

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 5 FEBRUARY 2019

Present: Sandra MacQueen (Chair), Christine Chittock, Maurice Chittock, Sheila Clarkson, Nigel Day, David Gingell, Richard Morgan, Keith Phillips, Chris Woodward .

1. **Apologies:** Lyn Holmes.

2. Minutes of meeting held on 8 January 2019

These were agreed without amendment and signed by the Chair.

3. Matters arising

After some discussion, the draft reserves policy was agreed. Final version to be circulated for approval at next Committee. **Action: Keith**

The speaker's job description was agreed subject to a reference to liaise with the new monthly meeting co-ordinator. **Action: Christine**

4. Reports

Reports (previously circulated) from Sandy, Richard, Keith, Maurice, Lyn, Christine, Sheila & Nigel were noted, for filing with the minutes.

The following points were noted/raised:

- the open morning to attract support for the committee had been a success. Sandy is in contact with those who could not attend. **Action: Sandy**
- a monthly meeting for new members was planned starting in March. **Action: Sheila**
- the balance as at 31 January is £9327.38.
- The programme for 2019 and part of 2020 had been circulated. It was agreed to keep the groups open day proposed for November in the programme for the time being. For the January 2020 meeting, it was agreed to have a 'concert' with contributions from various groups. **Action: Christine**
- The social group proposed programme (distributed at the January monthly meeting) was approved. Tickets are on sale for the first two - a bird watching cruise on the Exe and a visit to Plymouth gin. The programme with booking details needs to be placed on the website and in the newsletter. **Action: Keith to contact Clare Dawson.**
- The final version of the policy on financing group activities was approved. **Action: Keith (for website)**
- Draft minutes of the East Devon Link meeting on 21 January were noted. Honiton are planning a second study day and a network quiz proposed.
- the Charity Commissioner news:issue 62 will be considered at the next meeting: **Action: Keith (for agenda)**

- There are now 969 members with 68% female. 96% are on email. Following the open morning, Maurice has several members who are willing to assist him.
- There are currently 93 groups, 40 with vacancies. Several new groups are about to start. To encourage more groups, a 'starting up new groups' session will be held on 11 March at Albion Court. Any ideas for new groups should be sent to Nigel. **Action: Nigel**

5. Committee roles and succession planning

Sheila reported that the M & G team now had 13 members and it was hoped to bring this up to 20.

Two members had come forward as potential monthly meeting co-ordinators. Nigel was in discussion with a member interested in part of the group co-ordinator role which could be undertaken by 2 or 3 people.

Someone responsible for equipment is required as no one at the open morning expressed interest. Ideally this person would be a committee member. As a contingency we should also look at possible storage options.

Ian Bateman (one of our members) has kindly agreed to assist when he is available with technical issues and liaise with Chris from the Pavilion at the monthly meetings. We would still like another person with technical expertise to be available at the monthly meetings. However, it was pointed out that Chris was giving excellent help at meetings.

It was agreed that we need to continue to mention the available positions at the monthly meetings and in newsletters. **Action: Sandy**

6. AGM.

The requirements circulated by the secretary were noted.

7. Membership renewal.

The renewal letter will be sent by email and by letter to those not on email. it was agreed we should push for more standing orders. **Action: Maurice**

It was agreed that the cost of postal newsletters should be increased to £10 from April to cover the cost of postage and printing. **Action: Maurice**

8 AOB

It was agreed that members wishing to promote events in the newsletter should provide a few lines on the event rather than sending posters which in future would not be included. **Action: Chris**

In view of the large amount of printing required, it was agreed that Maurice should consider using the print shop in Exeter Road and also explore the possible purchase of a laser printer. **Action: Maurice**

Next meeting: 5 March at Albion Court. 14.00 am start.

Signature:

Date: