

**NOTICE OF THE
GUILDFORD AREA U3A ANNUAL GENERAL MEETING**
to be held at 2pm on 26 November 2018
St Catherine's Village Hall, Chestnut Avenue, Guildford GU2 4HF

1. Apologies for absence
2. Chairman's Report
3. Confirmation of the minutes of the AGM held on 27 November 2017
4. Director of Studies Report
5. Presentation of examined Annual Accounts 2017-2018 by the Treasurer
6. To receive Annual Report for the year 2017-2018 by the Secretary
7. To agree Membership Subscriptions for 2019-20
8. Election of Officers and Management Committee for 2018-19
9. Election of the Independent Examiner
10. Any other business

Followed by the monthly meeting: Genevieve Kiley on Mediation, and refreshments.

GUILDFORD U3A ANNUAL GENERAL MEETING
27 November 2017 held at St Joseph's Church, Guildford, Surrey

The Chairman welcomed 77 members present, including founder member Professor David James and our Financial Examiner, Tony Knapp. **Apologies for absence** have been received from committee members: Irene Black, Jeff Harkman & Justin Jackson and from the membership: Keith Childs, Frances Eggo, Ann Elms, Iris Hawkins, Anne & Chris Kelly, Angela Logan, Pam Powles, Peter Woodington and Joan Wrenn.

The Chairman's Report We had another busy and eventful year. I was pleased to welcome many members to our Annual Lecture in April when Professor John Hardy UCL gave us an inspiring, and ultimately hopeful, talk about his work on the dementia diseases. A great deal of work behind the scenes has been done on our management systems, led by our Vice Chairman, Justin Jackson. We aborted the introduction of Beacon at the 11th hour because we were not satisfied that the Third Age Trust had put the long-term financial support that it needed into place. I know a great many of you were involved and thank you for that. It was a frustrating experience for all of us, and for that I apologise, but what we learnt will be of future use. I must also single out Jorgen Veslov, and thank him for his technical expertise.

I have to thank the Committee who does such sterling work on your behalf. Our Vice-Chairman, Justin Jackson, I have already referred to. His wife's serious illness, and his own recent operation means that he is taking a back seat for the moment, but available for help, advice and support from his PC. I am sure you will want to join me in wishing Margaret and Justin speedy returns to full health. Our Secretary, Sonia Ashworth, having been thrown in at the deep end, has picked up the reins, and is now fully in charge putting in place all the policies and procedures we need to keep us legal and running efficiently. Martin Barker, Treasurer and Julie Beattie, Director of Studies, keep us financially and educationally solvent.

We have some retirements from the Committee who I will come to in a moment, but before that I want to thank the remaining members of the Committee. Sue Watson Membership Secretary, Jeff Harkman Prospectus Secretary, Irene Black Newsletter Editor, and Jane Robertson Venue Secretary. Mike Piper, Webmaster, retired during the year, and was replaced by Roger Philo. Julie Elphee, retired as Publicity Officer, and was replaced by Sandi Layton. Sandi organised our stall at Guildford Borough Council's Retirement Fair held in Holy Trinity Church a fortnight ago. I am afraid I was abroad and missed it, but I gather it all went very well. We are grateful to Mike and Julie for all their hard work. Our last retirement from the Committee is a person you all know well, Ann Watson, and I would like to include Mike Smith, in these thanks. They have both given of themselves unstintingly to GU3A over more years than I think they would be prepared to admit to, serving in all the offices on the committee, except

treasurers. I found a note in an old committee paper recently from Mike (he has held and organised all the AV equipment for 18 years), suggesting the purchase of a projector that could be linked to a computer and show pictures. It was quite expensive, but he felt that we should keep up to date, and that it would really add to our educational experience. What a long way we have come since then! We have a small token of our appreciation to give them.

Before I finish, I must thank by name a few of the people who keep the wheels of GU3A turning, Tim and Judy who produce tea and biscuits at more meetings than I can ever hope to attend, Marian Shepard who organises the Monthly Meetings, Harry Wickens who helps with AV equipment, and desktop publishing, Roxanne Phillips the Mug Monitor. The people who run our visits and trips of various kinds, Ann Elms and Peter Woodington, who are taking over where Sue Bradbury and Jackie DeYong led, Iris Hawkins and Sheila Darzi. The Faculty Heads, Group Leaders, and all the people who help at their own groups, and of course yourselves who make our U3A the best.

Minutes of the previous Annual General Meeting held on 28 November 2016. The Chairman proposed acceptance of these minutes which were agreed and endorsed by the membership.

Director of Studies Report I am happy to say that we have had another successful year, with 100 different interest groups listed in our prospectus. We have lost Tai Chi and Needlework since last year. I am particularly sorry about Needlework as I was so impressed by the exhibition they mounted in Holy Trinity for our 30th birthday celebrations. We thank both Doreen James and Lorraine Pakulski for their work as Group Leaders. South East Asia Studies and International Folk Dancing are temporarily suspended while their group leaders recover from health setbacks. On the other hand the Computer and Internet group is expanding. During the year they held a very successful workshop on the use of tablets. Under their new leader, David Pearce, they are looking to hold group meetings much more frequently. We also have a new Chess group.

We had relatively little by way of waiting lists after enrolment day. One was for Calligraphy; we are still looking for a leader for the 10 people who want to join. There are also enough people interested to form a third Wine Appreciation group if we can find a leader. We are negotiating the formation of a second Yoga group. Greek Beginners and Greek Beginners Plus have now combined. We are also looking for a new leader for Advanced French.

We are very sorry to lose Celia Woodward as our Group Co-ordinator for Indoor Games and Activities. She is taking on responsibilities elsewhere but we would like to thank her for her efforts on the Programme Planning Committee over the past years. If anyone would like to take over from her, just say the word!

We tried holding Enrolment Day at a different venue, RGS, this year. We did this because everybody complained about the noise levels and lack of space at St Joseph's. Afterwards, everybody complained about the noise levels and the lack of space at RGS as well; it just goes to show you can't win! On the plus side, though, the committee did not have to move endless tables and chairs from Jacob's Well, St Pius, Burpham and various other venues to St Joseph's and back again afterwards. We are going to try holding Enrolment Day one more time at RGS. They had extensive building works going on at the time which limited what space we could use. The works are ongoing but should be finished in time for Enrolment Day next year when with any luck we will be able to use full-sized classrooms and have a bit more space and a little less noise.

Secretary's Report Membership at the end of our financial year (31 July 2017) held steady and there was a net increase of 23 members, making a total of: 1749. Your Management Committee met 5 times this year plus an extraordinary meeting to discuss the proposed migration of our computer system to Beacon. Mike Piper, Justin Jackson and Roger Philo have worked hard on our website, but recently, some of you have experienced problems joining on line, for which we apologise. We are trying to iron out any wrinkles and do please email myself or Roger with any feedback. Our website is full of information of future events. This committee has seen changes during the year. Many of you have the relevant experience and expertise that would be valued highly by this organisation, so

please do consider taking on a role, either locally for Guildford U3A or for the South East area. If you would like to be more involved, please contact myself, Julie or Caroline.

The Programme Planning Committee led by Julie, has overseen nine faculties offering in excess of 110 courses, including a new Research Group; at over 17 venues in and around Guildford – quite an achievement. All of this Jeff Harkman manages to make sense of in our full and detailed prospectus. In addition, Moira MacQuaide has been gathering information regarding access and facilities for our members with disabilities at our various venues.

Our receipts from the Gift Aid scheme are important to us and enabled us to claim tax refunds from HMRC amounting to £7048 this year. If you are a tax payer and have not yet signed up – please do so – it will cost you nothing and we are able to reclaim 25% of your membership subscription. If you are not interested in receiving the Third Age Trust (TAT) magazine again, please let us know. Bank transfer of your subscription saves us money. Contacting our membership by email has also represented large savings in postage, as we strive to keep subscription levels low for you, but it is important that you notify Sue if you change your email address – she works hard keeping all your records up to date and accurate. We are affiliated to the TAT, whose office has recently moved to Lant Street in London and we look to them for guidance, particularly when legislation changes. We also network with our other local U3A's and share best practice with them at four meetings each year. We now have written job descriptions for the main management roles of this organisation and are updating our management assessments. Earlier in the year I filed our returns to TAT and the Charity Commission.

Irene Black was unable to attend today but wished me to mention the following: If you ticked the email box when you renewed your membership – you will not get a hard copy of our newsletter – you will receive it by email (please check your junk box). The newsletter is worth keeping as there are details of coming events in it, including network study days, monthly meetings, concerts, trips. It is interesting for everyone to see what our groups have been getting up to, so please share articles and photos with Irene and send them in plenty of time. The next newsletter deadline for copy is 16th March. Michael Tanner mentioned experiencing problems getting the newsletter.

I am very grateful to all those members who have so kindly assisted me during my first year. I would like to extend my personal thanks to Caroline for her time, patience and enthusiasm. She works extraordinarily hard on your behalf. The audience showed their appreciation to Caroline with loud applause.

Presentation of examined Annual Accounts 2016-2017 The Treasurer, Martin Barker stated that the charity was solvent. There had been 17 outings and visits to places of interest, which had shown a surplus because the coaches were full. He congratulated Jackie and Sue for organising the visits and Iris for organising concert outings – they have done a fabulous job. The Third Age Trust capitation fee came to £6069. The main item of expenditure was the hire of venues, which had increased, due to more classes and the cost of renting our venues, which rises slightly each year. Postage was another saving, partly due to email, but also due to the local charity, Office Project, used for bulk mailing, via a franking machine. Sadly Office Project are no longer able to do this, but Martin and Sue have sourced a new organisation that will do this for us (franked mail represents a 25% saving) so postage costs should remain constant. The small deficit this year was planned. The Balance Sheet shows accumulated funds of £30,351, which could be reduced a bit more. Not all venue invoices have been received yet, thus the cash balance held is higher. Colin Macarthy questioned why there were annual increases by the venues and he was assured by the Treasurer that the Venue Secretary has worked hard to keep costs low. There were no further questions and the Annual Accounts were proposed by the Treasurer and agreed by all. The Chairman thanked the Treasurer for the Annual Accounts and our independent examiner Tony Knapp for his time and advice.

Trustees Annual Report for the year 2016-2017 The content had been covered earlier, in the Secretary's report. There were no questions. The report was proposed for adoption by Sonia Ashworth and agreed by all.

Membership Subscription 2018/19 The Treasurer proposed that it is kept at £22 per annum, per person, for the third year running, unless there are any significant and necessary changes to the budget. This was agreed by all.

Election of Officers and Management Committee for 2017-18 Martin Barker proposed Caroline Sawers as Chairman for her fourth year. This was unanimously agreed by all. The Chairman proposed that we elect en-bloc, the management committee members who are kindly standing for re-election. They are: Sonia Ashworth, Secretary; Martin Barker, Treasurer; Julie Beattie, Director of Studies; Irene Black, Newsletter Editor; Jeff Harkman, Prospectus; Justin Jackson, Vice Chairman; Jane Robertson, Venues; Sue Watson, membership. All members agreed to re-elect the above en-bloc and then agreed to the re-election of officers.

New nominations The Chairman proposed the election of Roger Philo who has kindly taken over the role of Webmaster. This was agreed by all. The Chairman proposed the election of Sandi Layton who has kindly offered to take over the role of Publicity Officer. This was agreed by all.

The Chairman formally thanked those committee members who have stood down: Sue Bradbury, Julie Elphee, Mike Piper and Ann Watson. In addition she thanked Ann Elms and Peter Woodington who are organising our trips and outings, and Marian Shepard who organises our monthly meetings, who will be co-opted onto the management committee as necessary. That makes a total of 11 management committee members including the Chairman. Our constitution says there should be between five and 15 members.

Independent Financial Examiner The Treasurer proposed Tony Knapp as Independent Examiner for the 2017/18 Accounts, thanking him for examining the accounts and for his good advice. This was unanimously agreed by all.

Any other business There was no other business and the Annual General Meeting ended at 2.27pm. It was followed by a presentation from Susan Radford, the U3A Resources Manager, regarding the U3A Resources Centre. The Chairman thanked Susan afterwards, and presented her with a small token. She then invited the audience to enjoy light refreshments.