

Minutes Hinckley U3A Committee Meeting - 7th January 2020

1. Apologies

a. Celia Inman and Stan Maxey had given their apologies. All other committee members were present: Wendy Barker, Tom Berrie, Anne Deakin, Alan Fraser, Margaret Lawrence, Guy Newbury, Margaret Pickering, Derek Ridgway, Samantha Ridgway, Janice Strand, and John Whitehead.

2. Minutes, Actions, and Matters Arising

a. All actions from the December meeting had been completed, so the minutes were signed off as a true and accurate record of the proceedings.

b. There was one matter arising, concerning the letter which Janice had promised to write to the Mary Forryan Centre. Janice assured everyone the letter had been sent, and we were waiting on a reply.

3. Treasurer's Report

a. Derek tabled his usual monthly budget statement (Appendix 1) which showed a working balance of £2923. He expects the balance will increase very rapidly as members start to pay the subscriptions for 2020/21. John said that the 'working balance' had been introduced so that the committee has a good idea of how much money Hinckley U3A has as a baseline.

b. Derek said that HRMC had paid Gift Aid for 2017/18, and that he's started to complete the application for 2018/19.

4. Membership Secretary

a. Samantha said that we now have 501 members. She clarified that the number will drop as some people won't renew their membership for a variety of reasons.

5. Arrangements for the January General Meeting

a. The speaker will be John Parnell and he'll talk about the History of the Circus, and he'll require the stage and a microphone. His fee is £60.

b. Margaret L said that is only 1 volunteer to make the refreshments, so John will ask for help at the general meeting.

i. Decision

1. Margaret L was advised to liaise with Janet Berrie, month on month, to check which group is providing the refreshments. Jill Whitehead usually provides tea bags, coffee etc.

6. Publicity

a. Tom said that U3A leaflets and posters are available.

i. Action

1. Margaret L will ask Hinckley Library to display a poster.

b. John reminded us about 3rd June which has been declared National U3A day; he asked us all to consider how we can mark the day in Hinckley.

i. Actions

1. Janice will include 3rd June on the agenda from February onwards.

2. Committee members will bring some ideas to the February meeting.

7. Website Management

a. Alan asked which Group Leaders have editing rights for the website.

i. Action

1. Anne will email all group leaders, and ask them to contact Alan if they have editing rights.

b. Janice and Samantha said that they had met John Langham on 3rd January to agree a strategy and plan for website development. *Action – Janice - An appendix will be shared next meeting.*

c. John had flagged up Countesthorpe which has a very attractive website, and they don't use Sitebuilder.

i. Action

1. Janice will contact our colleagues at Countesthorpe U3A to discuss their website.

8. Newsletter

a. Wendy said that she'll ensure the newsletters are emailed on the Wednesday after the committee meeting.

b. All content and photos must go through Wendy in the first instance.

9. Group Coordinator

a. No update.

b. John and Guy tabled a questionnaire designed to encourage new groups.

The committee made a number of suggestions

Beer Tasting to be Beer Appreciation

Add Cycling, Local History. IT Familiarisation, Using i-Pads, Ukulele, Bird Watching, Rambling, Lively Classics.

Remove "extra groups are currently full"

Add Rock & Roll, Zumba to Dance options

Put subject list in alphabetical order

John explained that the Concordia Group could meet in bar or coffee lounge after the performance to discuss the play.

Action: John to amend the questionnaire and place on each chair at the January General Meeting. Copies to be emailed to each group leader to bring to the attention of their groups.

10. Property

- a. Stan wasn't present so there were no updates.

11. Trips

- a. Derek confirmed that the invoices for Carousel and A Comedy of Errors have been paid.

12. Correspondence

- a. Janice said that she had received a mailing for December 2019 from the Third Age Trust.
- b. She said that she had forward to Samantha another Trust mailing about data submission.

13. Policies and Procedures

- a. John gave hardcopies of the Constitution to Margaret L and Guy. There was some confusion about the current version.

i. Action

1. *Janice and Samantha will meet to clarify.*
2. *Clarifications to be ratified by the committee. Alan will then upload the current version to the website.*

14. Future Planning

- a. Janice gave her apology in advance for the February meeting.

i. Action

1. *John will take the minutes in February.*

15. Any Other Business

- a. Alan said that he had discovered that information held by Charity Digital about Hinckley U3A needed to be updated.

i. Action

1. *Janice said that she would write to them with updates, and include a budget statement.*

16. Next meeting

- a. The next committee meeting is s on Tuesday, 4th February, same time, same place.

These minutes were approved 4.2.20