

Meeting of the Mansfield & District U3A Committee

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

Friday 16 November 2018
10.00-11.45am

MINUTES

| ATTENDEES | Title | | | | | | | | | | | | | | |
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| | | 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 |
| Jacqueline Hampshire | Chairman | √ | √ | 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 | A |
| Philip Tucker | Committee Member | | | | | | | | | | | | | √ | √ |
| Sarah Spurry | Publicity/Facebook Officer (Co-opted 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 | √ | √ | √ | √ | √ | √ |
| Members with Special Expertise and not normally in attendance | | | | | | | | | | | | | | | |
| 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 denotes apologies and D Deputy in attendance

| Number | Item | Action |
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| 1/11/18 | Apologies for Absence Apologies for Absence were noted as above. | |
| 2/11/18 | The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 12 October 2018 The Minutes of the Meeting were AGREED to be an accurate record, once one amendment had been made, signed off and placed on the website. Proposed by Philip Tucker and seconded by Amanda Kingswell | Carole Harrison |
| 3/11/18 | Matters Arising from the Previous Meeting: <ul style="list-style-type: none"> Sarah Spurry to be Co-opted onto the Committee as Publicity/Facebook Officer | |

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| | Proposed by Yvonne Kennison and seconded by Jacqueline Hampshire | | | | | | | | | | | | | | | | | | | | | | | |
| 4/11/17 | <p>Treasurer's Report:</p> <p>Treasurers Report for October 2018</p> <table> <tr> <td>b/f</td> <td>£11,183.04</td> </tr> <tr> <td>Income for Groups</td> <td>£1,004.55</td> </tr> <tr> <td>income for October Main</td> <td>£1,578.32</td> </tr> <tr> <td>expenditure for October Main</td> <td>-£932.68</td> </tr> <tr> <td>expenditure for Groups</td> <td>-£681.12</td> </tr> <tr> <td></td> <td><u>£12,152.11</u></td> </tr> </table> <p>Liabilities :</p> <table> <tr> <td>Room Hire for all</td> <td>-300</td> </tr> <tr> <td>Membership fees</td> <td>-810</td> </tr> <tr> <td>Hostess</td> <td>-1000</td> </tr> <tr> <td>Speaker</td> <td>-80 estimated</td> </tr> <tr> <td>Overall total</td> <td><u>£9,962.11</u></td> </tr> </table> <ul style="list-style-type: none"> • Yvonne Kennison presented the report • We had received over £300 from the Robin Hood Lottery but when the results had been posted to Yvonne no one appeared to be winning any money but only extra goes on the Lottery • It was agreed not to promote the Lottery to members and ask Mike Allen not to publicise in the Newsletter <p>Val Jeffries arrived at 10.15am</p> | b/f | £11,183.04 | Income for Groups | £1,004.55 | income for October Main | £1,578.32 | expenditure for October Main | -£932.68 | expenditure for Groups | -£681.12 | | <u>£12,152.11</u> | Room Hire for all | -300 | Membership fees | -810 | Hostess | -1000 | Speaker | -80 estimated | Overall total | <u>£9,962.11</u> | Carole Harrison/Mike Allen |
| b/f | £11,183.04 | | | | | | | | | | | | | | | | | | | | | | | |
| Income for Groups | £1,004.55 | | | | | | | | | | | | | | | | | | | | | | | |
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| Speaker | -80 estimated | | | | | | | | | | | | | | | | | | | | | | | |
| Overall total | <u>£9,962.11</u> | | | | | | | | | | | | | | | | | | | | | | | |
| 5/11/18 | <p>Business Secretary's Report</p> <p>Carole Harrison updated as follows:</p> <p>Communications Workshop</p> <ul style="list-style-type: none"> • Held on Wednesday 7.11.18 • Jacqueline Hampshire, Mike Allen and myself attended • 50 booked on course and 40 attended on the day • Run by Liz Drury, Communications Officer and Sophie Wellings, who oversees Volunteers and Advice Section from the Third Age Trust • Membership section accessed via the website, weekly update emailed to members with links to website • Broxtowe set up a Group entitled 'I want to have a go at that' – canoeing, parachuting, horse riding, table tennis, board games etc • One group held themed evening – Orient Express where they had a meal and everyone dressed up • One group arranged for members to attend a chocolate making course | | | | | | | | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> • The website is the main way of publicising each U3A and the other threads flow from it, e.g. newsletter, Facebook, email, local advertising, media, twitter • Need written permission from each person if using their photo on the website, Facebook page etc, although via email is acceptable • Sign up to the Newsletter for Sources • iDEA badges on Social medial, equivalent of Duke of Edinburgh awards for over 50's – free to undertake • Advertise your U3A in GP practices, Estate Agents, Banks and Community Hospitals <p>Regional Trustee</p> <ul style="list-style-type: none"> • Jane Pavier was not re-elected at the AGM and Jean Hogg is her replacement • Jean updated that a new Constitution is coming out in the new year and we need to check our Constitution against it • Regional funding is available for advertising events <p><i>(Post meeting note: Mike Allen had written to Jane Pavier to thank her for her support and assistance during her time in office)</i></p> <p>Flash Mob</p> <p>At our recent Network Meeting we raised the idea of Nottinghamshire U3As joining together to perform a "Flash Mob" some time next summer. The idea of this was raised at the National Conference in July and we would be part of a national event with U3As from each of the regions nationally performing flash mobs on the same day and at the same time. A flash mob is an event when a number of performers come together to perform a pre-planned dance routine (it is sometimes singing but ours would be dancing) in a public place making it look as though they have randomly got together. The idea is to hold it in a place where there will be many people around and so it would attract attention.</p> <p>The purpose of doing this Flash Mob is to raise the profile of the U3A, challenge the public's image of the older generation and attract potential members. We would be hoping to reach people who do not already know about the U3A. Most importantly we want the event to be fun.</p> <p>We need to realise that there will be a great deal of organisation involved in setting up the flash mob both for performers and organisers. It would be important to gatherer as much publicity as we can and so we would need people to ensure that happens. We will need to be ready to cope with an influx of new members after the event. Also, we will be fitting in with U3As across the country and so won't have complete freedom to do our own thing.</p> <p>The Committee did not want to be involved and it was agreed to discuss at the Members Meeting on Tuesday</p> <p>Online Peer Support Group</p> <ul style="list-style-type: none"> • At the Network Meeting Paul Fileman from Soar Valley suggested setting up a Google group as a free way to share information • Paul runs the Engineering and Innovation group and thought it | <p>Carole Harrison</p> |
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| | <p>would be useful for other U3As to suggest contacts and places to visit</p> <ul style="list-style-type: none"> • This could be extended to other groups <p>Beacon</p> <ul style="list-style-type: none"> • 250 U3A's currently using Beacon with others undergoing training to do so • Costs 50p for member per year • If you have a data base this can be transferred across with assistance from TAT • Once set up can use credit card or PayPal to pay subscriptions, events etc • Each member can access their own information and amend, and also the events calendar • Group Leaders have additional access to their groups • Committee Members have additional access • Administrator has access to all areas • If a members leaves or stands down from the Committee or the Group, then their access is removed • Can send blind emails to either group members or the whole membership or within the Committee with templates set up • Each group has a ledger, and they enter income and expenditure and keep a float, which is the only thing the Treasurer can see • Can produce reports showing number of males, females, deceased, lapsed, resigned, and it highlights in red if someone has not renewed their membership • Includes list of venues with links to a map • Calendar is linked to website • Other U3As using Beacon felt it was very good, particularly being able to email everyone but did need a great deal of training initially particularly for Group Leaders. They found One2One the best way of providing training • System needs emergency contact number – link in with Jacqueline's suggestion to have a name badge and lanyard for everyone <p>The Committee agreed that they were happy with the current database system and would not sign up to Beacon.</p> <p>An email had been received from Richard Titmuss with a view to starting a U3A Quiz League in North Notts. Would like six people to commit for six months. To be raised at the Members Meeting.</p> | <p>Carole Harrison</p> |
| <p>6/11/18</p> | <p>Chairman's Report:</p> <p>There was nothing further to report.</p> <p>Sheila Pegg arrived at 10.40am</p> | |
| <p>7/11/18</p> | <p>Membership Secretary's Report:</p> <ul style="list-style-type: none"> • Amanda Kingswell should have met with six new members at Ill Rosso the previous Tuesday | |

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| | <ul style="list-style-type: none"> • Only five attended has one had undergone an operation • The husband of a couple attended and said his wife would like to also attend and Amanda had agreed and asked for the wife to attend on Tuesday and pay her subscription • Currently waiting list of 34, which as some are couples increases to 54 in number • These would be invited to the meetings in blocks of ten so would be in place by March • There was a discussion about the length of the waiting list and ways to reduce it • Yvonne Kennison proposed that the new members fee of £17.00 be reduced if members started later in the year by a £1.00 per month. <p><i>Proposed by Amanda Kingswell and seconded by Jacqueline Hampshire</i></p> | |
| 8/11/18 | <p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> • Val Jeffries reported that the Speaker at Tuesdays meeting would be Paul Newsham giving a talk entitled Biometrics 2 • Val had found him to be very efficient and he only required power as he would provide his own equipment • The cost was £100 for the speaker | |
| 9/11/18 | <p>Group Co-Ordinator Report:</p> <ul style="list-style-type: none"> • There was no report available | |
| 10/11/18 | <p>Social Group Report</p> <ul style="list-style-type: none"> • Nothing further to report | |
| 11/11/18 | <p>Newsletter/Website Report</p> <ul style="list-style-type: none"> • The Newsletter will be available at Tuesdays meeting | |
| 12/10/18 | <p>Publicity/Facebook Report</p> <ul style="list-style-type: none"> • Sarah Spurry suggested that Group Leaders could send her information to include on the Facebook page • A profile of a Group Leader can also be placed on the page • Sarah will ask Mike Allen to put details in the Newsletter and on the Website of the name of the site – Mansfield & District U3A and how to access it • The January Members Day to have tables set up for Group Leaders to provide details of their Group and also include a table for a Facebook demonstration • It was agreed to check with Laura Cooper at MTFC if extra tables could be made available • It was also noted that some Groups were full and it was agreed to ask Lynne Payne if some of the groups could find larger premises to take on more members | <p>Sarah Spurry /Mike Allen</p> <p>Carole Harrison</p> <p>Carole Harrison/Lynne Payne</p> |
| 13/10/18 | <p>North Notts Neighbourhood Group/Notts County Network</p> <ul style="list-style-type: none"> • Mike Allen had attended the North Notts Neighbourhood Group meeting on Tuesday 30 October and had provided a report which had been circulated | |

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| | <ul style="list-style-type: none"> • At the next meeting Mike will notify them of our 20th Anniversary celebrations • The discussions on Disabilities will be revisited and an action plan possibly drawn up • Group Convenors have been invited to attend a meeting in January and Lynne Payne had been informed • Carole Harrison had attended the Notts County Network Meeting on Wednesday 31 October and the minutes had been circulated | |
| 14/11/18 | <p>Any Other Business:</p> <p>January Meeting</p> <ul style="list-style-type: none"> • Jacqueline Hampshire is unable to attend the Committee Meeting in January and Amanda Kingswell agreed to Chair on her behalf <p>Outstanding Subscriptions</p> <ul style="list-style-type: none"> • There was a discussion on outstanding subscription payments – currently 30 • Amanda Kingswell agreed to go through membership lists and remove non payers • It was agreed to ask Lynne Payne to remind Group Leaders to check membership cards at their January Meetings <p>Membership Badges</p> <ul style="list-style-type: none"> • Discussion on asking members to purchase a lanyard and name badge for £1.00 to wear at all meetings • Emergency contact details could be included on the back to ensure available if required • It was agreed to raise at Tuesdays Meeting | <p>Carole Harrison/Lynne Payne</p> <p>Jacqueline Hampshire</p> |
| 14/11/18 | <p>Date and Time of Next Meeting: Friday 11 January 2019 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</p> | |