issued to the Charity Commission. At the previous AGM, **CB** had promised to look into a reduction of the membership fees. This has been successfully achieved (down to £15 for 2018/9) without the need to support this from reserves, as the membership figures are stronger than anticipated. **CB** said that another downward adjustment may be possible next year, if resources continue well.
 - c) **Hon. Secretary and Beacon Administrator : AD** has continued her ongoing responsibilities for the administration of Dunmow U3A which includes maintaining and safeguarding documentation, reviewing and answering correspondence, supporting committee meetings and dealing with licences. She also liaises with the Third Age Trust for Dunmow U3A and deals with their requests and changes. Two important new challenges this year have been the research and implementation of the Guidelines of the Data Protection Regulations, and also the implementation of the Beacon Administration system, as used by other U3As, which handles all aspects of administration and finance within a single integrated database. The Committee have integrated this system into their administrative roles. The Beacon system continues to be developed by the Beacon Technical Team who regularly bring improvements to it.
 - d) **Group Co-ordinator's Report (AB):** There has been further new group activity this year, although slightly less than in the initial year when all groups were

starting up. 6 new groups have started (a 3rd Art Group, Sunday Luncheon, London History walks, History, Knitting and Music Appreciation). Work is underway on 6 other new groups still at the embryo stage (a revised Science group, a Discussion group, Easy Keep Fit, Wildlife Detection, Skills Sharing and French conversation for beginners). **AB** invited any members interested in these areas to contact her. A few groups have discontinued and others have struggled to get off the ground. There have been some changes of group leaders, and there are prospects of collaborations with other organisations (specifically the Chelmsford Film Club, Saffron Walden Museum, the CVSU Community Connectors - as mentioned under Welfare, and the Uttlesford Time Bank for skills sharing). **AB** is also investigating some different London History walks and further trips, such as the successful Highwood Quarry trip.

- e) **Membership Report : MB** declared that membership had reached an impressive figure of 484 by the end of last year, and that there are now already 460 members, a healthy figure for the U3A. The Beacon system (as referenced above) has now been implemented for membership, and this and the redesigned membership form bring Dunmow U3A into compliance with the new General Data Protection Regulations.
- f) **Newsletter Editor Report : MH** announced that a short monthly newsletter has been produced throughout the last 12 months, excluding August and December. This is in response to previous feedback. Each copy includes a letter from the Chair, some group reports and photographs, a programme of outings and walks, the upcoming meeting speakers and a list of the Group leaders and Committee Members. The newsletters are available at the main meeting, at the library and on the website. Copies are posted to any members not on email, who do not attend the main meeting.
- g) **Press Report : JRV** continues to advertise the main meetings through posters and the parish magazine. A report is sent monthly to the Dunmow Broadcast, the Grapevine for Takeley and Little Canfield, the HBO magazine for Hatfield Broad Oak, the Five Parishes and the Outlook. Advertisements for new members are also placed periodically. **JRV** urged members to send her reports of any interesting activities which they would like published, and noted that photographs are particularly popular.
- h) **Events Manager: TP** reported back on the 2 successful social events organised this year, specifically the Quiz Night in September and the Cheese and Wine Evening in April. He invited suggestions for future events, and hopes to stage one in the autumn. **TP** advised that Dunmow U3A would have a stall again at the Dunmow Carnival on 15th September and requested volunteers to help man the stall for hourly periods in the afternoon. **TP** is establishing a rota for this purpose.

- i) **Speakers Report : PK** continues to provide as varied and interesting a variety of speakers as possible for the main meetings, and invited any suggestions. **PK** expressed a big thank you to all those who had donated raffle prizes. This has raised in excess of £400 this year and helps keep membership fees down.
 - j) **Outings Report : PW** and his team have run 14 outings this year, which include a wide variety of ballet, drama, musical, art galleries, visits to a stately home, a county show, gardens, an ancient port, a historic dockyard and to the Old Bailey. **PW** thanked the membership for their continued interest and the hard work and efforts put in by his team of organisers. **PW** requested all attendees to arrive for outings in good time and advised that the trips cannot be delayed for late attendees. He also asked members to note that their place on an outing was only guaranteed once payment was received.
 - k) **PW** told members that new outings include a visit to The King and I, Hever Castle and Burghley House, a vineyard, the Picasso exhibition at Tate Modern, a two day visit to the Moët & Chandon Champagne Winery, the Duxford Airshow plus the final day of Crufts.
 - l) **Minutes and Policy Document Report : AN** explained that the committee had decided that a Dunmow U3A Policy Document should be maintained as the documentation of the policy decisions, which are made at committee meetings, was spread throughout the minutes of individual meetings. **AN** extracts these into a version controlled Policy Document which is easily accessible to all members as well as the committee. This saves time at committee meetings. The Policy Document may be found on the Committee page of the DU3A website. The table of contents at the front has hyperlinks to allow easy access to any section.
 - m) **Website Managers' Report: PW** is grateful to Ian Brown who shares the web administration with him. **JMV** remarked that the website is the main communication vehicle of the Dunmow U3A and invited comments as to whether members found it clear and accessible. Not all of the website editors keep their information updated and **PW** appealed for more regular updating. He also advised that editors should be careful not to quote actual contact details such as email addresses or phone numbers on the web pages for security reasons, but instead to use the standard links.
8. **Examined Accounts and Report of Independent Examiner 2017/2018 (CB):** These were circulated with the agenda and were adopted by the membership.
 9. **Vacant Post – Study Days Liaison Officer (Associate Committee Member) and Associate Committee Member (Post to be agreed):** **JMV** explained the status of committee members, whereby there were 11 in post and 2 vacancies. There were no volunteers for either vacant position.
 10. **Proposed Motions – None.**

There being no further business, the AGM closed at approximately 2:50 pm.

The next Annual General Meeting will take place on 26th June 2019 at 2.15 pm at E. T. Foakes Memorial Hall, Stortford Road, Dunmow.

SignedChair

Dated