

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 7 MARCH 2018

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

1. **Apologies:** Nigel Day.

2. Minutes of meeting held on 7 February 2018

These were agreed without amendment and signed by the Chair.

3. Matters arising

Jan is liaising with Cliff over the handover of the speakers' folder. **Action: Jan**

It was agreed to defer the purchase of the speaker mics until after the study day. **Action: Jan/David**

It was agreed that the groups co-ordinator should issue the form concerning the use of rented accommodation and associated income/expenditure. **Action: Nigel**

Alice reported on the first meeting of the social events group which highlighted the need to plan well ahead for any outings or functions. This was followed by a discussion on the role of the group which Alice would raise at the next meeting. **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:

- Notes of the East Devon Link meeting on 26 January had been circulated by Jan.
- There are now 856 members. Attendance at the last monthly meeting was 173 including 6 visitors. So far 403 consent forms have been returned.
- Income and expenditure for February was reported. The bank balance as at 28 February was £16,069.07 including £1300 of study day income.
- One group has closed and another has finished. No new groups have started.
- We have 3 votes for the TAT EGM on 21 March. There were no adverse comments so we will vote in support of the motions. **Action: Keith**
- The MLC film licence (one year from February) allows us to show films for educational and entertainment purposes.

5. Study Day

The duties have been circulated and the format for the day was explained by Mary. The financial summary distributed in February by Mary showed that only a small subsidy was likely to be required.

6. Financial Matters - Paid Tutors

A detailed report had previously been circulated by Keith and Jan had amended the contract following previous comments. The Committee agreed to continue with the groups using paid tutors subject to completion of the contract commencing on the 1 April. It was also agreed that the groups co-ordinator would be responsible for ensuring the contracts are completed including the provision of documents. **Action: Nigel**

7. Succession Planning

Mary offered to undertake the administration work of the Chair including chairing committee meetings and attending link meetings. However she could not take on the monthly meeting presentation or outward facing tasks. Alice said she would have to step down due to other commitments.

8. AGM

The draft agenda was noted. Formal notice and the agenda would be sent out at the end of the month and reference would also be made to the additional vacancy. The notice would be sent by email and by post to those without an email address. Immediately after the AGM, Exmouth in Bloom would provide an illustrated talk. **Action: Keith**

9. AOB

Jan reported that the charge for the Pavilion had increased by £25 to £225 per meeting from January.

New groups should be encouraged to use the beacon system which sent only blind copies. **Action: Nigel**

Next meeting: 10am Wednesday 18 April at Albion Court.

Signature:

Date: