

Meeting of the Mansfield & District U3A Committee

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

Friday 13 July 2018
10.00-11.45am

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
Sheila Whalley	Chairman	√	√	√	√	√	√	√	A	√	√
Alan Miller	Committee Member	√	√	A	√	√	√	√	A	√	√
Amanda Kingswell	Committee Member	√	√	√	√	A	√	√	√	√	A
Bob Longden	Member with Special Expertise	A	A	A	A	A	A	A	A	A	A
Carole Harrison	Minutes Secretary	√	√	√	√	√	√	√	√	√	√
Jacqui Hampshire	Vice Chairman	√	√	A	√	A	√	√	√	A	√
Linda Leivers	Groups Co-ordinator	√	√	A	√	A	√	√	A	A	√
Lynne Payne	Committee Member	√	A	√	A	√	A	√	√	A	√
Marilyn Dibble	Membership Secretary	√	√	√	√	√	√	√	√	√	√
Mike Allen	Business Secretary	√	√	√	√	√	√	√	√	√	√
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	A	√	√	A	A
Val Jeffries	Speaker Finder	A	A	√	√	A	A	√	A	A	√
Yvonne Kennison	Treasurer	A	A	√	√	√	√	√	A	√	√
Five visitors were in attendance with a view to becoming Committee Members: Stephen Cooke, Jean Hatton, Ian Lakin, Betty Robinson and Philip Tucker											

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/07/18	Apologies for Absence Apologies for Absence were noted as above.	
2/07/18	The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 15 June 2018 The Minutes of the Meeting were AGREED to be an accurate record, once an amendment had been made, signed off and placed on the website. Proposed by Jacqui Hampshire and seconded by Mike Allen	Mike Allen/Carole Harrison
3/07/18	Matters Arising from the Previous Meeting: <ul style="list-style-type: none"> • Mike Allen reported that he had been to the Civic Centre that morning to set up the U3A stall at the Pensioners Fair being held by Ben Bradley, MP. The stall was being covered by representatives from local U3A's 	

	<ul style="list-style-type: none"> • The Strategic Plan Questionnaire had been completed and sent off • Meeting rooms at Mansfield Town Football Club and the Stanhope Centre had been booked for next year. Clare Harris from the Stanhope Centre had emailed to say that there was the possibility of leasing out the Centre in future, but any meetings already booked could be accommodated within the Church • Mike Allen to forward Clare Harris' details to Linda Leivers to enable her to book rooms for the Group Leaders Meetings • Yvonne Kennison reported that if Mansfield Town were given permission to build a hotel on site they would be changing the internal layout and getting rid of the overflow car park • Jan Dawes Thanksgiving Service had been held the previous day and it was a real family atmosphere • Mike Allen had been unable to include details of the Christmas Lunch in this month's newsletter 	<p>Mike Allen/Linda Leivers</p>
<p>4/07/17</p>	<p>Treasurer's Report:</p> <p>The Treasurer's Report for the end of June 2018 was as follows:</p> <p>Bank Balance: £6,369.97</p> <p>Liabilities:</p> <p>Newsletter - £93.75 Queen Elizabeth's -£120.00 Bridge Street Methodist -£25.00 Capitation fee -£293.00 Hostess -£98.00</p> <p>Balance <u>£5,740.22</u></p> <p>Group Account <u>£3,173.33</u></p> <p>We have received £300 from MDC and a further £37.50 from the Robin Hood Lottery</p> <ul style="list-style-type: none"> • Yvonne Kennison reported that the £300 received from MDC was from the Mayor's Benevolent Fund and a thank you letter would be sent • Discussion on using some of the money to purchase or contribute to the cost of a screen. Yvonne Kennison had been looking at fold up screens that would fit in a car and would be happy to store it • It was AGREED to contact Laura Cooper at MTFC to see if they would be purchasing a screen in the future 	<p>Yvonne Kennison</p> <p>Mike Allen</p>
<p>5/07/18</p>	<p>Business Secretary's Report</p> <p>Safeguarding Policy</p> <ul style="list-style-type: none"> • Mike Allen thanked Marilyn Dibble for providing a sample policy 	

	<p>which he had incorporated into the TAT document and produced a Mansfield U3A Safeguarding Policy. Lynne Payne agreed to be the Safeguarding Lead</p> <ul style="list-style-type: none"> • The procedure forms now needed to be completed • The welfare of members was paramount to the Committee • Previously only two complaints against the Mansfield U3A had been received and these had been referred to the TAT • Mike Allen would be writing to TAT discuss not including details of marital status and ethnicity on the forms • Members AGREED the Safeguarding Policy and Forms <p>Annual General Meeting</p> <ul style="list-style-type: none"> • The nomination forms had been sent out • Mike Allen gave his apologies for the August Committee Meeting • The Chairs post is up for re-election as are the Vice Chair and Business Secretary posts • Bob Longden will remain as Web Administrator • Mike Allen asked for a formal report from the Chair, Treasurer, Groups Co-ordinator and Membership Secretary of approximately 200 words for the AGM newsletter by the end of August • Final details of the AGM Meeting to be forwarded to Carole Harrison for the August Meeting <p>Membership Cards</p> <ul style="list-style-type: none"> • Mike Allen will complete the cards for this year and then hand over to Carole Harrison to complete next year <p>First Aid Sessions</p> <ul style="list-style-type: none"> • The British Red Cross had contacted Mike Allen offering free 2-hour sessions on basic first aid skills at our meetings • The sessions have already been held at other U3A's • Mike Allen to contact the Red Cross to see if they can attend at the end of the AGM to give a presentation. If he can obtain confirmation this would be announced at Tuesday's meeting • Also to add First Aid details to the Safeguarding Policy <p>Tour of Britain Cycle Event on Saturday 8 September 2018</p> <ul style="list-style-type: none"> • The organisers of the event are seeking stewards • Details will be added to the Newsletter and reported at the Members Meeting <p>National AGM at the Nottinghamshire Conference Centre</p> <ul style="list-style-type: none"> • Taking place on Thursday 30 August 2018 commencing at 10.00 till mid afternoon at a cost of £25.00 to be paid by Mansfield U3A • Jacqui Hampshire and Carole Harrison agreed to attend and Mike Allen would apply on their behalf • At the meeting you could usually obtain free lanyards for members <p>Regional Trustee E.M. Region</p> <ul style="list-style-type: none"> • There are three nominations – Jane Pavier, Bill Reyner and Jean Hogg • It was AGREED that Mike Allen would nominate Jane Pavier as our preferred representative 	<p>Mike Allen</p> <p>Sheila Whalley, Yvonne Kennison/ Linda Leivers/ Marilyn Dibble</p> <p>Mike Allen/Carole Harrison</p> <p>Mike Allen</p> <p>Mike Allen</p> <p>Mike Allen</p> <p>Mike Allen</p> <p>Mike Allen</p>
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	<ul style="list-style-type: none"> • Mike Allen tabled a copy of the TAT 'Learning not Lonely' magazine for members to look through 	
6/07/18	Chairman's Report: <ul style="list-style-type: none"> • Nothing further to report 	
7/07/18	Membership Secretary's Report: <ul style="list-style-type: none"> • Marilyn Dibble reported that she had met with Amanda Kingswell for a handover meeting which had gone well • There have been nine leavers, mostly due to bereavement and there were currently 291 members • There were 35 people on the waiting list who would be taken on in three groups starting in October • Marilyn was unable to attend Tuesday's meeting, Amanda was on leave so Lynne Payne and Yvonne Kennison would be covering the signing-in table • Mike Allen updated on Eric Prescott and said that he would be contacting him by phone for a chat • Amanda Kingswell would be taking on the role of Membership Secretary for three years and would be happy to take on the Vice Chair role if no one else came forward • Amanda would be chasing up non-payers after the September Meeting • Val Jeffries reported that she would be happy to help Amanda at new members meetings if required • Lynne Payne to take over sending out cards to members e.g bereavement and congratulation cards from Amanda 	<p>Mike Allen</p> <p>Lynne Payne</p>
8/07/18	Speaker Finder's Report: <ul style="list-style-type: none"> • Val Jeffries updated that the speaker at the Tuesday meeting would be Trevor Marsh, who had worked in espionage in Nottinghamshire and Derbyshire • Mr Marsh had accepted a cheque for £50 to his chosen charity Chesterfield Hospice • An email had been received on behalf of Clive Longley who wished to attend a Members Meeting and update on financial matters. It was noted by Marilyn Dibble that the Committee had previously agreed that no speakers attend who are trying to sell their services • Discussion on members leaving before or during the speaker's session. Sheila Whalley would ask members to remain as the speaker was very good and a similar paragraph would be added to the Newsletter. Members would also be asked if they would leave before the speaker started • Val asked what the procedure would be if a speaker let her down at the last minute. An announcement would have to be made at the start of the meeting and members asked if they would like to speak on any topic for approximately 10 minutes • Val Jeffries to try and find people happy to speak at future meetings if necessary • Val Jeffries to find a quiz of about 40 questions that could be used if a speaker was unavailable • Discussion on the budget for speakers, which was currently 	<p>Sheila Whalley/Mike Allen</p> <p>Val Jeffries</p> <p>Val Jeffries/Carole Harrison</p>

