



Exeter University of the Third Age

Registered Charity No. 1104480

AGM MINUTES

held at the Mint Methodist Church 25th April 2019

1 The meeting opened at 10.30am with 124 members present. The Chairman, Phil Slater welcomed everyone.

Apologies were received from: Tim Butters, Jackie Holdstock, Margaret Clark, Jan Rolfe, Maggie Bonfield, Marie-Claude Arstall, Jeremy and Heather Gibson, Julia Matthews-Lundin, Frances and Matthew Gregory

The minutes of the AGM 2018 were approved by the membership, proposed by Ruth Sanders and seconded by Penny Amraoui.

Matters arising

There were no matters arising

Aims and Objectives of Exeter U3A were read out by Phil Slater. These are:

- i) To advance the education of the public and in particular the education of older people no longer in full time gainful employment, in Exeter and its surrounding locality.
- ii) The provision of facilities for leisure time and recreational activities with the object of improving the conditions of life for the above persons in the interests of their social welfare.

6. Chair's Report

Welcome all Members and New Members. I must start with a health warning about this report. It does not contain the 'B' word (slide).

Well that's two years done as Chair. No impeachment. Vote of no confidence. Leadership election. But then neither has Donald Trump!

Last year when I tried to find some positive quotes about committees I didn't find any. But I thought I would have another go. I did find these...

1. Nobody ever built a statue to a Committee – Roger Stone (slide).
True Roger – but I haven't found your statue yet
2. A Committee is a group that takes minutes and loses hours – Milton Berle (slide)
Obviously Milton hasn't been to one of our meetings. We do the former but not the latter
3. Any Committee that is of the slightest use is composed of people who are too

busy to want to sit on it for a second longer than they have to – Katherine Whitehorn

Interesting. I'm still thinking about that one. I did invite Katherine along to a future Committee Meeting but she was too busy,

AGM's have a reputation of being boring and uninteresting. That may be true but they have a very serious side. They offer the opportunity to reflect on where we are as an organisation, review the past year and to thank all the people involved in ensuring Exeter U3A is a thriving organisation.

We will try and make this AGM less boring and more interesting but if, however, you find your mind wandering you might want to consider what this represents (slide).

It has been another successful year. Membership continued to rise, the number of Groups increased and the organisation flourishes on a sound financial basis. We also have some developed and implemented some new policies. However, we have speakers later on the agenda who will outline more of where we are and what we have achieved and I don't want to steal their thunder. But another interesting and successful year.

Next year Exeter U3A will celebrate its 25th Anniversary

As I said I have looked for but can't find any positive quotes about Committees. Well, we had a positive Committee here at Exeter U3A last year and they deserve our thanks. And here they are in no particular order.

Anne – our secretary. In charge. The model of efficiency. Our link to all things regional and HQ. Keeps us on line, quorate and legal – and all with a smile. No-one has been in detention yet,

Keith – Treasurer. Has done a sterling job keeping us in Mint condition. He will tell us later how well we have done – before he sets off for the Cayman Islands. No but seriously, an excellent job. The only downside is he supports Newcastle United – well I suppose someone has to.

Lyn – Minute Secretary. Very important. Reminds us what we have agreed in Committee. It's like that moment when you go upstairs and can't remember what you went up for. Reading the minutes is when you discover what we had agreed and forgotten.

Amanda and Maggie – our Speaker Secretaries. The Monthly Meetings have been a treat. We have been on the Silk Road, learned the ins and outs of Bed and Breakfast and Taken Happiness Seriously. We have also been informed about the legal system and Crime and Punishment – I hope that wasn't too uncomfortable for anyone. There are more interesting talks planned so get the dates in your diaries.

Kay is currently the Vice Chair and has championed the issue of Meeting and Greeting. We want to ensure that new Members are greeted and welcomed to our Monthly Meetings, if there is anyone here who would like to volunteer to help please get in touch with the Committee.

