

DATE	DECISION	REVIEW
18 Oct 2012	The name of the Group will be 'Maidstone Invicta U3A'	
30 Oct 2012	Bank accounts will be held at Unity Trust Bank.	
	There will be 5 cheque signatories, Chairman, Treasurers X 2, Membership Secretary and Secretary. Any two will be able to sign cheques.	
	The Maidstone Invicta U3A financial year will be the same as that of National Office, 1 st April until 31 st March. The AGM will be held in May.	
	The membership fee will be £20 until March 2014.	Oct 2013
	The Interest Groups will be financially self-sufficient.	
	Beechwood Hall was agreed as the monthly meeting venue.	July 2013
14 Nov 2012	Membership cards will need to be shown to get into monthly meetings.	
	Proxy voting for absent Committee Members will not be allowed.	
	There will be three internet banking signatories, Chairman and Treasurer (2)	
	The Data Protection Guidelines were adopted.	
7 Jan 2013	<p><u>Expense Claim Guidelines</u></p> <ul style="list-style-type: none"> • 25p per mile petrol allowance for travel on MIU3A business; • 2nd class postage to be used wherever possible • Can claim for telephone calls where necessary 	
	A maximum donation of £30 to be given to monthly speakers (if possible cheque made out to speaker themselves to avoid problems with a charity giving to another charity).	
	Expenses for social events are to be paid for from the social account as per U3A Advice Sheet No 8 (confirmed by the Treasurer subsequent to the Committee Meeting).	

	<p>Not in minutes but stated at meeting:</p> <ul style="list-style-type: none"> • Visitors to monthly meetings must not be charged but instead asked for a donation in order to avoid problems with claiming Gift Aid 	
	A contribution of £1 per person will be requested at the monthly meeting for refreshments.	
	The U3A Code of Conduct for Trustees was adopted.	
4 th Feb 2013	The Newsletter is to be produced every two months.	
	The Newsletters, Constitution, Data Protection Policy and AGM minutes will be held on the website, but will contain no personal information	
	People may attend monthly meetings or social events twice before becoming members. Carers will always be welcome.	
	A list of names of those on social outings must be given to someone not attending the outing.	
	At this point in time we will not run joint groups with other U3As.	
4 Mar 2013	<p>The Internet banking signatories will be changed to Chairman, Treasurer, Secretary and Vice Chair X 2. The Treasurer will usually be the instigator of payments, whilst one of the other signatories will authorise the payment.</p> <p>The cheque signatories will be changed to Chairman, Treasurer, Secretary, Membership Secretary and one of the Welcome Coordinators.</p>	
	It is up to drivers and passengers who share transport to U3A monthly or group meetings to decide whether and how to share the costs. The driver should not make a profit. If costs are shared a mileage rate could be used, with the total costs shared between all the car's occupants. We suggest that a mileage rate of 25p per mile is reasonable.	
	It was proposed and agreed that the Web site administrator would be co-opted onto the Steering Group until further notice.	

29 Apr 2013	It was agreed to accept XXXXXXXXXX's resignation from the Steering Committee and he was then appointed by the Steering Committee as the Independent Examiner of accounts.	
29 Apr 2013	<p>It was agreed to implement the following Communication sub group policy recommendations:</p> <ol style="list-style-type: none">1. The Membership Secretary should hold the master membership computer file. The Membership Secretary, the Secretary and the Interest Group Coordinator should be the only people to hold full copies of the membership data.2. In order not to cause annoyance to our members by sending out more emails than absolutely necessary, block emails to all members should be limited to urgent communications only. Urgent to be decided upon as requiring those members with no email contact to be contacted by telephone, in order to impart the same information. Such emails would be sent out only by the Secretary and Membership Secretary.3. All emails sent to a group of individuals, who are not known to each other must use the blind copy facility.4. Emails distributed within the Steering Committee must be regarded as confidential and must not be forwarded to anyone outside the Steering Committee.5. Emails sent from individual members to Steering Group members should also be classed as confidential and should not be forwarded in their entirety to other persons outside the Steering Group, without the originator's permission.6. The aim of the website is to provide the information required for people to find out all they needed to know about MIU3A and to allow contact with MIU3A.	

	<ol style="list-style-type: none">7. Group Leaders should be encouraged to provide an account of their group achievements, which can then be linked to their group page on the website to give further information to members. Group reports will not generally be included in the newsletter.8. Members without internet access should be encouraged to find U3A 'friends' to keep them up to date with the latest news.9. The Data Protection policy should be revised to replace the word 'database' with 'computer file' and to contain the same words describing our use of member's data as is on the membership forms.10. These words should also appear on the website and in the newsletter.11. The newsletter should contain 'newsworthy items'. Although maybe reporting on some past events it should mainly look to the future.12. The Newsletter should contain lists of monthly meetings with their speakers.13. Photographs in the newsletter or on the website, where people are readily identifiable, can only be published if those people have been told in advance that their photographs may be taken for that purpose, or asked for their permission to publish after the event.14. All social events advertised on the website or in the newsletter should have been previously authorised by the Steering Group.15. The first three copies of the newsletter will be redacted, so they can be placed on the website. Future newsletters will be written in a format that requires minimum redaction.16. The format of the current newsletter will be retained.	
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	17. The newsletter will be created by the Editor and passed to the Chairman for final approval before being passed to the Membership Secretary to be sent out.	
29 Apr 2013	Version 2 of the MIU3A Data Protection Policy was agreed (see separate document)	
29 Apr 2013	It was agreed that the Policy File itself would be held on the website in the reference library.	
29 Apr 2013	The domain names of MaidstoneinvictaU3A.org.uk and MIU3A.org.uk will be purchased.	
	It was agreed that if any free tickets/trips are offered for a social event, they should be used to reduce the overall cost per person.	
	It was agreed that when members cancel from events they have already paid for, they will lose any monies paid, unless the ticket can be resold.	
3 Jun 2013	Generally, refunds of membership fees will not be given.	
8 July 2013	<p>Social Event Policy Statements</p> <p>The following were agreed by the Social Policy subcommittee at their meeting on 10th June:</p> <ul style="list-style-type: none"> • A Maidstone Invicta U3A social event is an event, which is open to all members of Maidstone Invicta U3A, organised by the Social Secretary and sanctioned by the Steering Group (Committee) as appropriate and viable. All monies for such events (except holidays) should pass through the Maidstone Invicta U3A bank account. • Such events should be limited to 3 or 4 a year, due to the organisation required for such events and the likely costs to members of such events. The events should be organised well in advance so they can be agreed by the Steering Group and they can be publicised in the newsletters, on the website ‘Events’ page and at the monthly meetings. • The Social Secretary should concentrate on the organisation of these events over any other social activities. 	

	<ul style="list-style-type: none"> • If smaller events are also to be run then they should be under the auspices of a ‘Small Events’ Group. This group can have its own website page, which will publicise ‘smaller’ group events, such as quiz evenings, ten pin bowling etc. As with all other groups, this group will be self-financing. <p>The U3A Advice Sheet number 8 on Social Events and travel recommend these additional best practices to ensure Maidstone Invicta U3A Trustees are always covered under U3A insurance policies and that neither participating members nor the organisers (Maidstone Invicta U3A) are putting themselves at risk.</p> <ul style="list-style-type: none"> • All contracts must be signed by a Trustee on behalf of and in the name of Maidstone Invicta U3A. • All financial arrangements will be overseen by the Treasurer and a financial account will be kept for each social event. • The Organiser and the Treasurer agree a ‘sales’ price for each social event. • All monies from members for social events should be paid by electronically or by cheque into ‘Maidstone Invicta U3A’ social bank account. • All holidays should be booked through a travel agent/company and all payments for this type of event should be made directly to the travel company. In this way a contract is clearly established between an individual and the company rather than with the U3A as an entity, which is a much safer way to do it. <p>In addition policy decisions made at the Steering Group meeting of April 29th were:</p> <ul style="list-style-type: none"> • Free Trips/tickets should be used to reduce the overall cost per person. • When members cancel from events they will not receive a refund unless the tickets and transport costs can be resold. 	
<p>5 Aug 2013</p>	<p>MIU3A will follow the National Office Guideline and will only employ paid tutors where specialist expertise is required in order to ensure the health & safety of members. In these cases the instructor must not be a member of MIU3A.</p>	

	Group Leaders should keep the Groups' coordinator up to date with the names of members within their groups.	
	Monthly speakers from other charities will be requested not to put out collection boxes or set out other wares for sale at the meetings. They will be informed that MIU3A will make a donation to their charity.	
	MIU3A will purchase a CLA Licence which will allow MIU3A members to photocopy some copyright material for U3A purposes only.	
2 Sep 2013	MIU3A will not advertise non U3A matters	
7 Oct 2013	Expense forms (available from the reference area of the MIU3A website) should be used for all future expense claims.	
7 Oct 2013	Each newsletter article submitted should be kept to a maximum of 250 words.	
4 Nov 2013	Revision to 29 April Communications Policy. Item 2 to be changed to: In order not to cause annoyance to our members by sending out more emails than absolutely necessary, block emails to all members should be limited to urgent and useful information only. Such emails to members will only be sent out by the Secretary or the Membership Secretary.	
	Henceforth, the raffle and the bookstall will come under the aegis of the Social Secretary.	
2 Dec 2013	The Standing Orders for Maidstone Invicta U3A's AGM were accepted and can be found in the Policy File and on the website.	
	Steering Group agreement to matters can be reached by email, as long as there is no dissent, in which case the matter should be raised at the next Steering Group meeting.	
6 Jan 2014	The composition of the first Executive Committee to be elected in May 2014 was agreed. See the Executive Committee Job Descriptions document in the Policy File and on the website.	

<p>10 Feb 2014</p>	<p>Equipment Purchases for Interest Groups. When an Interest Group wishes to buy an item of equipment useful to its long-term operations but lacks the purchase money, the Group Leader may apply to the MIU3A Committee for assistance from MIU3A Branch funds. Written application, including details of price and positive benefit to the Group, must be submitted as well as any cost-effective alternatives.</p> <p>Each application to purchase equipment for a Group's use will be appraised by the Executive Committee. Procurement of such items will be by the Business Secretary or the Interest Group Coordinator and all such items will remain the property of MIU3A (notwithstanding that they may be used exclusively by a particular group). The items will be released into the care of the Group Leader and the Business Secretary will hold a list of all such equipment and its location.</p> <p>It is the responsibility of the user to return MIU3A equipment if and when it is no longer required.</p>	
<p>31 Mar 2014</p>	<p>Membership Fees The membership fee will stay at £20 per person for the 2014/2015 and 2015/2016 financial years.</p> <p>Members joining in Jan to Mar of any year will be charged only the Capitation Fee required by National Office for the current financial year plus the membership fee in place for the following financial year. Their membership will then last until March 31st of the following financial year.</p>	
<p>12 May 2014</p>	<p>Policy Regarding the setup of new Interest Groups As trustees of MIU3A, the Executive Committee has every right to investigate any proposal for a new group and reject it if it does not fit in with the ethos of the U3A and/or where it is considered that the group may be set up to use the U3A to further other objectives.</p> <p>Usually the Interest Groups' Coordinator will be able to decide whether a new group is suitable for MIU3A, but if he/she has any misgivings then he/she can refer the matter to the Executive Committee for discussion and action.</p>	

<p>4 Jun 2014</p>	<p>Printed Agenda and Minutes The Membership Secretary will print agendas and minutes for all Committee Members and distribute them at meetings.</p> <p>Theatre Visits – Social Outings Via the Treasurer a request has been made from members forming a Theatre Group for the Committee to loan the Group money to cover the deposits of theatre tickets. After considering the request the Committee agreed that:-</p> <ol style="list-style-type: none"> a. Theatre trips sit better with Social Outings than as an Interest Group. b. The Treasurer will liaise with the Theatre Trip Organisers on the financial aspects. c. The Social Secretary will liaise with the Theatre Trip Organisers to ensure that the trips fit into the wider social programme. 	
<p>7 Jul and 11 Aug 2014</p>	<p>Expense policies.</p> <p><u>Volunteer Service Expenses</u> Any member of MIU3A who volunteers to provide a service for the wider benefit of MIU3A members will not usually be entitled to reclaim out of pocket expenses associated with their role. Service in this context may include such activities as running the book stall or raffle; transporting, setting up or storing MIU3A equipment. In respect of the raffle, the Volunteer is entitled to deduct the cost of purchased raffle prizes and raffle ticket books from the proceeds of the raffle, but receipts must be given to the MIU3A Treasurer with the cash net profit.</p> <p><u>Executive Committee Expenses</u> Individual, voluntary members elected to the Executive Committee will not usually be entitled to reclaim out of pocket expenses associated with their role. In addition to the definition below, out of pocket expenses include travel to and from MIU3A Executive meetings, use of own equipment, printing ink and paper, but excludes the following items which may be reclaimed following formal agreement from time to time by the Executive Committee and through the MIU3A Treasurer;</p>	

	<ol style="list-style-type: none">1. Postage, paper and printing of information and correspondence to non-internet members, for publicity or display at main meetings. (This should be produced on MIU3A's own printer, unless colour copies are required). Where it is impossible to arrange for the printing to be done on MIU3A's own printer, Executive Committee members may claim 5p a sheet for incidental printing.2. Colour printing for items sanctioned by the Executive Committee, the number and reimbursement cost to be agreed in advance.3. Equipment and software purchased with formal agreement by the Executive Committee, for use by MIU3A members and where ownership remains with MIU3A.4. Travel to & from Kent Network Meetings at the agreed rate by car or public transport (receipts to be provided to the MIU3A Treasurer).5. National or Regional Conference delegate costs and travel, provided formal agreement has been reached in advance by the Executive Committee.6. Travel costs incurred to attend any other U3A function, provided formal agreement has been reached in advance by the Executive Committee.7. Refreshment costs for main and special meetings which are open to the whole membership.8. Hall Hire costs for main, special and Executive Committee meetings (not Interest Groups).9. Telephone calls associated with urgent and essential communication amongst Executive Committee members or MIU3A members. Emails should be used wherever possible.	
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	<p>10. Social Secretary's expenses incurred in organising outings open to all MIU3A members. Such expenses may include unforeseen event day expenditure e.g., mobile phone calls to "no-show" booked members or items purchased for the comfort of passengers on the day. Any other items agreed by the Executive Committee in advance. A full statement of receipts and expenditure to be provided to the MIU3A Treasurer after each outing has been completed.</p> <p><u>Definition</u> Out of pocket expenses are regarded as small items of postage, telephone calls, travel, incidental photocopying.</p>	
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