



Minutes of the Meeting of the DU3A Committee held on Wednesday 24th January 2018 at 9.30 am at The Hub, Stortford Road, Dunmow.

PRESENT:

John Versey (JMV)	Chair
Jane Tadman (JT)	Vice Chair & Welfare Officer
Anita Davey (AD)	Secretary
Colin Bradley (CB)	Treasurer
Amanda Brown (AB)	Groups Co-ordinator
Mike Best (MB)	Membership Secretary
Marilyn Hammond (MH)	Newsletter Editor
Pat Kelly (PK)	Speakers Organiser
Peter Watson (PW)	Outings Co-ordinator
Terry Parker (TP)	Events Manager & Facilitator Mentor

Minutes taken by Anita Davey.

- 1. Apologies for absence** - Avril Nelson, Associate Committee member/Minutes Secretary
- 2. Minutes of the Committee meeting on 15th November 2017** – the Minutes were signed as a true record by the Chair.
- 3. Matters arising not on the Agenda** – none
- 4. Correspondence** – already distributed by the Secretary to the Committee.
- 5. New Business**
- 6. Chair's Report – JMV** – The Chair had nothing to report.
 - a) Vice Chair's Report – JT** – The Vice Chair expressed the opinion that during times of the Chair's absence, it would be sensible for the authority to make decisions on current matters of urgency be granted to her. The Chair agreed to this new policy, providing that he was kept informed by the Vice Chair of the situation arising, and the proposed decision being made. To further enable this process, the Committee Holiday Dates List for 2018 was given to the Vice Chair.
 - b) Beacon Administrator's Report – AD** – The Beacon Administration has now gone "Live". The "roles and privileges" of the Committee which Beacon assigns will be the same as they were before the new system. Those Committee members requiring access, were issued Usernames and Passwords to connect them to the system, and asked to start using it where possible. The

- c) Administrator suggested that the Groups Co-ordinator might find it useful to receive some support initially from the Administrator. This offer is open to any new user. Should users find they do not have the access required, they should let the Administrator know. **PW** requested access to the membership list which will be organised.
- d) **Treasurer's Report – CB** – The Publicity budget of £500 is still in surplus. Efforts should be made to use this budget by advertising, for instance in the Dunmow Broadcast. It was also recommended that the membership fee be set at £15.00 (discounted by £5.00 for affiliated members) for 2018/2019, as our reserves are on target, and there is a general surplus of £2892.00. This was agreed by the Committee. The same budget should remain in place for speakers. Grants are to be discussed for the coming year.
- e) **Membership Secretary's Report – MB** – Dunmow U3A currently has 470 members, 59 of whom are affiliated to other U3As. This figure is 19 short of last year. Fees for the current year will be terminated at the end of February. Recruiting for next year will commence by invitation of **JMV** towards the end of February. **JMV** will send an e-mailshot to all members in the form of a "Newsletter" which will attach the Membership Renewal Form.
- f) **Group Co-ordinator's Report – AB** – Group activity has been very naturally quiet during December and January. Two facilitators have changed - Scrabble is now facilitated by Fiona Fraser-Thompson, and Bridge by Bryony Rees. New groups being considered are Science and Badminton. The recently formed History Group are arranging an outing to Stowe Maries in March. **CB** will start up a new Italian group if required as the group is expanding.
- g) **Outings Co-ordinator's Report – PW** – A new Outings Programme for the coming year was circulated by **PW** to the Committee. Some of the new outings are more local. A new venture is the 3-night visit to Bath. **JMV** will distribute this Programme to members when he contacts all members in February. It was observed that the Outings dates often fall on a Thursday, which is a difficult day for many of the Committee. Consideration should be given to changing some of these to another day in the week (avoiding Committee and U3A meeting dates).
- h) **Press Secretary's Report – JRV** – An extended publicity campaign will be undertaken in the local newspapers and parish magazines as soon as possible. **CB** reminded the Committee again that the Press Budget is underspent, and

suggested that our profile needs to be increased by advertising more. Membership numbers are at risk for the forthcoming year. At the end of February we should plan a publicity campaign. The Chair suggested we need a major advertisement in the Dunmow Broadcast. **CB** also suggested we need more information regarding speakers on the website.

- i) Newsletter Editor's Report – MH** – Documents were requested to include in the Newsletter. The new Outings Programme will be included once it is checked and some of the days changed (see above report).
- j) Speakers Organiser's Report – PK** -Discussion took place about the additional 10 minute speaker and the effect on the tea interval, which raised concern. It was agreed that refreshments would be served prior to the meeting and then continued during the half hour interval to discover if this was more acceptable and the service better used.
- k) Events Manager's Report – TP** The Cheese and Wine evening plans are proceeding well and a specialist identified. The likely cost would be £20-£25. Support was request – **MH** and **PK** volunteered. The question of fixed assets was raised and Committee members agreed to check and report back quickly to **TP**.

7. Any Other Business – It was reiterated that **JMV** would send out an e-mailshot to members towards the end of February to include the new Membership Renewal Form.

Uttlesford District Council have contacted **AB** about the Dunmow U3A Health Walks and asked us to advertise them. This has been passed to the Walking Group.

The Website Administrator, Ian Brown, had written to the Secretary regarding the Committee invitation to join their meetings. Ian will endeavour to attend if other commitments do not prevent him from doing so.

Date and time of next Committee meeting – 21st February 2018, at 9.30 am at the Hub.

Signed Chairperson Dated