Jan and Jo – our Groups Co-ordinators – with the help of Daphne who was co-opted earlier this year. This is an important role linking the Conveners with the Committee – a link the Committee is very keen to maintain. Thank you to Jan, Jo and Daphne for keeping this link going. At this point a very special thank you to all the Group Conveners for all their hard work in keeping over 65 groups running. A splendid achievement. Also to Trudi and Penny for their

role in running the Convener's Café to help facilitate this and provide advice and get feedback,

There are other people who have roles outside the Committee who deserve our thanks.

Ivan for his efficient overseeing and updating the U3A website and Dave for his knowledge of all things IT

If your mind had wandered the representation on the screen is water. It's H to O.

And this is an opportunity to draw your attention to the Rolling Programme which displays information at Monthly meetings. I think everyone will agree it is an important enhancement to the meetings. Peter who has organised this for some time has stood down. Keith very kindly stepped in temporarily – and I say temporarily because we need someone to take on this role on a more permanent basis. If not, this is what you will see in future (slide)

So please can we have a volunteer to take on this role

And in case your interest is still flagging perhaps you can answer this? (slide)

Faith – our Membership Secretary. In the front line dealing with endless queries and questions, often having to bear unreasonable comment and criticism. More about Faith later in the agenda.

The University Liaison is a special feature of Exeter U3A and one in which we are justly proud. Again you will hear more about this important link later in the co-ordinator's report

And we have read all about things Exeter U3A in the excellent bimonthly Newsletter which Trudi produces. Available online or if you need a hard copy at a reasonable cost of 50p as a contribution to printing costs. We will hear from her later.

Thank you also to all those involved in what I will call 'front of house' – meeting and greeting, registration and of course the welcoming cup of tea or coffee – produced by Christine Lane and her team. Don't forget to wash your cups and put them in the rack.

So please will you show your appreciation to all those who contribute to the ongoing success of Exeter U3A.

It is important to always remember that everyone here is a volunteer and gives up their time and commitment and energy freely. In this regard everyone needs to be given the utmost respect, not taken for granted and to be treated in civilised manner.

There is one more thank you. A big thank you. And that is to all of you. You are Exeter U3A. Without you there would be no U3A in Exeter, no interesting groups, no monthly meetings.....but we are still working on the statue.

In case you were wondering the highest mountain before Mount Everest was discovered was Mount Everest.

Thank you

Phil Slater

7. Secretary's Report

I have been Secretary of the Exeter U3A for two years under the wise and competent Chairmanship of Phil Slater. I am pleased that he is proposing to be our Chair for another year. It has been my role on the committee to support Phil and to liaise with the Third Age Trust disseminating information and ensuring that our processes comply. I have also responded to enquiries to our website from members existing and prospective. Further, I liaise with the Mint regarding the rooms we hire for our groups. This is to ensure that the budget we have set for paid-for venues is not exceeded.

This year the committee has continued to develop compliance with new legislation one being General Data Protection Regulations (GDPR). For us, Beacon is an important tool which we have purchased from the Third Age Trust. It is a secure data base which holds the contact details of our membership. All members agree for their contact information to be held in this way. Group Convenors are strongly encouraged to use Beacon to disseminate information about group events.

Three policies have been either reviewed or written this year: the Membership Policy, the Disability Access Policy and the Safeguarding Policy. The Membership Policy now incorporates the facility for prospective members to attend two taster sessions before they commit themselves to membership. The Disability Access Policy sets out to clarify for groups their care and responsibilities and limitations towards those with additional needs. The Safeguarding Policy sets out the responsibilities of all members to ensure the care and safety of all members. Our designated Safeguarding Lead is Harry Ellis who would like to introduce himself and explain a little more.

Introduction of Harry Ellis who addressed the meeting: Harry is a former police officer and has worked more recently for the armed forces charity, SSAFA. He explained he hoped never to be called upon but if there are any concerns about the welfare of a member, he should be consulted in accordance with the Safeguarding Policy.

Thank you, Harry.

A lot of work has been put into the website this year. (Google: Exeter U3A) . I would encourage you to keep an eye on the website for Hot News and groups information. Our Policies and the constitution as well as committee and AGM minutes are all available there. I would encourage all group convenors to keep their group information up to date. The Group Coordinator can help with this if need be.

The current committee of eight stand down at the AGM and a new committee is elected. There are twelve places but we have only received eight nominations. Maggie Bonfield, Lynn Walsh and Jo Joyce are standing down. Daphne Andrews was co-opted onto the committee in the Autumn but not standing for re-election. Phil Slater, Amanda James, Kay Mathews, Keith Shaw, Jan Rolfe and myself are all standing for re-election. Ann Mitchell and Diana Randle are standing for the first time. This will make eight again. There is room for more. If there is anybody willing to come on board, it is not too late. We have the facility to co-opt you.

Faith Wood has been our Membership Secretary for the past five years. She is also standing down. Our very sincere thanks go to her for her quiet efficiency in maintaining our membership on Beacon and dealing with all things membership-related. I am proposing to stand down from being General Secretary with a view to taking over from Faith. I want to personally thank her for her patience in showing me the ropes.

This past year our finances have been in the very capable hands of Keith Shaw. Keith became our Treasurer in 2014. This therefore, must be his last year and he needs to be replaced. We need someone to step up urgently in order to shadow Keith for this final year. Keith would then be willing to be Assistant Treasurer next year until his replacement is comfortable with all the processes. We are therefore, appealing for a person to come forward immediately who can work in tandem with Keith and ultimately take on this vital role on the committee. Without a Treasurer Exeter U3A cannot function.

All that said, I am looking forward to another year being a member of this organisation under the chairmanship of Phil.

Thank you.

Anne Staley

8. Treasurer's Report

We continue to be in a strong financial position with income and expenses almost equal and a healthy bank balance in excess of £16000. Key points are as follows;

- 2 PFV rooms were about 20% over-plan at £8019.
 - 3 This was slightly offset by less usage of other rooms.
 - 4 Overall our expenses were about £1500 over-plan.
 - 5 Income was higher than expected due to the increased 2019-20 membership fee.
- The table below shows in detail our income and expenditure.

Expense	To end June	To end Sep.	To end Dec	To end Mar.	
- Admin	£0.00	£13.92	£13.92	£34.80	
- Speakers	£165.00	£308.00	£433.00	£563.00	
- Printing	£90.80	£203.43	£253.62	£508.34	
- Rooms Gen.	£601.83	£824.50	£1,139.50	£1,560.75	
- Rooms PFV	£2,116.58	£3,670.72	£5,416.55	£8,145.75	
- National	£1,469.50	£1,469.50	£1,469.50	£3,818.00	
- Other	£58.00	£353.95	£403.90	£754.40	
Total Exp.	£4,501.71	£6,844.02	£9,129.99	£15,385.04	
Income	To end June	To end Sep.	To end Dec	To end Mar.	
- Subscripts.	£1,617.50	£2,365.00	£2,644.00	£11,363.00	
- Donations	£4.00	£12.00	£14.00	£16.00	
- PFV Subs	£889.00	£1,362.00	£1,753.00	£2,519.00	
- Tea/Coff.	£71.60	£119.65	£178.25	£269.10	
- Other	£26.50	£62.00	£100.00	£1,329.38	
Total Income	£2,608.60	£3,920.65	£4,689.25	£15,496.48	
Bank Balances	1-Apr-18	30-Jun-18	30-Sep-18	31-Dec-18	31-Mar-19
No 1 Account	£15,121.89	£12,875.43	£9,916.61	£7,603.30	£14,195.25
No 2 Account	£1,612.36	£1,682.36	£1,682.36	£1,682.36	£1,882.36

The above was independently reviewed, audited and approved by Jackie Shepherd on 15th April 2019.

Keith Shaw

4. Membership Secretary's Report

On 20/4/19 we have 660 members including 89 who may or may not renew. (571)

This is an improvement on last year, when at a similar time before the AGM we had 607 members including 134 who had not then renewed. (473)

I think the numbers are growing, and that we really will be over 600 members before long this year. The re-introduction of two taster sessions for Inquirers before joining has proved popular.

