

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 12 SEPTEMBER 2018

Present: Sandra MacQueen (Chair), Christine Chittock, Maurice Chittock, Keith Phillips, Nigel Day, Lyn Holmes (until 11.10), Christopher Woodward (from 10.40) .

1. **Apologies:** Richard Morgan, David Gingell, Sheila Clarkson

2. Draft minutes of the AGM 10 May 2018

These were agreed and will now be placed on the website. **Action: Keith**

3. Minutes of meeting held on 11 July 2018

These were agreed without amendment and signed by the Chair.

4. Matters arising

Revised guidelines for new members to be placed on the website. **Action: Nigel**

Keep it Legal workshop notes to be circulated. **Action: Keith**

It was agreed that a report on the use of equipment should be prepared every three months. **Action: David**

5. Reports

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

The following points were noted/raised:

- the idea of membership cards to be considered in due course(see section 6 Monthly Meetings below)
- the next East Devon link meeting will be hosted by Exmouth on Monday 21 January 2019 at the Devoncourt Hotel. Sandra and Keith attending and others welcome
- the balance as at 29 August is £12,471.21. It was agreed that we should have a detailed look at our surplus and how to reduce it. Sandra would also raise it at the link meeting. Richard to seek guidance from the Third Age Trust on ways to reduce surplus. **Action: Richard/ Sandra**
- 43 tickets have been sold for the SS Great Britain trip
- Christmas lunch tickets will be on sale at the monthly meeting
- Nigel and Clare Dawson to attend the Group interest workshop on 20 September.
- There are now 826 members with 70% female. 124 members attended the July meeting and 103 the August picture quiz.
- There are currently 87 groups, 49 with vacancies and 38 full; several new groups are about to start

- the organisers' tea party went very well with a large turnout
- three mentors for new and existing groups have been found
- Nigel to convene a SE Devon Group coordinators meeting in October
- A draft policy note on group finances to be prepared. **Action: Keith/Richard**

5. Policy Notes 2 and 4

The revised policy notes were approved and will now be put on the website. It was noted that PN4 on Paid Tutors allows the occasional use of paid speaker for groups. **Action: Keith**

6. Monthly meetings.

The booking form including the fee section, approved by Richard, was agreed. An updated schedule of monthly meetings for the rest of 2018, all of 2019 and two dates in 2020 had been circulated. Christine explained that it has been necessary to replace the proposed rural films event with a speaker (Robert Hesketh).

Christine has also prepared an information sheet on forthcoming speakers which can be used at the open group meeting and for general publicity purposes. It was agreed that the next three speakers should be included in the newsletter. **Action: Christine/Chris**

It was agreed to continue with another picture quiz in August and to review whether to have a second open day in November 2019 after an assessment of the first one in October.

The level of speaker fees to be discussed at the next meeting when Richard is back. **Action: Christine**

With regard to the October open group meeting, Nigel will prepare a layout plan for LED, liaise with organisers concerning tables, photos etc and seek committee support where required. **Action: Nigel**

There was a discussion about attendances at the monthly meeting and it was agreed that a survey should be carried out in the New Year. Maurice to take the lead and involve others in drawing up the survey questions. **Action: Maurice**

The time team numbers have declined so it was considered appropriate to set up a sub- committee to review the role of the time team, meeters and greeters and other related aspects such as membership cards. Sandra, Maurice and Sheila to be on the committee plus others from the two teams. **Action: Sandra, Maurice & Sheila**

Sandra mentioned that if she was unavailable for a monthly meeting, there should be clear lines of responsibility. It was agreed therefore that Keith would be next in line followed by Nigel.

7. Newsletter.

The procedure was clarified:

- Chris to send to Sandra for proofreading
- Sandra to send to Marion and Lyn.
- Marion to supply the newsletter link for the website to Sandra
- Sandra to send out an email to all members with the newsletter link plus details of the next monthly meeting and groups news from Nigel.

Action: Chris/Sandra

Chris is still looking for photos, articles etc for future editions.

8. Proposed Study Day

A detailed report from the study day team was only briefly considered due to lack of time. The committee agreed the concept, date, venue and photographic exhibition. Initial concerns relate to the numbers attending and ticket prices. It was agreed that we should invite the study day team to the next committee meeting. **Action: Keith**

9. AOB

Keith suggested we should have a person responsible for welfare such as equalities, safeguarding, accessibility, liaising with health organisations and possibly organising a welfare group with community involvement. The person could be co-opted to the committee or remain outside but work closely with the committee. More details to be prepared. **Action: Keith**

Maurice raised the issue of succession planning and it was agreed therefore to add this to the agenda. **Action: Keith**

Next meeting: 10 October at Albion Court. 10.00 am start.

Signature:

Date: