

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

Present: Keith Phillips, Lyn Holmes, Olwen Smith, Camilla Benyon, Christine Chittock, Maurice Chittock, Richard Morgan, Sheila Clarkson.

In attendance: Ian McLauchlin and Wendy Groves (for item 3)

1. Apologies: Sandra MacQueen

In the absence of Sandra, Maurice agreed to act as the chair.

2. Minutes of meeting held on 1 October 2019

These were agreed without amendment and signed by the Treasurer.

3. Entertainment event in January

Wendy explained the format, the layout required (including raised seating) and circulated details of the proposed running order. Christine referred to the requirement to have the hall from 9.00am to 12.30pm and the additional costs involved. After some discussion the following were agreed:

- The hire charge of £300 plus £24 per hour for technical assistance. (NB our normal charge in 2020 is £275 including one hour technical support)
- Wendy, Christine & John Smith (plus others if necessary) to meet with LED to finalise the layout and the technical aspects
- Wendy to arrange rehearsals probably in early January.
- If required a music licence be obtained at a cost of about £40 in liaison with Richard.

Action: Christine & Wendy

4. Matters Arising from the action sheet

Richard advised that the charity number should be quoted on correspondence including emails. Details to be circulated to the committee. **Action: Richard**

In an effort to reduce cash and cheque handling, Richard is to investigate the costs involved with purchasing a card reader. **Action: Richard**

Maurice, Olwen and Richard to meet to consider payment methods. **Action: Richard, Olwen & Maurice**

It was agreed that no further action be taken on the proposed member survey on the monthly meetings. It is intended to send out details of the 2020 speakers to all members (see below).

5. Reports

Reports (previously circulated) from Keith, Christine, Sheila, Maurice & Lyn plus a financial summary for October handed round by Richard were noted, for filing with the minutes.

The following points in particular were noted from the reports:

- Details of the secretary's role, updating of the equipment list and the proposed committee meetings at Albion Court in 2020 were acknowledged.
- Instructions for PAT testing of electrical equipment have been issued by Keith.
- For the TAT member survey , Maurice agreed to extract 35 names randomly from the Beacon database. Keith will then post the forms to the members. **Action: Maurice & Keith**
- Keith referred to a problem with the hire of a coach and reminded committee members of the financial delegation scheme. The social group have drawn up a procedure which Lyn will discuss with Richard. **Action: Lyn & Richard**
- It was agreed to invite Marion, who does an excellent job managing the website, to a future meeting. All members are requested to visit the website and consider whether any changes or improvements are required. **Action: Keith**
- Sheila kindly agreed to stand in as secretary at the February meeting when Keith will be away.
- Lyn reported that there are now 14 postal newsletters sent out. The first social group trip of 2020 will be a bird watching cruise on the 7 February. 82 tickets for the Christmas lunch had been sold. The committee appreciated the great job undertaken by the Social Group in arranging so many popular and successful outings during the year.
- Maurice reported that there are 945 members with 30 not on email. Beacon training will continue for committee members.
- Maurice reported that the upgrading of the Beacon system required input from U3As. Richard agreed to be involved and to contact TAT. **Action: Richard**
- A 'job description' for the membership secretary to be drawn up. **Action: Maurice**
- Christine has prepared an information sheet on the 2020 speakers for circulation and distribution to members. Copies to be made available at the monthly meetings for new members and sent with postal newsletters by Lyn. Details to be emailed to all members by Keith. **Action: Lyn & Keith**
- Christine mentioned the proposed raffle draw by Exmouth Coast Watch when they are our speakers in April. LED have no objection providing no tickets are sold in the foyer. It was agreed that tickets could be sold in the hall at the Coast Watch table but not in the foyer. The draw for the quilt will take place immediately after the monthly meeting is formally ended at about 11.45.

- the bank balances are HSBC £48.00 and Lloyds £12,383.97. General expenditure for the financial year up to the end of October is £9528.46 compared to income of £8196.50. Richard is considering payment accruals for membership renewals in February and March to the next financial year starting in April.

5. Cyber Crime and Scams event

Publicity for this will commence with an article in the next newsletter and then circulating members in January. East Devon link U3As will also be invited.

Action: Keith

Assistance will be required on the day on the door (committee members?) and for the refreshments. Sheila will approach the M & Gs. **Action: Sheila**

It would be useful to have an idea on numbers so members will be asked to indicate whether they are intending to attend and this will be recorded on Beacon.

Action: Keith & Maurice

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6. Succession planning

A member has expressed interest in joining the committee and has confirmed he is willing to be co-opted. **Action: Keith**

Two members of committee are willing to consider moving to other positions. It was agreed that details of vacancies need to be advertised in the newsletter and job share should be mentioned as an option. **Action: Sandy & Keith**

7. AOB

It was confirmed that the Christmas lunch for the committee will be on Friday 29 November starting at 1.00 o'clock and that we would choose from the usual lunch menu on the day.

Christine raised the need to refer to the emergency evacuation routes at the Pavilion at the beginning of the meeting. She will re-introduce this at the November meeting in the absence of Sandy.

Next meeting: 7 January at Albion Court. 14.00 pm start.

Signature:

Date: