

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 8 JANUARY 2019

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

1. **Apologies:** Lyn Holmes, Chris Woodward.

2. Minutes of meeting held on 12 December 2018

These were agreed without amendment and signed by the Chair.

3. Matters arising

With regard to emergency contact numbers (ECNs), Nigel had circulated organisers but received few replies. It was noted that some walking groups already keep a list of ECNs for their members. It was agreed that we would not include these on Beacon but an item would be put in the newsletter suggesting members have contact details with them at all times. **Action: Sandy**

It was agreed to have an information/help desk combined with the new members table at the monthly meetings. **Action: Sheila**

It was agreed not to take any further action regarding the recovery of the cost of postal newsletter for the current year.

Sandy reported that a member was interested in the welfare role and it is proposed to consider this again in due course. **Action: Keith to note on forward plan**

4. Reports

Sandy proposed that any items that arise between committees should be referred to her first for a decision on how to proceed. Rather than lengthy exchanges of emails, it was hoped to deal with most issues at the next committee meeting unless it was considered urgent or clarification was required on policy matters. This was agreed. **Action: all to note.**

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

The following points were noted/raised:

- the balance as at 30 November is £12,519.04. The balance as at 31 December is £9,681.61.
- the estimate outturn for the current year ending 31 March 2019 and the draft budget for 2019/20 were noted
- the draft policy on financing group activities was agreed for final approval at the next meeting. It was noted that formal agreements would be dealt with by the treasurer from 1 April and that quarterly returns would be required. **Action: Keith.**

- There was a discussion on the draft reserves policy and it was agreed to consider this again at our next meeting. **Action: Keith - for agenda.**
- Christine had circulated the programme for 2019 with detailed notes on the speakers. Three speakers for 2020 have already been booked - The River Otter, the Red Arrows and the 400th anniversary of the Mayflower.
- The draft 'job description' for the speaker organiser to be circulated and considered at the next meeting. **Action: Keith.**
- the TAT are requesting an updated constitution containing the new object clause. It was agreed to consult other local U3As. **Action; Keith**
- Keith's suggestion for a folder for each committee member was agreed. **Action: Keith**
- following the survey at the November meeting, the social committee are planning three excursions this year - a bird watching boat trip, a visit to Plymouth gin and a horse drawn barge trip with lunch on the Tiverton canal.
- There are now 946 members with 68% female. 96% are on email.
- There are currently 91 groups, 40 with vacancies. Two new groups are about to start. To encourage more groups, a 'starting up new groups' session will be arranged. **Action: Nigel**
- with reference to the recent subgroup meeting, it was noted that the meeters & greeters and time team would be merged. Sandy and Sheila to liaise with those concerned. **Action: Sandy & Sheila**
- details of the monthly meeting co-ordinator role and the expanded m & g role, which includes assisting with new members, were agreed.

5. Committee roles and succession planning

A meeting for prospective committee members, meeters and greeters and others who may be willing to generally assist will take place on Wednesday 16 January at Albion Court. Some interest has been shown and It was agreed to circulate all members with more information. **Action: Nigel**

6. Monthly meetings survey

It was agreed not to pursue this.

7. AOB

None

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

Signature:

Date: