

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 14 JUNE 2017

Present: Jan Harper Shea (Chair), Keith Phillips, David Gingell, Mary Solway, Alice Robson, Nigel Day

1. Apologies: Melanie Parker, Lyn Holmes, Richard Morgan

2. Minutes of meeting held on 26 May 2017

These were agreed without amendment and signed by the Chair.

3. Matters arising

It was agreed to ask the website editor if she is willing to be co-opted to the committee. **Action: Jan**

The new Committee email addresses to be placed in the newsletter and on the website. **Action: Nigel/Mary**

Jan to inform members at the June meeting that the application for the Queen's award for voluntary service had not been successful. **Action: Jan**

Alice will progress the planning of the annual Christmas lunch at the Royal Beacon liaising as necessary with Rosemary Walsh. **Action: Alice**

4. Reports

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

The following points were noted/raised:

- Dates for monthly meetings at the Pavilion and Committee meetings at Albion Court were confirmed by Jan
- Devon County show costings produced by Jan to be verified by the Treasurer. **Action: Richard.**
- Update Trustee details on the Charity Commissioners' website. **Action: Richard**
- Finalise river cruise costs after June monthly meeting. **Action: Richard/David**
- Jan reported that the damaged Tulip tree appears to be recovering.
- There are now 698 paid-up members.

- The new members' meeting on Monday 26th June has attracted a low response. Consideration be given to combining the two sessions possibly at lunchtime. **Action: Nigel**
- The format of the Treasurer's report was well received. However, not everyone received it or could open it and therefore a pdf version was requested. **Action: Richard**
- The bank balance on 11 June was £14797.50.
- It is hoped to have a 'performing groups' event in January.
- Nigel confirmed that the organiser's tea party would take place in August, the date of which will be fixed after consultation with organisers. **Action: Nigel**
- The two organisers of the theatre group were stepping down and new ones were required if it was to continue.

In addition the following were discussed:

- It was agreed to consider having a study day, possibly next March, on the subject of ' The Exe Estuary - past, present and future', a title suggested by Mary. A working group will be set up by Jan and Mary. Rosemary Walsh has offered to assist. **Action: Jan and Mary**
- It was agreed to recruit more members to the Time Team. **Action: Jan**

5. Publicity relating to outside bodies.

Keith provided a note on the existing policy (PN2). Jan and Keith have both received enquiries from PhD students seeking volunteers to assist with their research. After consideration it was agreed not to change the policy and therefore any such requests from outside bodies or persons would be turned down. **Action: Keith and Jan to reply accordingly.**

A suggestion to provide a notice board at the monthly meetings was not considered feasible as there was nowhere to store the board. It was also clarified that any member wishing to speak at the monthly meeting should give at least 24 hours notice and details of the topic to the Chair.

6. Charities for monthly meetings 2018.

Having considered the background information provided by Mary and Jan, it was decided to proceed with CAB and the Jurassic Coast Trust. **Action: Mary**

7. Local Community Funding.

This will be considered at future meetings.

8. Regional Trustee.

It was agreed to nominate Alan Green. **Action: Jan**

9. Accounting Issues.

Richard is in contact with Beacon and will decide in due course whether it is necessary to acquire any other software. **Action: Richard**

10. Financial Delegation.

Richard has reviewed this and considers no changes are needed at present.

11. Succession Planning.

It was noted that at the moment there was no obvious candidate to take over as Chair. Jan proposed appointing a vice-chair to the committee to shadow and assist the chair; such person would not automatically become chair as this would be decided at the AGM. Keith also agreed to the post of vice-chair. Mary offered to take on this role providing someone else took on the job of speaker coordinator. This was agreed by Jan and Keith (the Executive Committee) and supported by the rest of the Committee. Mary to provide details of the speaker role and Jan to canvass members. **Action: Mary and Jan**

NB The vice-chair is one of the executive officers and is usually elected at the AGM. However vacancies can be filled by the Executive Committee (Chair, Secretary and Treasurer). An executive officer cannot have two officer roles but the newsletter editor is not considered an officer role.

12. Next meeting: 10am Wednesday 12 July at Albion Court.

Signature:

Date: