

University of the Third Age –Tiverton
Minutes of the Annual General Meeting
Held at the Tiverton Hotel on Thursday 28th March 2019

Mr Mike Barlow took the Chair

Before the AGM commenced, the Chairman greeted the new members attending. It has become customary to remember those members who had passed away during the year. He named the members who had died, then asked everyone to be upstanding for a brief period of remembrance.

The Chairman noted that we require a minimum 15% of our members to be present at the AGM. The figure was well exceeded, the Agenda therefore commenced at 10.38

1. Apologies

Mr Phil & Mrs Sue Akers, Mrs Jenny Bedford, Mr Maurice Burgess, Mr Malcolm Jowitt, Mrs Jill McGilp, Mr David & Mrs Jill Mitchell, Mrs Jenny Pack, Mrs Elizabeth Piecha,
Mr David Ryder, Mr John & Mrs Pat Smith, Mrs Pauline Stone, Mrs Elizabeth Wales

2 Minutes of the AGM 2018

Taken as read.

Adoption of the Minutes were proposed, seconded and duly signed.

3 Matters Arising

None

4 Chairman's Report

Once again I feel we've had a successful year and I'd like to highlight some of the key points.

Committee Meetings. Your committee is required to have 4 meetings a year and actually had 5 meetings during the year with 10 members throughout that time. The majority are standing for re-election.

Finances. You'll hear a more detailed report from the Treasurer but suffice to say they remain in a very healthy state and we were able to reduce the annual subscription slightly.

Groups. These remain the heart of the organisation and we currently have 45 active ones with some others currently under discussion.

Members. Our membership seems to remain pretty stable over the years and we currently have 387 members - the membership secretary will talk about how we reached this number.

Systems. The main way we manage the organisation is to use two systems developed for U3As. The "u3asites" one provides the website capabilities we need, and "Beacon" allows us to track and manage our membership information and finances. These are both running smoothly & there are active discussions at present about creating a replacement for the Beacon Membership system to ensure it meets future needs.

Equipment. All our equipment seems to be working well with some minor purchases during the year.

Monthly Meetings. These continue to be well attended with the audience typically between 100 and 120.

I've personally spent some time looking at a few aspects of our how we organise ourselves including:

GDPR. In May 2018 some new data protection regulations come into effect. In keeping with these we have created a “Data Protection Policy” and a “Privacy Policy”. Whilst not strictly related to GDPR we were also encouraged to create a “Safeguarding Policy”-these are all available on our website. We also conducted two trainings for group co-ordinators to ensure they follow the rules.

Role Clarification. The Charity Commission encourages organisations to clearly document and communicate who is responsible for what. We started this process last year and all roles are now documented and can be viewed on the “Contact” page of our website.

Archiving. Again the Charity Commission has clear guidelines stating that certain key information should be archived for up to 7 years. As the majority of our critical information is now in electronic form we need to ensure the archiving provides access to old material & we have now set up a series of “non-personal” email addresses (such as tivertonu3achair@gmail.com) where we can store key documents. This also ensures, when there are changes, that we can make a clean handover of responsibilities & information from one person to another.

The success of our U3A is based on the efforts of many of our members and I make no apology for listing a large number of people who devote a lot of time and effort to our U3A. Firstly of course the committee:

David Whaley. Has been the Treasurer for 4 years and very conscientiously managed our finances ensuring they remain healthy and legal.

Fergus McGilp. Has taken over the role of Vice Chair, standing in for me at Monthly Meetings on more than one occasion. He is also our liaison person with the North Devon Link which is becoming more important as a way to ensure our needs are understood by Head Office.

Mich Bowers. Has now performed this role for two years, handling the communication with the Third Age Trust and ensuring our meetings are correctly documented.

Alice Harding. Continued to fill the role of Coordinator of the groups which as mentioned earlier are really the key to the success of the organisation. After 3 years she is stepping down from the role.

Roger Gunn. Has taken over the role of maintaining our website and membership database systems which have become more important as most of our members are online these days.

Annie Foot. Has managed our membership, which isn't always easy, and worked on making the renewal process simpler for you all.

David Hicks. Has handled all the equipment that's used for the main monthly meetings and by some of the groups and ensured it's always up to date and available in the right place at the right time. He is also stepping down from the committee this year.

Colin Cook. Jumped in to take over the editing of the Newsletter at the beginning of the year to ensure we continued to have an excellent communication tool.

Gill McGilp. Volunteered to act as Speaker Secretary and has produced a lot of very interesting talks for us.

A big thank you to all of you for your help and support during the year.

There are of course many others who also contribute a lot of time; including:

Monthly Meetings. Pat Smith ensures you are all checked in with Jean Parkinson and Janet Holcombe taking your money and issuing newsletters as appropriate. Margaret Barnes, Sue Southgate, Brenda Stocker & Anne Hill are on hand to help the new members get oriented and to meet the right people. Also prior to the meeting a small group of John Smith, David Hicks,

Trevor Southgate & recently Fergus McGilp, set up the audio and visual equipment so it runs smoothly on the day.

Groups Meetings. There are many people who coordinate groups, plan meetings and outings, find pubs, write reports, etc. so these events also run to the benefit of us all.

There are a lots of others who help & I apologise if I've haven't mentioned you by name but our success relies on the active participation of all of you & it is appreciated.

Overall I've enjoyed my final year & would just like to ask for someone to **Propose and Second** the adoption of this report.

Adoption of Chairman's Report was Proposed: Betty Thrall, Seconded: Ian Kimber
Agreed.

5 Treasurer's Report

Funds as at 31st December 2018:

Current Account:	£6,051.16
Deposit Account:	£2,269.91
PayPal	<u>£ 647.53</u>
Total Funds	£8,968.60

After 4 years I am stepping down as Treasurer at the AGM. This will be my last Treasurer's report. First of all may I wish the new Treasurer every success.

The finances continue to be in a very healthy state. For 2018 we have shown a surplus of £1,635.30. This is mainly due to a substantial reduction in General Management costs, down from £1198.73 to £486.04. This is primarily because it has not been necessary to purchase any new equipment. This could change in the coming year.

There will be an increase in the Beacon membership system charges for 2019/2020. The committee has decided that Beacon is worth carrying on with, despite the increased costs. The costs will be kept under review and alternative s are being evaluated.

Another cost that is increasing for 2019/2020, is for the magazine Third Age Matters, up from £2.20 to £2.90 for the year.

During the year we have been able to claim £536.96 in Gift Aid, this is a small reduction from last year. We are likely to see a further reduction next year, due to the reduced cost of subscriptions. A special thanks to all those members who completed the gift aid section of the renewal form, we can claim back 20% of your subscription from HMRC. Why let the Government keep it!

As announced earlier in the year, we now have only two levels of membership, individual and associate. For virtually every member this has resulted in reduced membership costs.

The cost of producing the Newsletter has fallen. Hopefully this trend will continue as more people are prepared to download their copy from the website.

Monthly Meetings. Over the year we had a small loss of £42. This is after taking into consideration the cost of Speakers. This is sustainable, and the monthly meetings continue to

play a vital role within our organisation. However, we will need to keep the viability of the meetings under review.

The Treasurer then invited questions from the floor

Mr Graham Thrall asked if the gratuities payment to the Hotel should be reviewed downwards. The attendance at the lunches following the monthly meeting has decreased, as has the Christmas lunch attendance. The committee to review.

Mr Graham Thrall also queried the high cost of postage shown on the Accounts. The explanation was given by the Treasurer that the postage cost shown includes cost of mailing Newsletters, which is recouped by a sum included in the annual subscription. A suggestion was made that these sums could be separated. Whilst this could be possible within Beacon it was considered too time consuming, and a further comment was made that this would make the Treasurer's job more difficult, for very little return. The Treasurer said that Beacon was in the process of being up-graded, and it might be a reasonable request to include this as an enhancement.

Mr John Anderson asked the necessity of the Pay Pal account, as little income is shown. The Treasurer explained that payments via our website all go to Pay Pal, and that the balance is regularly transferred by himself to the Bank Account.

Adoption of the Treasurer's Report was Proposed: Sue Robbins, Seconded: Ian Kimber
Agreed

6 Co-ordinator's Report

There was no report, but the current position is 44 active groups and a further 3 in the pipeline

7 Membership Secretary's Report

The Membership secretary reported that she is confident of the accuracy of the figures given, taken from the Beacon system. At the year-end there were 415 registered, the membership throughout the year fluctuating around 400. Last year we 'lost' 63 members for various reasons: health, leaving the area, too busy, no involvement with any group, being some given.

The question was put: are we welcoming enough to new members, and do we do enough to encourage and keep them. All ideas would be welcomed.

Thanks were expressed to members who renewed on time, despite the problems experienced with the Beacon system making renewal 'difficult'

Adoption of Membership Secretary's report Proposed: Chris Mumford,
Seconded: Sue Southgate.

Agreed.

8. Election of Officers and Committee:

Nominations:		Proposed	Seconded
Chairman	David Whaley	Trevor Southgate	Ben Mayo
Vice-Chairman	Fergus McGilp	Phil Akers	Gordon Cleaver
Treasurer	Colin Cook	Margaret Barnes	Sue Southgate

Secretary	Michele Bowers	Sue Barlow	Ben Mayo
Membership Secretary	Annie Foot	Sue Southgate	C Steele
Editor	Colin Cook	Sue Southgate	Margaret Barnes
Speaker Secretary	Jill McGilp	Phil Akers	Gordon Cleaver
Webmaster	Roger Gunn	Trevor Southgate	Sue Southgate
Technical Officer	No Nomination		
Groups' Co-ordinator	No Nomination		

All nominations were correctly proposed, seconded and received by the Secretary at least 28 days prior to the A.G.M. No positions were contested.

Acceptance of nominations was Proposed by Marilyn Wilson, Seconded by Trevor Southgate
Agreed.

9. Examiner of Accounts

Chairman proposed a vote of thanks to Mr Mike Biggin who examined and signed the 2018 Accounts as correct. Mr Biggin has indicated that he is willing to continue as Independent Examiner of the accounts. **Agreed.**

10. Motions by Members

None received.

Meeting Closed at 11.29

Agreed as a true record: Signed..... Date.....