

Meeting of the Mansfield & District U3A Committee

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

Friday 16 March 2018
10.00-11.15am

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
Sheila Whalley	Chairman	√	√	√	√	√	√		
Alan Miller	Committee Member	√	√	A	√	√	√		
Amanda Kingswell	Committee Member	√	√	√	√	A	√		
Bob Longden	Member with Special Expertise	A	A	A	A	A	A		
Carole Harrison	Minutes Secretary	√	√	√	√	√	√		
Jacqui Hampshire	Vice Chairman	√	√	A	√	A	√		
John Brown	Committee Member	√	A	√	√	√	A		
Linda Leivers	Groups Co-ordinator	√	√	A	√	A	√		
Lynne Payne	Committee Member	√	A	√	A	√	A		
Marilyn Dibble	Membership Secretary	√	√	√	√	√	√		
Mike Allen	Business Secretary	√	√	√	√	√	√		
Sheila Pegg	Assistant Treasurer	√	A	√	A	√	A		
Val Jeffries	Speaker Finder	A	A	√	√	A	A		
Yvonne Kennison	Treasurer	A	A	√	√	√	√		

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/03/18	Apologies for Absence Apologies for Absence were noted as above.	
2/03/18	The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 16 February 2018 The Minutes of the Meeting were AGREED to be an accurate record, signed off and placed on the website. <i>Proposed by Mike Allen and seconded by Marilyn Dibble and Alan Miller</i>	Mike Allen/Carole Harrison
3/03/18	Matters Arising from the Previous Meeting: Fire Procedure at Mansfield Town <ul style="list-style-type: none"> • Alan Miller reported that good progress was being made • The Fire Officer had been in discussion with Nottinghamshire County Council and had visited the ground • The Fire Officer had seen the evacuation chair, notices and 	

	<p>spoken to the staff who had confirmed that in the event of a fire the staff would assist with the evacuation of members</p> <ul style="list-style-type: none"> • He had also been informed that we had purchased high vis vests and the process we had in place for evacuating members • Marilyn Dibble noted that Laura Cooper from Mansfield Town Football Club had remained while the Members Meeting had taken place • Members thanked Alan for all his hard work on this matter <p>Mansfield U3A Facebook Page</p> <ul style="list-style-type: none"> • John Brown had provided an email of progress so far • Yvonne Kennison had tried to access Dukeries U3A Facebook page but had received a prompt asking a series of questions before you could do so • A Facebook page is a modern notice board and could work alongside the information currently shown on the screen at meetings <p>Action:</p> <ul style="list-style-type: none"> • Yvonne Kennison will look at Sherwood U3A's Facebook page • Linda Leivers will contact John Hastie at Sutton and ask for information on their page 	<p>Yvonne Kennison Linda Leivers</p>																								
<p>4/03/17</p>	<p>Treasurer's Report:</p> <p>The Treasurer's Report was as follows:</p> <p>Finance position at the end of March 2018</p> <table data-bbox="355 1249 1088 1794"> <tr> <td>Current Account b/f</td> <td style="text-align: right;">£6,184.76</td> </tr> <tr> <td colspan="2">Liabilities:</td> </tr> <tr> <td>One Call Stadium</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;">-95.37</td> </tr> <tr> <td>Speaker est</td> <td style="text-align: right;">-50.00</td> </tr> <tr> <td>Capitation fees</td> <td style="text-align: right;">-829.50</td> </tr> <tr> <td>Direct Mail est</td> <td style="text-align: right;">-475.00</td> </tr> <tr> <td>Queen Elizabeth & costs for Quiz</td> <td style="text-align: right;">-150.00</td> </tr> <tr> <td>Total estimated Current Account</td> <td style="text-align: right;"><u>£4,369.89</u></td> </tr> <tr> <td>Deposit Account</td> <td style="text-align: right;"><u>£2,088.65</u></td> </tr> <tr> <td>Group Account</td> <td style="text-align: right;"><u>£2,005.75</u></td> </tr> </table> <ul style="list-style-type: none"> • Yvonne Kennison reported that on Tuesday she would be going with Sheila Whalley and Sheila Pegg to the Yorkshire Bank to open a new account and obtain a debit card which would be useful when making any bookings. • Then the account at Nat West would be closed 	Current Account b/f	£6,184.76	Liabilities:		One Call Stadium	-190.00	Stanhope Centre	-25.00	Newsletter	-95.37	Speaker est	-50.00	Capitation fees	-829.50	Direct Mail est	-475.00	Queen Elizabeth & costs for Quiz	-150.00	Total estimated Current Account	<u>£4,369.89</u>	Deposit Account	<u>£2,088.65</u>	Group Account	<u>£2,005.75</u>	
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	<ul style="list-style-type: none"> • During the transition both accounts will be open <p>Action:</p> <ul style="list-style-type: none"> • Once the new account is operational, Yvonne Kennison will let Mike Allen have details of the sort code for the Newsletter and Website 	<p>Yvonne Kennison/Mike Allen</p>
<p>5/03/18</p>	<p>Business Secretary's Report</p> <ul style="list-style-type: none"> • The Report to Members, which had been circulated with the minutes, will be placed on the Website and in the Newsletter • Mike Allen thanked Yvonne Kennison for her invaluable assistance with the Group Leaders report • This report will be sent to Linda Leivers to go out with the agenda for Group Leaders Meeting • From August onwards speakers at the Gardening Club will be invoiced • New member meetings at Il Rosso will carry on as usual with the receipt passed to Yvonne Kennison for payment • The Coffee Morning ticket money is passed to Yvonne Kennison for payment and any expenses are paid out of this money • Mike Allen noted that we are further forward than some of the other U3As • The new process will be more transparent and will safeguard Group Leaders as there will be a paper trail and receipts • The Thoresby trip money will be paid direct to Warners • Mike Allen will look into the cost of having the request forms printed by Portland Print • There may be changes to the documents once guidance had been received from the Third Age Trust • The next Network Meeting is being held on Wednesday 25 April at 9.30 in St Peters Church Hall Ravenshead and Linda Leivers agreed to attend as Mike Allen would be unavailable <p>Permission was sought to put the Members report on the Newsletter and on the Website <i>Proposed by Marilyn Dibble and Secoded by Linda Leivers</i></p> <p>Permission was sought to send out the Group Leaders information with the agenda <i>Proposed by Jacqui Hampshire and Secoded by Marilyn Dibble</i></p> <ul style="list-style-type: none"> • Mike Allen reported that the U3A would have to comply with Data Protection and this would impact on Marilyn Dibble and Amanda Kingswell when completing new members paperwork • Any new member will be asked to consent to allowing the use of their photo and name in the newsletter and on the website • This consent would last for twelve months and could be included in the membership renewal form for current members, in the newsletter and on line • We may have to post some forms out if members could not 	<p>Mike Allen</p> <p>Mike Allen Linda Leivers</p> <p>Mike Allen</p> <p>Linda Leivers</p>

	<p>access via the above means</p> <ul style="list-style-type: none"> • The details of consent to comply with Data Protection regulations will be raised at the May meeting and will be on the new subscription forms in August • Will also be raised at the Group Leaders meeting • Mike Allen reported that negotiations are taking place with Head Office regarding information about health and disabilities as we have a duty of care for our members • Linda Leivers asked if an overview of Committee Members insurance could be placed on the website 	<p>Mike Allen, Marilyn Dibble and Linda Leivers</p> <p>Mike Allen</p>
6/03/18	<p>Chairman's Report:</p> <ul style="list-style-type: none"> • Sheila Whalley had found two venues, the Black Bull and Rushley, which could be useful to enable carers to meet as both were on bus routes • It was hoped that provision could be made for someone to sit with the patient with disabilities to enable the carer to have a two hour break • Mike Allen suggested the matter was deferred to the October NNG Meeting following discussions with the NNG • Sheila tabled a copy of Sherwood U3A's Diary of Events and it was agreed to produce a copy for Mansfield U3A 	<p>Mike Allen</p> <p>Carole Harrison</p>
7/03/18	<p>Membership Secretary's Report:</p> <ul style="list-style-type: none"> • There are 24 on the waiting list and Marilyn Dibble would wait until there are sufficient vacancies to enable a group of them to start together, as she found that this was working better than having a few start at a time • Yvonne Kennison reported on another U3A who produced their newsletter for about £5.00 a month as they had purchased a better printer to do it themselves • They also emailed copies of the newsletter out to members to reduce the amount of printing 	
8/03/18	<p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> • No report available 	
9/03/18	<p>Group Convenor Report:</p> <ul style="list-style-type: none"> • Linda Leivers reported that she was in the process of producing her job description for Mike Allen • Marilyn Dibble was also working on her job description • The next Group Leaders Meeting had been arranged for Friday 27 April but Linda was trying to rearrange to the 20 April to ensure Mike Allen was in attendance to discuss the Charity Commission changes 	<p>Linda Leivers</p>
10/03/18	<p>Social Group Report</p> <ul style="list-style-type: none"> • Yvonne Kennison agreed to print 100 tickets for the Coffee 	

	<p>Morning which was taking place on 18 May from 10.00-12.00 at St Phillip Neri Church Hall</p> <ul style="list-style-type: none"> • The tickets would be numbered and cost £2.00 • There was limited parking at the venue but you could park for 3 hours at Tesco which was next to it • Friends of Mansfield U3A could also attend the Coffee Morning if they had a ticket • Mike Allen would suggest using this venue for the Quiz Night 	Mike Allen
11/03/18	<p>Newsletter/Website Report</p> <ul style="list-style-type: none"> • Mike Allen asked Yvonne Kennison if she would check the bill for this month's newsletter as they had included additional colour photographs • It was agreed by all present that everyone seemed to like having a paper copy of the Newsletter and any surplus copies were given to new members • The website had been updated with details of the Quiz Night and the recent deaths of two members 	Yvonne Kennison
12/03/18	<p>North Notts Neighbourhood Group/Notts County Network</p> <ul style="list-style-type: none"> • Warsop U3A had now joined the Group • Hucknall had returned to the Group as some of their members attended events in Ashfield 	
13/03/18	<p>Any Other Business:</p> <ul style="list-style-type: none"> • It was agreed to send 'Thinking of you cards' to both Jill Pullen and Jan Dawes who were ill • Norma Shillingworth was locating the names of founder members of Mansfield U3A for Sheila Whalley • Sheila Whalley asked Amanda Kingswell and Carole Harrison to model the new High Vis vests at the Tuesday meeting • Tuesday's Speaker required a screen and it was agreed to locate one • Jacqui Hampshire will contact new Committee Members to see if they were interested in being Vice Chair • 	<p>Amanda Kingswell</p> <p>Sheila Whalley to contact Bob Longden</p> <p>Jacqui Hampshire</p>
14/03/18	<p>Date and Time of Next Meeting: The next Meeting will be held on Friday 13 April 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL</p>	