

Meeting of the Mansfield & District U3A Committee

The Stanhope Centre, Bridge Street Methodist Church, Mansfield, NG18 1AL

Friday 12 October 2018
10.00-11.00am

MINUTES

ATTENDEES	Title	15.9.17	13.10.17	17.11.17	12.01.18	16.02.18	16.03.18	13.04.18	11.05.18	15.06.18	13.07.18	17.08.18	15.09.18	12.10.18	16.11.18
Sheila Whalley	Chairman	√	√	√	√	√	√	√	A	√	√	√	√	√	
Amanda Kingswell	Membership Secretary/Vice Chair	√	√	√	√	A	√	√	√	√	A	A	A	√	
Betty Robinson	Committee Member													√	
Bob Longden	Member with Special Expertise	A	A	A	A	A	A	A	A	A	A	A	A	A	
Carole Harrison	Business/Minutes Secretary	√	√	√	√	√	√	√	√	√	√	√	√	√	
Jacqueline Hampshire	Chairman elect	√	√	A	√	A	√	√	√	A	√	√	√	A	
Jean Hatton	Committee Member													√	
Lynne Payne	Groups Co-ordinator/Safeguarding Officer	√	A	√	A	√	A	√	√	A	√	√	√	A	A
Mike Allen	Member with Special Expertise													A	
Philip Tucker	Committee Member													√	
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	A	√	√	A	A	√	A	A	
Stephen Cooke	Committee Member													A	
Val Jeffries	Speaker Finder	A	A	√	√	A	A	√	A	A	√	√	√	√	
Yvonne Kennison	Treasurer	A	A	√	√	√	√	√	A	√	√	√	√	√	

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/10/18	Apologies for Absence Apologies for Absence were noted as above.	
2/10/18	The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 14 September 2018 The Minutes of the Meeting were AGREED to be an accurate record, signed off and placed on the website. <i>Proposed by Yvonne Kennison and seconded by Philip Tucker</i>	Carole Harrison
3/10/18	Matters Arising from the Previous Meeting: Older Persons Event at Mansfield Community Hospital <ul style="list-style-type: none"> • Held on Monday 1 October from 1.30-3.30 and Val Jeffries and Philip Tucker attended • There were fitness classes and wobble boards available • Richmond Homes were present and offered to attend a U3A Meeting to promote their homes but Val had declined on our behalf 	

	<ul style="list-style-type: none"> • Val and Philip had been asked if they wished to set up a stall but had not been made aware previously • It was agreed that in future if Committee Members were asked to attend events we would find out more information before anyone agreed to go 	<p>Carole Harrison</p>																										
<p>4/10/17</p>	<p>Treasurer's Report:</p> <p>Bank Balance as at 30 September 2018</p> <p>Combined with Groups</p> <table border="0"> <tr> <td>Group account brought forward from Aug</td> <td style="text-align: right;">£2,410.32</td> </tr> <tr> <td>Main account brought forward from Aug</td> <td style="text-align: right;">£7,672.50</td> </tr> <tr> <td>Combined income for September</td> <td style="text-align: right;">£2,706.40</td> </tr> <tr> <td>Combined expenditure for September</td> <td style="text-align: right;">-£1,606.18</td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£11,183.04</u></td> </tr> </table> <p>Estimated Liabilities :</p> <table border="0"> <tr> <td>Membership fees</td> <td style="text-align: right;">-689.97</td> </tr> <tr> <td>Membership of Network</td> <td style="text-align: right;">-25</td> </tr> <tr> <td>Room Hire Committee meeting</td> <td style="text-align: right;">-25</td> </tr> <tr> <td>Speaker</td> <td style="text-align: right;">-100</td> </tr> <tr> <td>Room hire for Groups</td> <td style="text-align: right;">-150</td> </tr> <tr> <td>Membership cards</td> <td style="text-align: right;">-60</td> </tr> <tr> <td>Newsletter</td> <td style="text-align: right;">-96</td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£10,037.07</u></td> </tr> </table> <p>Yvonne Kennison reported that the layout for the report had been amended to include the combined Groups accounts at year end.</p> <p>There was still an additional amount to be included which had been received from the Lottery</p> <p>Val Jeffries asked if in light of this her budget for speakers could be increased for next year, as the current amount of £50.00 limited her choice of speakers. Yvonne Kennison agreed an increased amount as and when necessary.</p>	Group account brought forward from Aug	£2,410.32	Main account brought forward from Aug	£7,672.50	Combined income for September	£2,706.40	Combined expenditure for September	-£1,606.18	Total	<u>£11,183.04</u>	Membership fees	-689.97	Membership of Network	-25	Room Hire Committee meeting	-25	Speaker	-100	Room hire for Groups	-150	Membership cards	-60	Newsletter	-96	Total	<u>£10,037.07</u>	
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<p>5/10/18</p>	<p>Business Secretary's Report</p> <p>Carole Harrison updated as follows:</p> <ul style="list-style-type: none"> • The updated Decision Log had been included for information • New Committee Members details had been sent out with the minutes and any amendments to be sent to Carole • Meeting dates for 2019 had been attached for information 	<p>All</p>																										

	<p>Facebook Event held on Friday 28.9.18</p> <ul style="list-style-type: none"> • Yvonne Kennison, Sarah Spurry and Carole Harrison had attended the event • The Chairs of Bingham and Sutton U3A's had updated on their own Facebook pages • Members present included those who already had a Facebook page and others that were looking to set up a page • A 28 page document had been circulated after the meeting to aid with setting up your own Facebook page • After a discussion it was agreed by the Committee Members to set up a closed Facebook page, with Val Jeffries abstaining, as she had concerns around members details being accessed • Sarah Spurry had set up a closed and open Facebook page for Maun Conservation Group where she was a member, and was happy to set up a closed Facebook page for Mansfield U3A • Val Jeffries suggested asking who would be interested in such a page at the Tuesday meeting, put it was noted by Carole Harrison that Sheila Whalley had previously asked if any members used Facebook and approximately a third did • Once the Facebook page was set up then Bob Longden would be asked to display it on the screen during a Tuesday meeting and members would be provided with details of how to access the page • The page would provide information and would work alongside the website and the Newsletter • Only Mansfield U3A members would be eligible to join and Yvonne Kennison confirmed she was happy to be involved with the Facebook page as she had details of all the paid up members • The page would include information from the Third Age Trust, Network and relevant information received, and could include information about local events including the Museum/Library etc which Carole Harrison agreed to provide • Although the Facebook book would include details of the Groups it would not include their contact details, as members would already be aware of these • It was agreed that Sarah Spurry would be informed of the decision and asked to start working on the Facebook page <p>Publicity Officer</p> <ul style="list-style-type: none"> • Mike Allen had suggested it might be useful to appoint such an officer for Mansfield U3A • None of the Committee Members present wished to take on the role, but Yvonne Kennison thought it might be useful to ask Sarah Spurry if she would be interested in light of setting up the Facebook Page • A Communication Workshop was taking place on Wednesday 7 November at 10.30-3.30 at St Peter's Centre, Ravenshead. Jacqueline Hampshire, Mike Allen and Carole Harrison had already booked. Members were asked if anyone else wished to attend and Philip Tucker asked to see the email before making up his mind. Sarah Spurry would also be asked if she wished to attend 	<p>Carole Harrison</p> <p>Carole Harrison to send email</p> <p>Carole Harrison to contact Sarah Spurry</p> <p>Carole Harrison to sent details to Philip and Sarah</p>
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	<ul style="list-style-type: none"> An email had been received from Helen Cammiss and Sarah Heaton via the Network. They ran a Pottery in Ashbourne Derbyshire and wondered if any members would like to visit as a group and make something in clay. It was agreed to forward to Lynne Payne to share at the next Group Leaders Meeting 	Carole Harrison/Lynne Payne
6/10/18	<p>Chairman's Report:</p> <p>There was nothing further to report.</p>	
7/10/18	<p>Membership Secretary's Report:</p> <ul style="list-style-type: none"> Amanda Kingswell updated that Mansfield U3A has 300 spaces and she had printed 209 membership cards for those who had paid their subscriptions Amanda was aware of 15 members leaving for a variety of reasons including relocation, joining other U3As and bereavement Amanda confirmed that she would be contacting the non-payers and Yvonne Kennison/Betty Robinson agreed to help with telephoning. Members would be informed that if they were not paying then it was assumed that they were leaving and their membership would cease Amanda Kingswell gave Yvonne Kennison the list of leavers so that she could amend her membership list There are currently 34 on the waiting list Carole Harrison updated that at Kirkby U3A when they had anyone wishing to join they invited them to their meeting and introduced them to any Group Leaders they wanted to meet and then signed them up if they wished to. They found this approach worked for them A discussion took place around late payment of subscriptions and it was agreed for next year to set the October Meeting as the final date for payment and anyone not having paid would be removed from the membership list. This information would be included on Renewal forms, the website, Newsletter and on the Facebook page 	
8/10/18	<p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> Val Jeffries confirmed that all speakers for next year had been booked Also that the extra money agreed by Yvonne Kennison would make a difference when booking speakers for the following year U3A members attending meetings as speakers were not paid and sometimes Charity Groups took a reduced fee but asked to bring collections boxes and this was agreed 	
9/10/18	<p>Group Co-Ordinator Report:</p> <p>Yvonne Kennison reported that Sheila Haslam was standing down as Group Leader from the "Reading a Little Aloud Group". Sheila Whalley would ask at the Tuesday meeting if anyone would volunteer to lead the group.</p>	Sheila Whalley

	<p>Mike Allen had received an email from Sherwood U3A's Group Co-ordinator. They wished to discuss at the NNNG informal procedures regarding days out and holidays across other groups within NNNG.</p> <p>Also to set up a Network Meeting for Group Co-ordinators in January to:</p> <ul style="list-style-type: none"> • Review current systems and paperwork • Identify current and potential groups that would come within scope • Develop an agreed system of operations to take forward using either email, Facebook or other media • Feedback to NNNG in April <p>It was agreed that Lynne Payne would be informed and sent the information.</p>	<p>Carole Harrison/Lynne Payne</p>
10/10/18	<p>Social Group Report</p> <ul style="list-style-type: none"> • Sheila Whalley reported that she had agreed to join the Social Group and now there were six members • They would be working on the 20th Year Anniversary celebrations • Pauline would be selling the Quiz Night tickets at the Tuesday meeting 	
11/10/18	<p>Newsletter/Website Report</p> <ul style="list-style-type: none"> • Mike Allen had apologised for not bringing the Newsletter to the Meeting but it will be available at the Tuesday Meeting • Mike will be reviewing the Newsletter format over the coming year and looking at perhaps having a News-sheet with more articles/reports on the website and printing fewer copies of the newsletter • However it was agreed by the Committee that the Newsletter was useful and informative but perhaps did not need to include details of Groups/Group Leaders in every issue 	
12/10/18	<p>North Notts Neighbourhood Group/Notts County Network</p> <ul style="list-style-type: none"> • Mike Allen would be attending the North Notts Neighbourhood Group meeting on Tuesday 30 October and provide a report at the November Meeting. The meeting will deal with how we cater for members with disabilities and how the NNNG can get together to put out some good ideas • Carole Harrison would be attending the Notts County Network Meeting on Wednesday 31 October and will also provide an update at the November meeting 	<p>Mike Allen</p> <p>Carole Harrison</p>
13/10/18	<p>Any Other Business:</p> <ul style="list-style-type: none"> • Mike Allen had sent a message to say that the diaries had been received and would be distributed at the Tuesday meeting to those who had pre-ordered • Val Jeffries noted that she knew of at least one potential Committee Member who had declined to stand due to worries about being liable in the event of financial problems. Val had contacted Mike Allen and he had confirmed that it was only in the 	

	<p>event of misappropriation of funds that the Committee would be responsible. It was agreed to provide a sheet detailing the obligations of a Committee Member to include this. Carole Harrison agreed to find out if there was such a document and then circulate for members to add any items</p> <ul style="list-style-type: none"> • Yvonne Kennison noted that when she had been asked to stand as Treasurer no checks had been made into her background. It was agreed that in light of the Charity Commission's new arrangements then future potential Treasurers would require an enhanced DBS check (Disclosure and Barring Service which has replaced the CRB check). It was agreed to add to the Treasurer Job Description. • Val Jeffries said she wondered if Job Description was the right word, as we all volunteer for the position. It was agreed to change the title to Role Description. Copies also to be added to the website. • It was agreed to send new Committee Members a copy of their Role Description • It was also agreed in light of Charity Commission changes to check whether the length of service for Committee Members roles had changed. Also whether members could reapply at a later date to cover roles they had previously undertaken. <p>Post Meeting Note:</p> <p>After a discussion at the end of the Meeting it was agreed the Chair would ask Group Leaders to come to the front and introduce themselves and their Group. This would take place before the Coffee Break at each Tuesday Meeting. This would ensure all members were aware of who the Group Leaders were and if there were any changes when Group Leaders stepped down.</p>	<p>Carole Harrison</p> <p>Carole Harrison</p> <p>Mike Allen/Carole Harrison</p> <p>Carole Harrison</p> <p>Carole Harrison to check TAT website</p>
<p>14/10/18</p>	<p>Date and Time of Next Meeting: Friday 16 November 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</p>	

Signed:Jacqueline Hampshire (Chair)

Date: 20 November 2018