

MIU3A General

18 Oct 2012

- The name of the Group will be 'Maidstone Invicta U3A'.

30 Oct 2012

- Beechwood hall was agreed as the monthly meeting venue

14 Nov 2012

- Proxy voting for absent Committee Members will not be allowed.
- Membership cards will need to be shown when requested.

7 Jan 2013

- The U3A Code of Conduct for Trustees was adopted.
- A contribution of £1 per person will be requested at the monthly meeting for refreshments.

4 Feb 2013

- 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 being required to become members. Carers will always be welcome.

4 Mar 2013

- It was proposed and agreed that the Web Site Administrator would be co-opted onto the Steering Group until further notice. This has since become a Committee post.

29 Apr 2013

- The domain names of Maidstoneinvictau3a.org.uk and MIU3A.org.uk will be purchased.
- It was agreed that the Policy File itself would be held on the website in the reference library.

5 Aug 2013

- 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 annually a CLA Licence which will allow MIU3A members to photocopy some copyright material for U3A purposes only.

2 Dec 2013

- Committee agreement to matters can be reached by email, as long as there is no dissention, in which case the matter should be raised at the next Steering Group meeting.
- The Standing Orders for Maidstone Invicta U3A's AGM were agreed and are to be placed in the website reference library.

MIU3A General

6 Jan 2014

- The composition of the first Executive Committee to be elected in May 2014 was agreed as per the Executive Committee job descriptions document.

4 Jun 2014

- The Membership Secretary will print agendas and minutes for all Committee members and distribute them at the meetings.
- Beechwood Hall will continue to be the venue for monthly meetings and will be booked for 2015 meetings.

07 July 2014

- The CLA Licence will be renewed.
- Two members are to be invited to be co-opted onto the Executive Committee.
- Each Committee member will write a job-process description to be held by the Chairman.
- MIU3A should endeavour to send a representative to National Conference each year.

11 Aug 2014

- In respect of members of other U3As attending the monthly meetings of MIU3A, this is the same as for any other non-member of MIU3A; individuals may attend two meetings but on a third visit will be required to pay a membership subscription.

01 Sep 2014

- A key will be shown in the Committee minutes which will relate people to job names.
- Names rather than job titles will usually be used in the minutes of MIU3A EC Meetings.
- The Committee should bear succession planning in mind but wait until after the 2015 AGM in order to see what changes may occur naturally within the Committee.

06 Oct 2014

- Each Committee member should try to identify someone with the potential to eventually take over a post on the Committee. Such persons can then be invited to observe at an EC Meeting and perhaps be co-opted onto the Committee. Invitations to attend EC Meetings should be limited to a maximum of four per meeting and all EC members should be notified of any such invitations.

02 Feb 2015

- The current format of monthly meetings, with Speaker preceding refreshments, will be maintained.

30 Mar 2015

- Coffee events will be held 3 times per year - in March, July and November - mainly for new members but other members would not be precluded (also in Communications Procedures).

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27Apr 2015

- The new Procedures documents were approved. The documents will replace the Policy File, which will be archived, in the website reference library (also in Communications Procedures).

01Jun 2015

- All meetings of the MIU3A Executive Committee will be held on the first Monday of each month as far as possible.