

V-CV U3A

Minutes of Committee Meeting

held on 9th January 2020

Present: Brenda Kember, Ron Fenn, Cathy Jones, Barbara Berry, Doreen Van Cauter, Nick Photi, Steve Bowler, Gill Davies, Dick Downs, Tina Photi (item 10 only)

Apologies: Mary Gotts

MINUTES	Action
<p>1.Co-option of Dick Downs onto Committee It was unanimously agreed to co-opt DD onto the committee.</p>	
<p>2. Acceptance and approval of December 2019 minutes: With one amendment, the minutes were accepted and approved.</p>	
<p>3. Matters arising from December 2019 minutes: 2.2.11i) Replacement chairs: GWP Manager has advised that Parish Council cannot find suitable chairs at £25 so costs will rise. The committee accepted that the total cost will be shared three ways, Council, VCV and CWG U3A. The council are investigating purchasing more chair trollies at no cost to either U3A. The committee welcomed this news. 2.2.11iii) 10th Anniversary: Jeff Carter now unable to present certificate at January GM and will be replaced by Barbara Cordina, Chair of Herts Network. 2.12. Diaries: CJ reported 14 diaries remain unsold and a last reminder will be emailed to members before January GM. 11. New Editor: BJB to give DD access to Dropbox and arrange induction for Beacon. 12. Newsletter: NP to collect leftover Newsletters, 10 per month, after GMs to use for Herts Network meetings. 13ii) Assistance setting up at GMs: BK to mention again at January GM. 13iv) Disclaimer for trips/holidays: BK/MG meeting postponed until MG's return from holiday.</p>	<p>CJ BJB/DD NP BK BK/MG</p>
<p>4. Membership Renewals: BK/CJ/NP had met to discuss a draft membership application form. The revised draft was tabled and several amendments discussed, including members' consent to TAT receiving their details for its direct mailing list. A further discussion took place regarding future membership fees due to possible increases in the cost of TAM and Beacon. It was agreed to share with CH the checking of returned membership forms.</p>	<p>ALL</p>
<p>5. Finance Report: RF presented his monthly report on VCV's finances and stated that a review of the Groups' financial procedures would be initiated soon. a) Review of Asset Register: RF circulated VCV's current Asset Register list. It was agreed to dispose of an old laptop and a suggestion made to purchase a new, modern flipchart and new noticeboards. To be further discussed at a future CM. b) BACS: RF advised a transfer to BACS with Barclays Bank would prove unworkable at the present time and would not recommend it. However, he will follow this up further with the bank c) Expenses Policy: BK outlined the existing policy regarding travel expenses and requested a committee decision be made on future policy for mileage claims. It was proposed advance notice be given to committee of long trips. BK/RF to formulate an expenses policy based on fuel usage. d) Purchase of new laptop: A new laptop for Speakers' use at GMs was proposed. GD/BJB to discuss the specifications required and report back to Committee.</p>	<p>RF BK/RF GD/BJB</p>
<p>6. Groups' Report: a) Tea/coffee rota not yet in place and 12/13 Groups required to volunteer for Feb-Dec 2020. DVC to circulate final list to committee. b) An amendment required to the Groups' list was pointed out. c) Poetry Group will have 2 guest poets this year. d) DVC explained the procedure for forming a joint group following a request from CWG re Ballroom Dancing.</p>	<p>DVC</p>

<p>e) Fitsteps: Beginners up and running with 8 members but more needed. Main group has 20 members. Names to be given to BJB for Beacon.</p> <p>f) DVC to prepare an invitation to GL's meeting on 4th February and encourage <u>all</u> Groups to send someone, even if not a GL.</p> <p>g) NP to submit an article on Ballroom Dancing and SB to ask Rose Ennis to do an article on Fitsteps for Newsletter. DD to follow up.</p>	<p>DVC/BJB</p> <p>DVC</p> <p>NP/SB/DD</p>
<p>7a) Holidays Report: In MG's absence, it was reported there were still 2 vacancies for the cruise on the Lady Anne.</p> <p>b) Events Report: BK advised details of a concert being arranged with Bob Porter, Artistic Director for the Brandenburg Chorus, at St. Bart's the Great Church on Wednesday 3rd June, National U3A Day. Prices and content to be confirmed. VCV members to be invited to do readings connected to "Summer".</p> <p>c) Theatre Report: RF reported the coach company used by VCV for trips, Reynolds, had gone into liquidation. A replacement company, Barnett Coaches, has been found who will match the original prices quoted for trips already arranged. Following a favourable response to an interest list for "To Kill A Mockingbird", Maggie F to apply for tickets to a matinee in early July.</p>	<p>BK</p>
<p>8. Summer Event: No specific event planned. It is proposed to have a Strawberries, Cream & Prosecco event at GM on 20th August.</p>	
<p>9. Succession Planning:</p> <p>a) Job Descriptions: All committee members requested to submit half a page each on their roles. BJB's role was discussed by committee.</p> <p>b) Recruitment Advertisement: The proposed advertisement was discussed. To be placed on chairs at January GM, on noticeboards and BJB to place on website and Dropbox. BK reminded committee that 2 co-opted members have voting rights, but others can also be co-opted to the committee.</p>	<p>ALL</p> <p>BJB</p>
<p>10. Newsletter: Committee welcomed TP as new Editor and congratulated her, and sub-editor DD, on the new format. With a few amendments, it was approved for printing. SD to send to printer and put on website for January issue only. TP to liaise with BJB. Decision made that printer's invoice be put in with Newsletters, then passed to RF.</p>	<p>TP/BJB</p> <p>RF</p>
<p>11. Any Other Business:</p> <p>i) BK reported Chair of CWG had asked if VCV would share 50/50 the cost of a new TV in GWP Lounge. Committee unanimously agreed it was not in favour of this proposal.</p> <p>ii) CWG also raised the issue of a Hearing Loop at GWP. The VCV committee are in favour of one being installed. The Parish Council have insufficient funds to install a hearing loop in Sports Hall. A discussion was held re the disability act. It was agreed with CWG that VCV would share the cost with the Council for this purchase. BK to write to CWG chair with VCV decisions.</p> <p>iii) BK advised the VCV Christmas card email sent to members was well received.</p> <p>iv) RF requested extra storage space following purchase of more trollies and will discuss with GWP Manager</p> <p>v) BJB advised progress on the Beacon upgrade and stated it is reported as being on schedule. Any upgrading of the VCV website is postponed until the integration to be provided by Beacon 2 is known.</p> <p>vi) SB pointed out an error in the committee availability calendar on Dropbox.</p>	<p>BK</p> <p>RF</p>
<p>Date of next meeting Thursday 13th February 2020 10.00 – 12.00 in Lounge at GWP</p>	