

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 18 APRIL 2018

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

1. **Apologies:** Alice Robson.

2. Minutes of meeting held on 7 March 2018

These were agreed without amendment and signed by the Chair.

3. Matters arising

Jan has collected the speakers' folder and gave details of the arrangements up to May 2019. **Action: new Speakers' co-ordinator.**

Jan reported on options for speaker mics which the new committee should consider. It was suggested that we should consider whether speakers should use the stage in future. **Action: Keith (forward agenda)**

The form concerning the use of rented accommodation and associated income/expenditure has been issued and Richard would analyse these in due course. **Action: Richard**

It was noted that a representative of the social events group would speak about the first proposed outing at the monthly meeting.

4. Reports

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

The following points were noted/raised:

- Mary will attend the Devon Link meeting on 30 April. **Action: Mary**
- Melanie and Jan are beacon 'supporters' and perhaps another Committee member would take on this role. **Action: Keith (for forward plan)**
- There are now 860 members with 25 new members since the last committee meeting. The highest number of members last year was 858. There are 163 renewals outstanding and 121 have paid but not completed a form. It was agreed that Jan would email members. **Action: Jan**
- A draft summary of the income and expenditure for the year ending 31 March 2018 was reported. The bank balance at 31 March was £15,098.04. The new Committee should consider ways to reduce the surplus. **Action: Keith (for forward plan)**
- The new bank account at Lloyds has now commenced with facilities for bacs transfers.

- There are currently 86 groups, 54 with vacancies and 32 full. One new group is about to start and another requires an organiser.
- There will be a new members' meeting on the 24 April at Albion Court. **Action: Nigel**
- There was a discussion about Nigel' s draft guidelines for new members. It was agreed that this would be raised at the new members' meeting at this stage rather than issued to all new members. **Action: Nigel**
- Lyn is seeking to have a feature in the EJ about the study day and also the June edition of Tam. **Action: Lyn**
- The magazine invoice of £1614.98 has been passed for payment to Richard based on 641 addresses at £2.50 for 5 issues. **Action: Richard**
- The TAT annual return needs to be completed by the end of the month and the 'capitation fee' of £3.50 per member paid. Information was provided to enable Keith to reply. The TAT terms of membership were agreed. **Action: Keith**

5. Study Day

This was a very successful day, superbly and professionally organised, managed and presented by Mary, Rosemary and Jan, with great support from many members. Mary has produced an excellent report showing the financial position (only a very small subsidy), summarising lessons learned and suggesting perhaps another one in the autumn of next year. **Action: Keith (for forward plan)**

6. Financial Matters - Paid Tutors

Some completed forms have been returned and will be passed to Nigel. **Action: Nigel**

7. Succession Planning

Mary has decided to stand down from the committee including as newsletter editor due to other commitments. Jan thanked Mary for her contribution and support.

No offers for Chair or speakers' co-ordinator have yet been received. It was agreed that Jan would send out a request to all members stressing the seriousness of the situation. **Action: Jan**

8. AGM

Keith proposed sending out details of the nominations in the next newsletter together with financial information, if necessary in draft only. **Action: Keith and Richard**

9. Policy Notes

Keith reported on these and suggested amendments to PN2 (Publicity relating to outside bodies) and PN4 (Payments by interest groups for specialised expenditure) to reflect the current arrangements and requirements. This was agreed and will be reported to a future meeting. **Action: Keith.**

New Policy Notes 9,10 and 11 are now on the website.

10. AOB

Nigel raised the question of the Organisers' meeting and it was agreed to have this in August. **Action: Nigel**

Next meeting: 9 May at Albion Court

Signature:

Date: