

# COMMITTEE MEETING AGENDA

**Monday 26<sup>th</sup> November 2018 at 14:00hrs**

**The Old Kitchen, Cullen House (*chez Rennie*)**

- 1. Opening & welcome**
- 2. Apologies for absence**
- 3. Minutes of the last meeting<sup>1</sup>**
- 4. Matters arising<sup>2</sup>**
- 5. Correspondence**
  - a. Communities Day in Buckie Library
- 6. Treasurer's report**
- 7. Important items<sup>3</sup>**
  - a. Participation in Communities Day in Buckie Library (09 Jan 2018)
  - b. Training session:
  - c. (i) Familiarise potential users with the new projector; (ii) Use of Snug TV as back-up; (iii) Documented SoPs for both
- 8. Minor items**

(none, in the interests of prioritising the Christmas meeting)
- 9. Any other business<sup>4</sup> (a/a)**
- 10. Date, time and place of next meeting**

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<sup>1</sup> These should have been previously circulated to the committee and once agreed, the Chairman should sign them.

<sup>2</sup> Items which were discussed at the last meeting which need to be followed up – helpful to list these. If it is likely that an item will need a lot of discussion make it an agenda item.

<sup>3</sup> Papers often enclosed.

<sup>4</sup> Helpful if the chairman is informed of items in advance so they can be listed. If an important item is raised here it may be better to carry it over to the next meeting as an agenda item.

## Roderick Owens

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**From:** Roderick Owens <roderick.owens@btinternet.com>  
**Sent:** 22 November 2018 17:50  
**To:** 'Kathryn McDonald'  
**Cc:** 'Joan Coverley'  
**Subject:** RE: Communities Day in Buckie Library - Moray Coast U3A

Kathryn

Thanks for getting in touch.

I'm confident the Moray Coast U3A will want to be represented.

Coincidentally, we've got a committee meeting on Monday 26<sup>th</sup> Nov. I'm putting the Community Day on the agenda and will get back to you with confirmation.

Regards,



**Dr Roderick Owens**  
**Business Secretary, Moray Coast U3A**  
☎ 01542 841942  
☎ 07725 041942

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**From:** Kathryn McDonald <Kathryn.McDonald@moray.gov.uk>  
**Sent:** 22 November 2018 15:24  
**To:** undisclosed-recipients:  
**Subject:** FW: Communities Day in Buckie Library

Hello,

My name is Kathryn and I'm the senior library and information assistant at Buckie Library. I've been emailing local groups in the Buckie area and received some responses and I was wondering if you would be interested in joining a program of promotions and events/activities, featuring different clubs and organisations from the local community in our library? We intend to have manned stalls set up through the day where groups can give out information, flyers, posters etc. and engage with the public to promote your work and sign up new members or volunteers. Tea and coffee can be provided.

We would like to set up the manned stalls throughout the day on the 9<sup>th</sup> of January 2018 from 10am. Would this date be suitable for you?

Best wishes,  
Kathryn McDonald

**Kathryn McDonald** | Senior Library and Information Assistant | Buckie Library  
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01542 832121 |



I am currently reading: Rivers of London by Ben Aaronovitch