

Meeting of the Mansfield & District U3A Committee

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

Friday 17 August 2018
10.00-11.05am

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
Sheila Whalley	Chairman	√	√	√	√	√	√	√	A	√	√	√
Alan Miller	Committee Member	√	√	A	√	√	√	√	A	√	√	√
Amanda Kingswell	Committee Member	√	√	√	√	A	√	√	√	√	A	A
Bob Longden	Member with Special Expertise	A	A	A	A	A	A	A	A	A	A	A
Carole Harrison	Minutes Secretary	√	√	√	√	√	√	√	√	√	√	√
Jacqueline 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	√	√	√	√	√	√	√	√	√	√	A
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	√	√	√
Two visitors were in attendance with a view to becoming Committee Members: Valerie Hart and Janet Clarke plus Ian Lakin who had already agreed to become a Committee Member												

*A denotes apologies and D Deputy in attendance

Number	Item	Action
1/08/18	Apologies for Absence Apologies for Absence were noted as above.	
2/08/18	The Minutes of the Mansfield & District U3A Committee Meeting held on Friday 13 July 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. <i>Proposed by Linda Leivers and seconded by Marilyn Dibble</i>	Mike Allen/Carole Harrison
3/08/18	Matters Arising from the Previous Meeting: <ul style="list-style-type: none"> • The Agenda for the AGM taking place on Tuesday 18 September 2018 was AGREED • It was AGREED that at the AGM Mike Allen be nominated as Honorary Adviser to reflect his wealth of knowledge. • <i>Proposed by Alan Miller and seconded by Jacqueline</i> 	

Hampshire																																																																		
4/08/17	<p>Treasurer's Report: Yvonne Kennison tabled the Receipts and Payments Account for 1.08.2017 – 31.07.2018 and would be asking Mike Allen to place in the September Newsletter for information and this was AGREED by the Committee.</p> <p>Linda Leivers was thanked for putting Mansfield U3A forward as a recipient from the Robin Hood Lottery.</p> <p style="text-align: center;">Mansfield & District U3A's RECEIPTS AND PAYMENTS ACCOUNT Receipts and Payments Account 1 August 2017 – 31 July 2018</p> <p>RECEIPTS</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Subscriptions 2017/2018</td><td style="text-align: right;">£2,719.00</td></tr> <tr><td>Subscriptions 2018/2019</td><td style="text-align: right;">£1,595.00</td></tr> <tr><td>Receipts for Group Account</td><td style="text-align: right;">£1,376.00</td></tr> <tr><td>Social Activities</td><td style="text-align: right;">£3,954.16</td></tr> <tr><td>Books</td><td style="text-align: right;">£194.12</td></tr> <tr><td>Gift Aid</td><td style="text-align: right;">£388.92</td></tr> <tr><td>Robin Hood Lottery</td><td style="text-align: right;">£94.90</td></tr> <tr><td>MDC Grant</td><td style="text-align: right;">£500.00</td></tr> <tr><td>Diaries</td><td style="text-align: right;">£137.50</td></tr> </table> <p>PAYMENTS</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Membership Subscription to Third Age Trust</td><td style="text-align: right;">£976.50</td></tr> <tr><td>Direct Mail</td><td style="text-align: right;">£507.98</td></tr> <tr><td>Audit</td><td style="text-align: right;">£31.75</td></tr> <tr><td>Postage/Stationery</td><td style="text-align: right;">£24.87</td></tr> <tr><td>Misc</td><td style="text-align: right;">£424.26</td></tr> <tr><td>Expenses for social activities</td><td style="text-align: right;">£2,666.02</td></tr> <tr><td>Petty Cash</td><td style="text-align: right;">£175.87</td></tr> <tr><td>Newsletter</td><td style="text-align: right;">£977.94</td></tr> <tr><td>Membership cards</td><td style="text-align: right;">£59.49</td></tr> <tr><td>Room hire</td><td style="text-align: right;">£2,490.00</td></tr> <tr><td>Notts Network</td><td style="text-align: right;">£50.00</td></tr> <tr><td>Speakers</td><td style="text-align: right;">£395.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">£69.99</td></tr> <tr><td>Licences</td><td style="text-align: right;">£120.00</td></tr> <tr><td>Transfers</td><td style="text-align: right;">£1,659.00</td></tr> <tr><td>Bank charges</td><td style="text-align: right;"><u>£10,959.60</u></td></tr> <tr><td></td><td style="text-align: right;"><u>£10,628.67</u></td></tr> <tr><td>Balance b/f</td><td style="text-align: right;">£7,056.71</td></tr> <tr><td>Balance c/f</td><td style="text-align: right;">£7,387.64</td></tr> <tr><td></td><td style="text-align: right;"><u>£18,016.31</u></td></tr> <tr><td></td><td style="text-align: right;"><u>£18,016.31</u></td></tr> </table> <p>Bank Balance</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Current Account</td><td style="text-align: right;">£7,346.40</td></tr> <tr><td>Cash in hand</td><td style="text-align: right;">£41.24</td></tr> </table>	Subscriptions 2017/2018	£2,719.00	Subscriptions 2018/2019	£1,595.00	Receipts for Group Account	£1,376.00	Social Activities	£3,954.16	Books	£194.12	Gift Aid	£388.92	Robin Hood Lottery	£94.90	MDC Grant	£500.00	Diaries	£137.50	Membership Subscription to Third Age Trust	£976.50	Direct Mail	£507.98	Audit	£31.75	Postage/Stationery	£24.87	Misc	£424.26	Expenses for social activities	£2,666.02	Petty Cash	£175.87	Newsletter	£977.94	Membership cards	£59.49	Room hire	£2,490.00	Notts Network	£50.00	Speakers	£395.00	Equipment	£69.99	Licences	£120.00	Transfers	£1,659.00	Bank charges	<u>£10,959.60</u>		<u>£10,628.67</u>	Balance b/f	£7,056.71	Balance c/f	£7,387.64		<u>£18,016.31</u>		<u>£18,016.31</u>	Current Account	£7,346.40	Cash in hand	£41.24	<p>Yvonne Kennison/Mike Allen</p>
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5/08/18	Business Secretary's Report		

	<p>Projector Screen: Mike Allen had spoken with Laura Cooper who said she would raise the matter again with the management, but she held out little hope. The 1861 Suite was not used for conferences as the pillars obstructed the view. The other room on that floor was used and there was a screen there already. This seems to be a good reason for purchasing a screen. It was AGREED to purchase a portable projector screen which would be held by Yvonne Kennison.</p> <p>It was also noted by Yvonne Kennison that it was three years since the electrical items had been PAT tested. It was AGREED to have this undertaken.</p> <p>The Mature Citizens' Fair was a reasonable success – a number of people came to the stand and read / picked up leaflets and information. Thanks go to Forest Town (Mike King and Jenny Wright) and to Sylvia Slack, Pearl Brown, Ann Ward and Colin Slack for manning the stall. I have thanked them and the MP, Ben Bradley, for the event. I shall write to the latter suggesting that if it is held again, it might be better in a venue with greater footfall – eg the Market Place or an empty shop.</p> <p>Mike Allen had talked to Ben Bradley and suggested that he might be involved in our 20th anniversary celebrations. He said he would be happy to if he was available and that he would need a lot of advance notice to make sure a date was clear. At the Network meeting, it was mentioned that, although U3As were non-political, local MPs could be asked to speak to the meeting or be involved in other ways.</p> <p>MRA spoke to Eric Prescott and had an enjoyable conversation with him – he is not fully well, but hopes to come to a meeting in the future.</p> <p>Norma Shillinglaw has had to close down the Music 2 Group as falling numbers and age have made it not viable. There will be an article in the Newsletter.</p> <p>Notts County Network consultation process for new U3A's. Mike Allen is proceeding with his suggestions for the consultation process in view of the comments by the Committee</p> <p>U3A diaries can be ordered as from September meeting</p> <p>Mike Allen has asked the Red Cross to come to the AGM Meeting at 11.00am to provide a 'taster' session on how to cope with/avoid falls. When Mike asked members at the last meeting they seemed happy with the idea. The Red Cross can also provide a separate two hour session at another time. It was AGREED that the Taster</p>	<p>Yvonne Kennison</p> <p>Yvonne Kennison to arrange</p> <p>Mike Allen</p>
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	<p>Session take place at the AGM. It was also AGREED to ask if the Red Cross could provide an hour session on Accident Prevention at the January Meeting</p> <p>'Using Facebook for your U3A event' at St Peters Centre, Ravenshead, 1.30-4.00pm on Friday 28 September 2018. Cost is £5.00 per person. Mike has booked one place and each U3A can send up to three people. The session will show benefits to members of having your own page and taking the fear out of Facebook. You will be shown how to set up your own page with a demonstration and the pros and cons of having a Facebook Group. It was AGREED that Yvonne Kennison and Carole Harrison would attend</p>	<p>Val Jeffries to arrange</p> <p>Carole Harrison to book a second place</p>
6/08/18	<p>Chairman's Report:</p> <ul style="list-style-type: none"> Nothing further to report 	
7/08/18	<p>Membership Secretary's Report:</p> <ul style="list-style-type: none"> Marilyn Dibble reported there were several people on the waiting list who will commence in groups of twelve beginning at the October Meeting Amanda Kingswell will start phoning round members who have not paid their subscriptions in October Marilyn highlighted the amount of work that goes into preparing for the new starters 	
8/08/18	<p>Speaker Finder's Report:</p> <ul style="list-style-type: none"> Val Jeffries updated that Ian Lakin had suggested having people shadow Committee Members to learn how to undertake their role Val Jeffries had booked next year's Speakers and had made a start on those for the following year. These had been typed up into a list with their details and a copy was handed to Jacqueline Hampshire for her new role as Chair A new system had been set up with the booking being made, an email sent to confirm with including payment and then a further call made just before the Meeting It was agreed to announce at the September AGM and in the Newsletter asking for any members who could speak for approximately ten minutes at a meeting should the speaker not turn up Linda Leivers offered to share a quiz that could also be used There was a discussion on when people took on new Committee Roles in many cases there was no handover process in place and it was agreed Committee Members would work on an easy to follow guide of their role 	<p>Linda Leivers/Val Jeffries</p> <p>ALL</p>
9/08/18	<p>Group Co-Ordinator Report:</p> <ul style="list-style-type: none"> Linda Leivers reported Kingfisher Care Home had been in touch to ask if any U3A activities would be transferrable into a Care Home setting. Linda had replied that it was not possible as members were not covered by insurance. Then another letter had been received which noted that other U3A's engaged with their local Care Homes The next Group Leaders Meeting would take place on Friday 	

	26October 2018 commencing at 10.00 at the Stanhope Centre	
10/08/18	<p>Social Group Report</p> <ul style="list-style-type: none"> • Linda Leivers reported that currently there was only Liz and herself on the Social Group, and Jacqueline Hampshire agreed to join the Group • The Group meet on an ad hoc basis when planning events and more members would be encouraged to join • Linda Leivers had been having discussions with members regarding the 20th Anniversary of Mansfield U3A (China) and several had suggested having Afternoon Tea • Members AGREED this approach and a date was set for 20 August 2019 and it was decided that there would be no Picnic that year • Linda Leivers to ask Ben Bradley, our local MP if he were free to attend • In the past the U3A had purchased cutlery which was not being used and was currently held by Sue Longden. It was AGREED to pass onto the Salvation Army • Linda Leivers asked members for any Raffle prizes for the Summer Picnic taking place on Tuesday 21 August from 12.00-3.00 at Queen Elizabeth's School 	<p>Linda Leivers</p> <p>Linda Leivers/Yvonne Kennison</p> <p>ALL</p>
11/08/18	<p>Newsletter/Website Report</p> <ul style="list-style-type: none"> • There was no report available 	
12/08/18	<p>North Notts Neighbourhood Group/Notts County Network</p> <ul style="list-style-type: none"> • Mike Allen and Carole Harrison had attended the Network meeting on Wednesday 25 July and the draft minutes from the meeting had been circulated • There had been a meeting earlier in the year for Speaker Finders and Val Jeffries had been given the notes from the meeting 	
13/08/18	<p>Any Other Business:</p> <p>Lanyards</p> <ul style="list-style-type: none"> • Jacqueline Hampshire suggested that all members should be allowed to purchase a lanyard and plastic holder for use at meetings. This was AGREED by the Committee • Committee members would have red name cards and members white name cards • Jacqueline Hampshire to check with Kirkby where to purchase the plastic holders <p>Future Meeting arrangements</p> <ul style="list-style-type: none"> • Jacqueline Hampshire suggested not holding a Committee Meeting next August as there was no Members meeting that month • This was discussed and provisionally agreed but to be reviewed nearer the time <p>September Meeting</p> <ul style="list-style-type: none"> • Jacqueline Hampshire gave her apologies for the Committee Meeting and General Meeting and it was agreed to ask Amanda Kingswell as the new Vice Chair to cover 	<p>Jacqueline Hampshire</p> <p>Jacqueline Hampshire</p>

14/08/18	Date and Time of Next Meeting: Friday 14 September 2018 commencing at 10.00am at the Stanhope Centre, Bridge Street Methodist Church, Mansfield, Notts. NG18 1AL	