	<ul style="list-style-type: none"> • £50.00. At other meetings speakers are paid around £100 although some accept less, so over the year it would average out. If a speaker had come highly recommended and cost more, then there could be a discussion with the Chair regarding the cost • Mike Allen agreed to ask members at the next NNNG about arranging a meeting for Speaker Finders to share ideas • Members agreed to ask at any other meetings they attend, e.g. Women's Institute, Inner Wheel for some of their successful speakers 	<p>Mike Allen</p> <p>All</p>
9/07/18	<p>Group Co-Ordinator Report:</p> <ul style="list-style-type: none"> • Linda Leivers reported that Lynne Payne would be taking over from her as Group Co-ordinator and Linda would be Group Convenor to support Lynne at Group Leaders Meetings during the handover <p>Other new Committee Members as follows:</p> <ul style="list-style-type: none"> • Chair - Jacqui Hampshire • Membership Secretary – Amanda Kingswell • Treasurer – Yvonne Kennison • Assistant Treasurer – Sheila Pegg • Speaker Finder – Val Jeffries • Business/Minutes Secretary – Carole Harrison <p>New Committee Members</p> <ul style="list-style-type: none"> • Jacqui Hampshire thanked the visitors for attending and agreeing to join the Committee • It was agreed that new Committee Members would attend 4-6 meetings before being allocated posts on the Committee 	
10/07/18	<p>Social Group Report</p> <ul style="list-style-type: none"> • Linda Leivers reported that the Coffee Morning had been a great success and the same venue would be booked for 24 May 2019 • The Summer Garden Party would be taking place on Tuesday 21 August and volunteers requested from 10.00am to help set up chairs and tables • Recently several members of the Social Group had stepped down and now only two remain so volunteers requested • Mike Allen noted that he had set up the Social Group whilst Chair and he felt it had been very successful • It is the 20th Anniversary of Mansfield U3A in 2019. Discussion on the format of the Crystal Ball held a few years ago when the Chairman of the National Committee attended. Suggested date to hold an event was 18 June 2019 • It was decided to have further discussions on the event at the August meeting 	<p>Yvonne Kennison</p> <p>Carole Harrison</p> <p>Carole Harrison for agenda</p>
11/07/18	<p>Newsletter/Website Report</p> <ul style="list-style-type: none"> • Mike Allen would be collecting the Newsletters in time for the meeting • Bob Longden would remain on the Committee as 'Member with Special Expertise' 	

12/07/18	<p>North Notts Neighbourhood Group/Notts County Network</p> <ul style="list-style-type: none"> • The next NNNG Meeting would take place in October and will focus on Disabilities and if anyone had anything to raise then please send to Mike Allen • The next Network meeting would take place on Wednesday 25 July and Mike Allen would be attending to introduce Carole Harrison as the new Business Secretary 	<p>All/Mike Allen</p> <p>Mike Allen/Carole Harrison</p>
13/07/18	<p>Any Other Business:</p> <p>Fire Procedures</p> <ul style="list-style-type: none"> • Alan Miller updated on the portrait style Fire Procedure notices displayed by the door. These had been amended to landscape and would be displayed on the screen at the next meeting <p>Action:</p> <ul style="list-style-type: none"> • Alan Miller to send via email to Mick Kennison as Bob Longden was on holiday <p>Book Stall</p> <ul style="list-style-type: none"> • A certificate, flowers and a voucher for a Cream Tea for 2 to be presented to Lillian and Terry Whitehead as a thank you for their hard work on the Book Stall <p>Founder Members</p> <ul style="list-style-type: none"> • Sheila Whalley had a list of founder members and would check to ensure that the list was correct and then certificates could be awarded at the 20th year celebration <p>Summer Picnic</p> <ul style="list-style-type: none"> • Linda Leivers requested any items for the raffle to be handed to her 	<p>Alan Miller</p> <p>Sheila Whalley</p> <p>Sheila Whalley</p> <p>All</p>
14/07/18	<p>Date and Time of Next Meeting: Friday 17 August 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</p>	