

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 30 MAY 2018

Present: Sandra MacQueen (Chair), Keith Phillips, Nigel Day, Richard Morgan, David Gingell, Lyn Holmes, Marion Ricketts, Maurice Chittock, Christine Chittock, Christopher Woodward.

1. **Apologies:** Sheila Clarkson.

2. Introductions

Sandra, the new Chair, welcomed the committee and invited all members to introduce themselves. The various Committee roles were noted. Contact details have been circulated and any changes to email addresses will be carried out by Nigel.

3. Trustees' declaration

This was signed by those present.

4. Dates of committee and monthly meetings.

These had been sent out prior to the meeting. It was agreed that we should investigate whether the committee meeting could be held on another day at Albion Court. **Action: Keith**

5. Minutes of meeting held on 9 May 2018

These were agreed without amendment and signed by the Chair and Treasurer.

6. Matters arising

Nigel is working on the new member guidance and also proposing to offer an organiser's workshop to assist with running a group. The latter should address how to deal with group members with health issues and where to refer members for specialist advice/support. **Action: Nigel**

The Organisers' tea party including the Time Team and Meeters and Greeters has been confirmed for Friday 17 August at the Royal Beacon.

The Devon link meeting has been rearranged. Details to be confirmed. **Action: Keith**

Induction for Sheila to take place in June. **Action: Keith**

With regard to the proposed purchase of mics and the request by LED to contribute to the cost of a new projector, it was agreed that a subgroup should be formed comprising Maurice, Chris, David and Geoff Shea to investigate this further and liaise with Jay at LED. **Action: Maurice, Chris & David**

7. Reports

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

The following points were noted/raised:

- There are now 790 members, some of whom have not completed the consent form. Maurice will chase up the outstanding ones. It was agreed not to contact those who have not renewed with an exit questionnaire. **Action: Maurice**
- A summary of the income and expenditure for the month of May up to 26th was reported. Several electronic payments have been made under the new system. The total balance on the 26 May were £13,433.47. Expenditure this month has included the TAT capitation fee of £3003 and TAM magazines costs of £1614.98.
- There are currently 86 groups, 51 with vacancies and 35 full. The Singles group has started.
- Details of the June speaker had been circulated by Christine and Marion confirmed they were on the website.
- Lyn on behalf of the social committee confirmed the first two outings - SS Great Britain (September) and a bird watching cruise (November). The first trip for 45 members would cost £35 pp with the coach costing £450. After a full discussion, it was agreed not to subsidise the first trip. **Action: Lyn to report to the Social Committee**

8. Monthly meetings.

Christine reported that, according to the file handed over, speakers had provisionally been arranged by her predecessor up to next May. It was agreed that Christine should review these and send details of the proposed speakers to the Committee. Keith asked that in particular the proposed speaker for May next year be checked to ensure this would be appropriate for the AGM. **Action: Christine**

Any suggestions or ideas for speakers should be sent to Christine.

In order to regularise the system, Christine proposed a booking form should be drawn up confirming the costs, equipment required etc. **Action: Christine**

Arrangements for liaising with the speaker on the day of the monthly meeting were discussed. Chris agreed to be the liaison person for the July meeting.

Action: Chris

With regard to the usual email sent out a day or so before the monthly meeting, Nigel agreed to undertake this on an interim basis until others had been trained on the Beacon system. Nigel will arrange a session on sending emails through the Beacon system for Sandra, Chris, Maurice and Keith. **Action: Nigel**

9. Newsletter.

Chris has prepared a draft newsletter which was well received. It was agreed that Chris would receive and edit all reports and submit the newsletter to Sandy for approval and proofreading. Nigel would continue to provide the groups information, groups list and committee contact details. Marion would then place the final version of the newsletter on the website and send the link, initially to Nigel. Lyn would print out and send the postal versions. **Action: Chris, Sandra, Marion, Nigel, Lyn**

Keith said we should continue with a monthly edition even if it was only a single sheet plus Nigel's groups reports and lists.

10. Review of AGM.

This generally went well although there were issues with the microphones when Exmouth in Bloom gave their talk. Keith said we should try to condense the AGM part to no more than 30 minutes followed by a quality speaker.

11. AOB

The retiring members' lunch is to be arranged for June or July. When a date has been fixed all Committee members will be welcome to attend. **Action: Keith**

Nigel proposed to speak to local U3As about networking groups etc. **Action: Nigel**

Next meeting: 11 July at Albion Court

Signature:

Date: