

Hastings & Rother U3A

Minutes of Committee Meeting

held at 10.30 on Thursday 5th September 2019 at St Peter's Community Centre, Bexhill

Present

Robert Hadland (Chair)	George Webster (Vice Chair)
Ken Saunders (Business Secretary)	Jenny Meteyard (Minutes)
Sue Deeks (Initial Enquiries)	Lynda Wood (Groups)
Chris Legg (Membership)	Carol Crossley (Venues)
Josephine Noyce (Assistant Treasurer)	Lesley Almond (general)
Barbara Spackman (Speakers)	

NB Database Administrator, Website Administrator and SUN Representative are not committee members but may send reports and/or attend meetings at times if appropriate.

Robert welcomed members to the meeting and introduced Alison Phillips, who had been invited to discuss arrangements for the Quiz at the Christmas Party. The order of items in the agenda was altered so that this could be discussed first and Alison could then leave.

1. Apologies for absence

Gail Oswald.

2. Christmas Party arrangements

Robert had circulated a document outlining arrangements for the party. The format of the afternoon was discussed and agreed as follows:

- 1.30-2.00 Set up
- 2.00-2.30 Welcome and offer of glass of mulled wine
- 2.30-3.00 First 4 rounds of quiz
- 3.00-3.30 Refreshments – tea, mince pies, savouries and cake; tombola draw
- 3.30-4.00 Last 4 rounds of quiz, presentation of prizes
- Conclusion

Alison explained that the quiz will be in paper form rather than questions being read out, with 3 minutes allowed per round. There will be 8 to a table, so she will provide 2 sheets per table. People can come as a team, but individuals or couples can be assigned to a table – a good way to get to know more people. A lapel mike and hand-held mike will be available. A whiteboard or flipchart is needed for score-keeping and it was agreed pens or pencils should be supplied. The prize for the winning team would need to be in the form of 8 small prizes. It was agreed that the U3A would pay for the sheets to be printed if preferred.

It has already been arranged that the winter newsletter will go out rather earlier than usual, probably in the early part of November, but the party should start to be publicised and tickets should be available at the 23rd September speaker meeting, and should also be available at the coffee mornings. Tricia will produce these and will also publicise the party by email. A charge of £3 was agreed. Robert suggested a maximum of 96, but it was agreed that if ticket sales were going particularly well, this should be increased. The absolute maximum number allowed by the Centre is 140 when using tables, but it was agreed that 120 might be more realistic. Only U3A members may attend. Tricia is prepared to organise the tea, assisted by George, and there will be a team of helpers. Chas and Lorna will be asked to provide the mulled wine again.

PJ

PJ GW

3. Minutes of the last meeting

The minutes of the last meeting held on 8th August 2019 were agreed to be an accurate record and were signed by the Chair.

4. Matters arising (not covered in the agenda)

Sue raised the issue of a possible **speaker meeting in August**, which had been requested by some members. Barbara said that this would be possible to arrange. Although the programme for 2020 has already been printed on the bookmarks, this was not felt to be a barrier: it can be publicised by email and in the newsletter as an additional meeting. It was therefore agreed to hold a speaker meeting in August 2020; Sue and Barbara will liaise to arrange this, along with the Venues Co-ordinator.

SD, BS
CC

5. General Reports

AGM Catering (Carol) Carol had written to Classic Cakes to point out the error in the size/shape of the cake at the AGM and was offered an £80 refund! This had been accepted with alacrity. Robert thanked Carol for her vigilance and actions.

30th Anniversary Event – Stella Rimington. Chris and Robert have spent a considerable time organising the seating plan; the numbered tickets have all been sent out in the mail to those attending, now 190. Although a stamped addressed envelope had been requested, 48 people had not sent one! There are large teams of stewards for the car park and the inside of the building, with the hope of getting everyone seated in good time so there can be a prompt start at 3.00. The talk will last about 45 minutes, followed by questions, then tea in the Refectory, followed by book sales/signing. No photography or video is allowed by audience members but a request has been made to allow Barbara Christmas to take some photos. Lesley expressed gratitude that transport has been organised for non-drivers, as public transport is lacking on Sundays. Robert thanked Barbara again for organising such a prestigious speaker

23rd October Speaker Meeting (Dr Mucci) Sue and Richard have done a lot to organise this. Rye and Battle U3As were contacted to invite them to publicise it to their members. Rye have been sent a poster and flyers, but not Battle as they did not provide an address for these to be sent to. Dr Mucci is bringing 15-20 people as well. Maximum capacity is 200; the event is not ticketed. It was agreed not to have the usual signing in.

Treasurer's Report

Gail was not able to attend the meeting but had sent a report. The final accounts for the year ended 30 April 2019 have been examined and certified and are ready for the Special Meeting; a copy was attached.

Total cash at bank is £28,018.60 as at 23 August 2019 and we have paid the full Stella Rimington Fee for which the cheques have been cashed. Invoices have not yet been received for the cost of hiring the Bexhill Academy venue or the refreshments for the event. There are approximately £1300 other cheques which have been issued but not yet been presented at the bank. The Gift Aid payment has not yet been received and it is not clear if the claim was sent, although this may have been done before Gail took office.

Gail has circulated a standard form to be used when claiming expenses.

Membership Secretary's report

Chris reported that there are now 713 members, although 125 are outstanding renewals. There have been 19 resignations but 18 new enrolments. Some of the 125 may still renew during

September. One reminder has already been sent, and those not using email will get a letter.

CL

Website Co-ordinator's report

Brian had sent the page visit statistics. Ken commented that these are valuable and should be regularly monitored to get an idea of how many people visit the website and which pages (including groups) they look at. Sue commented that she has sent out 98 welcome packs to date.

Business Secretary's report

The agenda for the Special General Meeting on 23rd September, to present and approve the accounts, has been sent. In Jenny's absence Lorna will take the minutes. It was noted that non-members should not be present at this meeting, so arrangements should be made for them to wait elsewhere.

LC

Ken circulated forms for the new committee members/Trustees to complete. He asked if it would be helpful if he went through information on the duties of new Trustees etc, and it was agreed that at the next meeting on 17th October this will take place at 10.00, to be followed by the committee meeting.

KS

Ken also suggested that at some point the committee should review the job descriptions for each role, and amend where necessary, as he felt some of the roles have changed – he is now doing some things that were not previously part of his role.

All

East Sussex Social Services have asked to be sent U3A leaflets, and it appears that U3A membership is starting to be recommended as part of 'social prescribing'. Robert thanked Ken for the vital jobs he does.

Groups Co-ordinator's Report

There are two new groups listed now, **British Art History** which will cover the history of art in Britain only from the Medieval period to the present day, and **Technical Art History** which will look at the creation and materials used in the process of creating art through the ages. Both of these groups have been extremely well received. We will also have a new **Chess** group very soon hopefully.

Lynda is about to send out the emails to all convenors asking them for details of all their members so that she can update the lists. This should uncover any non-members among them! It is difficult to keep information on vacancies up to date – as soon as a list is published it can become out of date, and convenors do not regularly send lists of their members. Robert commented that the next newsletter will contain a whole page regarding groups.

LW

Newsletter and Publicity

The newsletter will come out in the next few days and will be accompanied by the new bookmark. 500 extra bookmarks will be sent to Chris who will give some to Sue. The winter newsletter will be brought forward, as mentioned earlier.

CL

SUN/Regional information

There was nothing to report.

6. Any Other Business

- Ken has completed the committee list, and commented that this is not public information and is not placed on the website. He will now attempt yet again to complete the volunteers list.
- Sue had noticed that the letter she sends to welcome new members does not mention the coffee mornings, so she has created an additional sheet about these.

KS

13. Dates/venues of future meetings

Monday 23rd September Special General Meeting (before speaker).

Thursday 17th October 2019 10.00 a.m.

Thursday 28th November 2019 10.00 a.m.

Thursday 9th January 2020 10.00 a.m.

Meetings will be held in the **Bell Room of St Peter's Community Centre**, apart from the SGM, which will be at the Azur.

Signed

Date

Minutes were taken by Jenny Meteyard. .