As last year, all membership records are now kept on the secure Beacon management system. This is easy to use, and a great help when sending out emails to many people at the same time.

As I expect most of you realise your membership numbers can be found on the sign in sheets at the general meetings at the Mint. Membership cards are a possibility for regular attendees of the monthly meetings, though last year when mentioned at the AGM this was not taken up.

The Exeter U3A website is an excellent source of information for newcomers and many enquiries about joining come through this.

The link with the University is a tremendous asset, with many new people being interested in this.

For those of you interested in statistics, you may like to know that only 30% of you are male. Only 1% of you are associate members and 95% of you are on email.

I took over this task in 2015 and I can honestly say that it has been an extremely pleasant experience.

Faith Wood

5. Group Coordinators' Report

I've had an eventful year as GC. The first half shared with Jo, second half Daphne kindly stepped in after my health scare in September. I have now decided to pass my role on to another member this year, and instead I will hopefully become a Speaker Secretary.

We now have just under 70 varied groups, so much to choose from - canoeing to current affairs to short weekly walks and everything in between! Not to mention our educational and interesting University liaison.

In January we held the annual convenors lunch at Exeter college as a Thank You to all convenors for their hard work in organising their groups. Approximately 40 attended. They all work hard for the enjoyment of our members.

Also in January, we held another successful groups fair, 35+ convenors attended – it was an opportunity for all members to chat and ask questions re various groups and it was very well attended. As a result many signed up for more groups. This was also an opportunity for non-members to come along and learn about U3A Exeter and perhaps join us.

Convenors Cafe is held bi-monthly at the Cosy Club, giving convenors the opportunity to share, discuss and exchange ideas re groups. It would be generally beneficial if more convenors could attend!

One common scenario crops up at the cafe: it seems members have differing expectations of U3A, some feel it is provided as a service and become dependant on convenors, rather than contributing cooperatively in line with U3A ethos ie: mutuality and shared learning! Likewise convenors are encouraged to share their role and delegate responsibility.

On the whole I have had an enjoyable year, and wish every success to the new Groups Coordinator for 2019/20.

Jan Rolfe

6. University Liaison Coordinator's Report

It's hard to believe that it's coming up to 6 years since we started to engage with our University of Exeter – and 3 years since we signed our formal Memorandum of Understanding. One of the important things about the University Liaison Project is that it's not a **group** in the way that other Exeter U3A groups work – our events are open to **all** Exeter members.

As always, our small team – Trudi, Bertram and myself – have been busy networking. We send out lots of emails, go up to the university campus to meet academics and arrange talks, usually several months in advance. We feel very fortunate to get access to their world-class research. Our contacts are very busy, not just teaching, researching and doing administration – but securing funding to be able to carry on their research.

We made some very good contacts in the Law School in 2017 and were lucky enough to hear two fascinating talks recently – on Assisted Suicide and then on Driverless Cars. I'm sure that many of us enjoy the live 'streamings' of plays from the Royal Shakespeare Company in our

local cinema. A few months ago, we heard much more about the process of broadcasting Hamlet. As I've said before, our networking is rather random and if I give you some more examples of recent talks you will see the variety of research areas: Musical Worlds and the Extended Mind; Openness in Animal Research; The Global Fashion Revolution; Food and Nutrition in Greek and Roman Art; and The Science of Brilliant Colour.

Future plans involve work with the Drama Department and we've started to make contact with staff in the Institute of Arab and Islamic Studies and in Biological Sciences.

We particularly enjoy the opportunity of working with students. This year we've been asked to be involved in Grand Challenges Week in June. Some of our members continue to work with international students and last summer even recorded some short talks about British life to be used as listening practice.

There is also a major Wellcome Funded research project about carers which we will hear about in May. In addition, we may get involved in some collaborative work between the university and a researcher from Age UK.

Our final area of engagement is in an advisory capacity. We continue to have representation on both the Ethics Committee of Social Sciences and International Studies and on the Animal Welfare and Ethical Review Group. We have been lay members on interview panels; we have helped PhD students to focus their research and we are becoming involved in a Public Engagement day in June.

Our administrator Helen Cleasby has a database of nearly 200 Exeter members who are interested in the Liaison Project events. And the list is growing. It's easy to get to the campus on the D bus – and refreshments are often provided – so why not join us sometime?

Carol McCullough (for the team)

7. Communications Report

NEWSLETTER

PRODUCTION AND DISTRIBUTION

There have been **6 newsletters produced since the AGM in April 2018**, once again **averaging 17 pages in length**.

Over 630 electronic copies of the Newsletter are emailed to members, the number rising over the year with the increase in membership. Members have been encouraged to install the required pdf reader, with links to the necessary websites being included in the email accompanying the Newsletter. This year **an average of 75 black and white copies have been printed for distribution and collection** at monthly meetings and very few, if any, left over. The number of members who do not receive an email copy and for whom the paper copy is essential is actually very low at **less than 40**. Some other members do have email access but do not have printing facilities. Members have recently been reminded that paper copies are primarily for those members **without** printing facilities.

We continue to use **Stormpress** for printing the Newsletter.

Printing costs have risen over the year to about **90p** for a 17-page copy of the Newsletter. The **total cost for printing the Newsletter for 2018-19 was £369.47**.

Starting with the **June/July 2018** issue, members who wanted to pick up a paper copy at monthly meeting have been asked to make a **donation of 50p** towards the printing costs. This has generated about **£130** to offset the printing cost.

FORMAT

meetings, with weekly groups appearing in a separate section. This detailed programme information continues to be greatly valued by Exeter U3A members.

Group leaders and other members continue to be enthusiastic sending me photos of their activities and events to make the Newsletter more visually appealing.

The order of contents continues to emphasise key upcoming events and opportunities available for all members, starting with Monthly Meetings, followed by University Liaison events and other workshop opportunities. This helps achieve cohesion across Exeter U3A and enables all members to feel involved in what is going on in our U3A as a whole.

General news items and reports on past events are then followed by the **Groups section**, particularly highlighting at the start of the section those issues affecting groups, advertising new groups and those seeking new members, informing of changes to groups and of any closures. Then come the reports on the separate group activities and discussions.

Contact details for the Committee, other Officers, and Group Convenors appear towards the end.

The Forthcoming Events section is usually 5 pages in length, reflecting the increase in the number of groups and frequency of

THANKS

As always, **thanks to all group convenors and other members** for sending me their news and photos – without you, there would be no newsletter!

PUBLICITY

MONTHLY MEETINGS

Posters are usually produced to **promote awareness of Exeter U3A** by publicising the monthly talks and these are displayed in Exeter Public Library. The January **Groups Fair**, held in the monthly meeting slot, is very popular with both existing members and successful in attracting new members. Details of the monthly meetings are also regularly uploaded onto the local listings **website** (East Devon Hub).

GENERAL PROMOTION

With a steady trickle of new members and membership now well over 600, there has not been a specific drive this year to recruit more members to Exeter U3A by organising public events.

Trudi Learmouth

8. Questions to the Committee

There were no questions about the committee reports

9. Election of Committee Members

Proposed	Proposer	Seconder
Amanda James	Andrew Staley	Trudi Learmouth
Ann Mitchell	Phil Webster	Lynne Morgan
Kay Mathews	Joyce Burgess	Ruth Studley
Jan Rolfe	Trudi Learmouth	Rita Watson
Keith Shaw	Joyce Burgess	John Burgess
Phil Slater	Ruth Sanders	Rose Gander

Anne Staley	Marion Williams	Jenni Hurst
Diana Randle	John Burgess	Joyce Burgess

Phil Slater conducted Anne Staley's election while Anne Staley asked for a show of hands for each other proposal and all were unanimously carried with no dissensions and no abstentions.

10. Motions to be Raised

No motions had been received by the deadline.

11. AOB

The AGM was concluded at 11.40 am and group notices of forthcoming events followed.