

Meeting of the Mansfield & District U3A Committee

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

Friday 15 February 2019
10.00-11.40am

MINUTES

ATTENDEES	Title														
		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	11.01.19	15.02.19
Jacqueline Hampshire	Chairman	A	√	A	√	√	√	A	√	√	√	A	√	A	√
Amanda Kingswell	Membership Secretary/Vice Chair	√	√	A	√	√	√	√	A	A	A	√	√	√	√
Betty Robinson	Committee Member											√	√	√	√
Carole Harrison	Business/Minutes Secretary	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Jean Hatton	Committee Member											√	√	√	√
Lynne Payne	Groups Co-ordinator/Safeguarding Officer	√	A	√	A	√	√	A	√	√	√	A	A	√	√
Philip Tucker	Committee Member											√	√	√	√
Sarah Spurry	Publicity/Facebook Officer (Co-opted Member)												√	A	A
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	√	A	A	√	A	A	√	A	A
Stephen Cooke	Committee Member											A	√	√	√
Val Jeffries	Speaker Finder	√	√	A	A	√	A	A	√	√	√	√	√	√	A
Yvonne Kennison	Treasurer	√	√	√	√	√	A	√	√	√	√	√	√	√	√
Bob Longden	Website	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Mike Allen	Website, Newsletter & advice											A	A	√	A

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/02/19	Apologies for Absence Apologies for Absence were noted as above.	
2/02/19	The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 11 January 2019 The Minutes of the Meeting were AGREED to be an accurate record, signed off and placed on the website. <i>Proposed by Philip Tucker and seconded by Lynne Payne</i>	Carole Harrison
3/02/19	Matters Arising from the Previous Meeting: Health & Safety <ul style="list-style-type: none"> A laminated sheet had been produced to cover signing out, fire exits and walking near the speakers equipment and would be read out by the Chair at each meeting 	

4/02/19	<p>Treasurer's Report:</p> <p>Financial Statement for January 2019</p> <table border="0"> <tr> <td>Bank</td> <td style="text-align: right;"><u>£8,786.24</u></td> </tr> <tr> <td>Liabilities</td> <td></td> </tr> <tr> <td> Membership fees</td> <td style="text-align: right;">-£845.13</td> </tr> <tr> <td> Direct Mail</td> <td style="text-align: right;">-£500.00 e</td> </tr> <tr> <td> Speaker</td> <td style="text-align: right;">-£100.00 e</td> </tr> <tr> <td> MTF Club</td> <td style="text-align: right;">-£190.00</td> </tr> <tr> <td> Stanhope Centre</td> <td style="text-align: right;">-£25.00</td> </tr> <tr> <td> Newsletter</td> <td style="text-align: right;">-£93.80</td> </tr> <tr> <td> Total</td> <td style="text-align: right;"><u>£7,032.31</u></td> </tr> </table> <table border="0"> <tr> <td>Group Account</td> <td style="text-align: right;"><u>3319.19</u></td> </tr> </table> <p>We have received £462 for Gift Aid, which had arrived one week after submission.</p> <p>Yvonne Kennison had estimated a £100 for the speaker, but the cost was only £60.00 so this would be added back to the account</p> <p>Yvonne Kennison had submitted the Annual Return and a copy would be placed on file.</p>	Bank	<u>£8,786.24</u>	Liabilities		Membership fees	-£845.13	Direct Mail	-£500.00 e	Speaker	-£100.00 e	MTF Club	-£190.00	Stanhope Centre	-£25.00	Newsletter	-£93.80	Total	<u>£7,032.31</u>	Group Account	<u>3319.19</u>	Yvonne Kennison/ Carole Harrison
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5/02/19	<p>Business Secretary's Report</p> <p>Carole Harrison updated as follows:</p> <p>Jean Hogg – Regional Trustee</p> <ul style="list-style-type: none"> • With reference to a workshop for Treasurers - this is advertised on the National website and there is a form to complete • The financial advice has recently been updated and will soon be on the website. This will be announced in the national newsletter. The emphasis has been on identifying the minimum requirements and leaving each U3A to agree on how it wants to implement the guidance. It may be that, once this is available, a gathering of Treasurer's would be helpful • National workshops do take quite a while to arrange and one is already in the pipeline for the East Midlands. That is on recruitment of volunteers and will be held in Lincoln <p>•</p> <p>20th Anniversary Celebration</p> <ul style="list-style-type: none"> • Jean Hogg has sent an application form for completion once we have considered what you wish to do • Up to £200 is allowed for an Open day and of course it is easy to see how effective such an event has been • The funding is available in order to attract new U3A members so 																					

	<p>you will need to consider whether or not that is what you are hoping to achieve. A bench, for instance, would not carry much information on it!</p> <p>Third Age Matters submission dates</p> <ul style="list-style-type: none"> • April 2019 Issue Submission window open : 25/02 – 08/03 Third Age Matters mailed out : 08/04 • June 19 Issue Submission window open :29/04 – 10/05 Third Age Matters mailed out :10/06 • Sept 19 Issue Submission window open :19/08 – 30/08 Third Age Matters mailed out :30/09 • November 19 Issue Submission window open :30/09 – 11/10 Third Age Matters mailed out :11/11 • February 2020 Issue – tbc <p>North Notts Network</p> <ul style="list-style-type: none"> • Website is: www.nottsu3anetwork.org • Site provides information on the U3As who form the Network <p>Sutton U3A Open Day</p> <ul style="list-style-type: none"> • The Open Day is taking place on Thursday 14 March 2019 from 10.00-12.00 at the Mansfield Sports and Social Group • The event is to promote the U3A and recruit new members • Betty Robinson and possibly Yvonne Kennison and Jean Hatton to attend and feedback 	<p>Betty Robinson/ Yvonne Kennison/Jean Hatton</p>
<p>6/02/19</p>	<p>Chairman's Report:</p> <ul style="list-style-type: none"> • Jacqueline Hampshire reported that she had received a complaint regarding emails being sent out that included everyone's emails • It was AGREED that all emails be sent out as blind copies so no one saw anyone else's email address • Terry Whitehead, who ran the Thoresby holidays, had agreement from members to send out a joint email <p>First Aid Sessions</p> <ul style="list-style-type: none"> • Jacqueline reported that she had received details a First Aid event being held at Ravenshead U3A provided by the Red Cross • Jacqueline would read out details of this training at the March meeting and ask Mike Allen to include in the Newsletter • Had also attended Defibrillator training which was very informative • It was agreed to ask Val Jeffries to arrange for First Aid training at a monthly meeting • Jacqueline could obtain the Defibrillator Trainer's number and Yvonne Kennison had a copy of a First Aid booklet she would show to Val 	<p>ALL</p> <p>Jacqueline Hampshire/ Mike Allen</p> <p>Carole Harrison/Val Jeffries</p> <p>Jacqueline Hampshire/ Yvonne Kennison</p>

	<p>U3A Lanyards and plastic name holders</p> <ul style="list-style-type: none"> • Jacqueline Hampshire had obtained some lanyards via Kirkby U3A and Amanda Kingswell had some plastic name holders and these would be offered to members for £1.20 at the Monthly Meeting (Price amended since meeting to reflect the cost of the plastic wallet) • Amanda offered to produce labels if required <p>Web page</p> <ul style="list-style-type: none"> • Terry Whitehead had been sent an email about holidays and theatre trips and had placed the details on the web page 	Amanda Kingswell
7/02/19	<p>Membership Secretary's Report:</p> <ul style="list-style-type: none"> • Amanda Kingswell reported that she had received an email regarding holidays in Crete for Art and Walking groups and she had forwarded onto the relevant Group Leaders • The waiting list is reducing steadily and will hopefully be gone by mid March • Some people Amanda had contacted were not now interested in joining • There had been quite a few new enquiries in December and January but now reduced to one a month • Twelve people had been invited to attend Tuesdays meeting 	
8/02/19	<p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> • Val Jeffries had sent a report to say that John Whitfield is the February Speaker and the subject is "The 1950s. Did we really have it so good" • John's fee was £60.00 and he required no further equipment 	
9/02/19	<p>Group Co-Ordinator Report:</p> <ul style="list-style-type: none"> • Lynne Payne had attended an event for Group Convenors with eight attendees • Lynne will be asking Group Leaders whether their Groups are full or if they have vacancies and report back to Jenny, the Chair of the group • Lynne had also gone on each of the U3A's websites and identified two pages of groups that we do not hold • As part of the Network our members can attend groups held at other U3A's if there are vacancies • Members of U3A's can become Associate members of another U3A and pay a fee less insurance, and this enables them to attend the monthly meetings and any groups • As a postal member you pay a fee and can attend groups at another U3A but not attend their monthly meeting • Lynne had received emails from Huthwaite and Sherwood U3A to let her know of vacancies in some of their groups with more to follow • Members thanked Lynne for her hard work on finding out this information on the different groups available 	Lynne Payne

	<ul style="list-style-type: none"> Lynne agreed to produce an A4 folder with details of the courses available at other U3As, Group Convenors contact details and bring to the monthly meetings for members to look at <p>50p stall</p> <ul style="list-style-type: none"> Amanda Kingswell suggested holding a 50p stall at each monthly meeting with jigsaws, board games, handmade cards and brick aback etc Amanda had seen these at other groups she had attended and they worked well It was agreed that Amanda would oversee the stall but that an honesty box be put on the stall for payment It was also agreed to check whether the Book Stall sold DVDs and if not these could also be placed on the stall It was AGREED that the stall would commence in March 2019 	<p>Lynne Payne</p> <p>Amanda Kingswell</p> <p>Amanda Kingswell</p>
10/02/19	<p>Social Group Report</p> <ul style="list-style-type: none"> There had been no meeting recently <p>Coffee Morning taking on 24 May 2019</p> <ul style="list-style-type: none"> Tickets are being sold for the event at St Phillips Church Hall It was unanimously AGREED to extend to the general public, advertise in the Church newsletter and have an advertising board outside the venue This would enable us to advertise the U3A movement and hopefully produce extra funds <p>20th Anniversary celebration</p> <ul style="list-style-type: none"> Plans were progressing well for the afternoon tea event at the John Fretwell Centre Entertainment had been arranged and our local MP was due to attend It was agreed to ask the Chairs of the Neighbourhood Group U3A's – Rainworth, Huthwaite, Sherwood, Forest Town, Sutton, Kirkby, Warsop and Ollerton to attend free of charge <p><i>Post meeting note: Mike Allen confirmed that he did have the U3A pull-up banner</i></p>	<p>Jacqueline Hampshire</p>
11/02/19	<p>Newsletter/Website Report</p> <ul style="list-style-type: none"> Mike Allen dropped the Newsletter off at the meeting as he would not be at Tuesday's meeting There was nothing further to report 	
12/02/19	<p>Publicity/Facebook Report</p> <p>Sarah Spurry had provided a report as follows:</p> <p>Tuesday's Members' Day</p> <ul style="list-style-type: none"> Sarah had brought her laptop and was able to show members the Facebook page Following this there had been an increase in members asking to join 	

	<ul style="list-style-type: none"> • Yvonne Kennison reported that three members from other U3A's had asked to join our Facebook page • After discussion it was agreed to decline their requests and to remain a closed page for Mansfield users only <p>Facebook Training</p> <ul style="list-style-type: none"> • Jacqueline Hampshire asked about having a training session on Facebook and it was agreed to ask Sarah Spurry if this might be possible • There was also a discussion on previous training sessions with the O2 Guru which had been arranged by Sheila Whalley but had ended due to low numbers attending 	Carole Harrison to check
13/02/19	<p>North Notts Neighbourhood Group</p> <ul style="list-style-type: none"> • The next meeting of the Neighbourhood Group will take place in April and Mike Allen will attend and update on our 20TH Anniversary and report back <p>Notts County Network</p> <ul style="list-style-type: none"> • Carole Harrison attended the Network Meeting on Wednesday 30 January 2019 and the minutes were circulated with the agenda • Also circulated was the notes from the discussion at the meeting on attracting new Committee Members 	Mike Allen
14/02/19	<p>Any Other Business:</p> <p>There were no other items for discussion.</p>	
14/02/19	<p>Date and Time of Next Meeting: Friday 15 March 2019 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</p>	