

## **MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 7 FEBRUARY 2018**

**Present:** Jan Harper Shea (Chair), Keith Phillips, David Gingell, Alice Robson, Melanie Parker, Richard Morgan, Mary Solway, Marion Ricketts.

**1. Apologies:** Lyn Holmes, Cliff Rebbeck, Nigel Day.

### **2. Minutes of meeting held on 17 January 2018**

These were agreed without amendment and signed by the Chair.

### **3. Matters arising**

Jan reported that Cliff had resigned and had thanked him for his contribution. Jan would oversee the speaker requirements until the AGM. **Action: Jan**

Jan was obtaining quotes for the purchase of the speaker mics the cost of which would be met from the Local Community Fund. **Action: Jan**

Richard to circulate to the Committee a draft form in connection the use of rented accommodation and associated income/expenditure. **Action: Richard**

David reported on the cost of acquiring a spare bulb for the projector and the problem of fitting it. It was agreed not to acquire a spare bulb at present.

The social events group would be meeting later this month. **Action: Alice**

### **4. Reports**

Reports (previously circulated) from Jan, Richard, Melanie, Keith & Nigel were noted, for filing with the minutes.

The following points were noted/raised:

- In view of an issue with a disabled member, it was agreed to adopt the policy drawn up by Exeter U3A subject to minor amendment. Jan to obtain approval from Exeter U3A first. **Action: Jan/Keith**
- Notes of the East Devon Link meeting on 26 January to be circulated: **Action: Jan**
- There are now 844 members. The new membership renewal forms have been sent out to all members. Melanie reported that some had already been returned and more were expected at the monthly meeting.
- Income and expenditure for January was reported. The bank balance as at 31 January was £13,111.70 after allowing for expenditure of £2118 due for the Christmas lunch and £348 for unbanked membership fees.
- A new bank account has been opened with Lloyds to be used from the 1 April.
- There are currently 89 groups of which 58 have vacancies, with three groups restarting.

- Keith reported that the TAT send out monthly emails with information on courses, national group advisers, training etc and any member can sign up for these. It was agreed to advertise this in the newsletter. **Action: Keith**
- The quiz at the August meeting will be presented by Jan and Melanie on 'Places of refreshment in Exmouth'. **Action: Jan/Melanie**

## 5. Study Day

Marion had agreed to be present in the foyer between 10.00 and 11.00 to meet members turning up for the usual monthly meeting rather than the study day.

**Action: Marion**

Setting up will have to take place at 8.30 on the day and clearing away at 4.30. Duties will be confirmed in due course. **Action: Mary/Jan**

## 6. Financial Matters - Paid Tutors

Jan and the other organisers have met the tutors and they do not see a problem with the new regulations. Jan has produced a draft contract form setting out the requirements. There was still concern about insurance (conflict between the tutor's insurance and U3A insurance) and health and safety matters. It was agreed that the tutors should require participants to complete a medical form so they are aware of any conditions. Jan agreed to amend the contract form and contact the tutors so this can be discussed again at the next meeting. **Action: Jan**

In view of the health and safety aspect raised above, it was agreed to include a disclaimer at the top of the groups list and on the website in the format used by Exeter U3A. **Action: Nigel/Marion**

## 7. Succession Planning

Melanie reported firm interest in her replacement but no one has come forward for Chair. It was decided not to produce a 'job description' at this stage but probably for the April newsletter.

## 8. AGM

Keith confirmed the timescales for nomination forms, formal notice, agenda etc which would be put in the newsletter. The 2017 draft minutes would also be placed on the website.

As the meeting usually finished quite early it was agreed to consider a speaker to fill the gap and hopefully attract more members. It was agreed that Keith would approach Exmouth in Bloom. **Action: Keith**

## **9. Communication with members.**

The arrangements agreed at the Newsletter sub Committee meeting of the 15 December 2017 were noted.

Suggestions for the use of social media such as facebook are to be considered at a later date. **Action: Keith for forward plan**

In response to a recent request, it was confirmed that any member may ask to make an announcement at the monthly meeting (eg for a charitable or social event) subject to seeking approval from the Chair at least 24 hours before and also submit up to 200 words to the website manager for display on the website. A reference to the website link may be included in the newsletter.

Organisers should ensure that all members of their group agree to the sharing of email addresses otherwise only blind copies should be sent. Nigel to remind organisers. **Action: Nigel**

## **10. Problems and grievance policy**

The draft policy was agreed. **Action: Jan/Keith**

## **11. Safeguarding vulnerable adults**

The draft policy was agreed. **Action: Jan/Keith.**

**Next meeting: 10am Wednesday 7 March at Albion Court.**

**Signature:**

**Date:**