



Dunmow U3A (and surrounding area)

Minutes of the Meeting of the DU3A Committee held on Wednesday 24th July 2019 at 9.30 am at The Hub, Stortford Road, Dunmow.

PRESENT:

John Versey (JMV)	Chair & Compliance Officer
Jane Tadman (JT)	Vice Chair and Welfare Officer
Colin Bradley (CB)	Treasurer
Kathryn Archer (KA)	Secretary
Mike Best (MB)	Events Manager
Terry Parker (TP)	Membership Secretary & Beacon Administrator
Pat Kelly (PK)	Speakers & Raffle Organiser
Marilyn Hammond (MH)	Newsletter Editor
Terry Cash (TC)	Outings Co-ordinator
Peter Watson (PW)	Web Administrator
Bob Giles (BG)	Groups Finance Manager
Jenny Versey (JRV)	Press Secretary & Associate Committee member
Amanda Brown (AB)	Associate Committee Member
Peter Hodge (PH)	Groups Assistant & Associate Committee Member
Shirley Newby (SN)	Fixed Assets Manager/Events Assist. & Assoc.Comm.Member
Lyn FitzGibbon (LF)	Minutes Secretary & Associate Committee Member.

1. **Apologies for absence:** Anita Davey, Maurice Pannell and Rosemary Jensen.
2. **John Versey (Chair) JMV** asked the committee to look at the magazine he has produced, at pages 2 and 26, to remind everyone that U3A is for all members and the running is not the sole purpose of the committee. The magazine, which is 28 pages long, cost £600 + VAT.

Carol Yarwood was proposed as Deputy Treasurer, Carole Potter as Welfare Officer, and Rosemary Jensen to take over as Group Coordinator. The vote was unanimous.
3. **Minutes of the Committee meeting on 19th June 2019** The minutes were signed as a true record by the Chair.
4. **Matters arising not on the Agenda** Nil.
5. **Arrangements for General Meeting 31st July** Teas are all organised; there is a 10 minute speaker, **MB**, about forthcoming events; main speaker needs no equipment. Next general meeting date is 25th September.

6. **Correspondence** – **KA** Kathryn has received correspondence from Third Age Trust about voting for the TAT AGM in August. The Committee voted on four AGM items. It was agreed that she should register the results.

7. **New Business**

a) **Chair's Report – JMV**

- Magazine---**JMV** wrote to all groups before compiling the magazine. If any information is wrong, he apologises. (Amanda Brown is the History Group's new leader.) There was a discussion about the font size, which is 12 at present ...agreed that this was best for reading. Encourage members to save photos of group activities. The magazine will be available at the general meeting and with group leaders. Can it be on the website?
- Donations to other charities---we cannot directly donate to other charities. The monies from monthly raffle helps our organisation. **MB**--if we have a charity speaker, the money can be given to him/her without going through U3A accounts. The monthly raffle to continue to be for funds. **CB**—How is money accounted? Should there be a safeguarding person? **JRV**—do we need a raffle at social events? **MB**—may be needed to cover costs. Agreed. If a disaster occurs, there could be a spontaneous raffle, with proceeds being given immediately to fund.
- Outings and Social Events—maybe a Christmas Party should be held, with money over from previous events, at the Rowena Davey Day Centre, with food provided by an outside caterer, in mid-December, and as an afternoon event.

b) **Vice Chair's Report – JT –MP** has put together a Communications report. He suggests a meeting in early September, either 2nd or 3rd . The latter is preferable and 11 members said they were available.

c) **Welfare Report –JT/CP** – there will be a meeting and handover very soon. There is a small welfare budget and float. The possible use of Uttlesford Community Travel bus to transport members to General meetings---there was only 1 enquiry. This needs more work as excellent idea, **AB** said that Health and Wellbeing in Essex have grants available to help with costs. **JMV** and **JT** to meet and look into it and create a plan. **TC** says we need proposals for all vulnerable members. Policy will hopefully be in place by October. **JMV, TC, RJ, JT, CP** and **AB** to meet. **JMV** will sort out an advert for the website.

d) **Secretary's Report - KA** – The updated version of the Constitution has been sent to the Third Age Trust. TAT requested that the revised Object Clause be included (this change was advised by TAT late 2017 and agreed by the Committee in March 2018.) The Constitution change was omitted from the 2018 AGM, but will be included this year by calling an SGM at the start of the General Meeting 25 September.

e) **Treasurer's Report – CB** –the accounts were received and approved. One small error--- 240 members not 137 in second paragraph. 3 computers are available,

but are 3 years old. The remaining £800 Stansted Airport Community Fund grant will need to be spent on printers and/or software or a new computer. Agreed we should wait.

- f) **Beacon Administrator's Report – TP** – TP has taken over Beacon from AD successfully. Membership is 557 with 97 new members. Are we failing to offer something which is reason for non-renewal? But the reasons are mostly personal circumstances.
- g) **Group Co-ordinator's Report – RJ** – 18 members interested in Astronomy; Patrick Lavelle has replaced John Evans as Group Leader for French; a new beginners Spanish has been set up; 11 members are interested in a whist group.
- h) **Outings Co-ordinator's Report – TC** –The Committee agreed the policy changes proposed in TC's report. KA asked that the insurance line (from previous version of the policy be included). TC agreed. The group identified above will meet. Guests to be allowed for a limited number of times. Agreed.

PK said she had contacted the Whitechapel Mission, and numbers would be limited to 15 members.

- i) **Membership Secretary's Report – TP** –Statistics for 2019/20 as of 7th July are: Renewals---450; New members ---92. Total----542. 8 new members joined in June.
- j) **Press Secretary's Report – JRV** –press releases in Grapevine, Outlook and outlying villages. The budget for this has been increased this year. JMV said that we are trying to drive charges down in order to keep fees the same next year.
- k) **Speaker Organiser's Report – PK** – all is organised for July meeting. September's meeting is "Behind the scenes of Who Do You Think You Are".
- l) **Events Organiser's Report – MB** –MB informed us that the Quiz Night was very successful and another is planned for autumn 2020. The hall at Helena Romanes School has been tentatively booked for a possible event in February - a concert or dance. He recommends The Beauquaries, a U3A group who play 50s and 60s music.

The Dunmow Carnival—taking place on 21st September. We have a display board and possibly need an activity to draw the people. Suggestions- email to JMV.

- m) **Website Administrator's Report – PW** –Nil.
- n) **Compliance Officer's Report – JMV** –Nil.
- o) **Asset Manager's Report – SN** –Nil.

6. Any Other Business suggested a card is sent to the Woodliffes .

Date and time of next Committee meeting – Wednesday 18th September 2019, at 9.30 am, at the Hub, Dunmow.

Signed Chairperson Dated