

WARWICK DISTRICT U3A
Minutes of Management Committee held on
9 October 2018 at The Moorings

The Chair welcomed Mary Holden, the new Membership Secretary starting from 1st November. She agreed to stay for the whole meeting. She was given the choice to be co-opted on the Management Committee till the AGM.

1. **Apologies:** Margaret Coggins; Richard Piggott
2. **Minutes of previous meeting** were approved with the following amendments to:
 - Item 5 (Open Meetings): Bruce Jackman had retired *from the Gurkhas* and not from the WIAS
 - Item 8 (Calendar for 2018/19): *'the visit to Buckingham Palace had been cancelled for lack of support'* and not the visit to the Belgrade Theatre
3. **Matters arising:**
 - Links with Warwick University: CF had identified a number of events which could be of interest to the U3A membership: e.g. 'The Science of Ageing' in November; visit to art galleries; etc. The link to be publicised at the November OM.
 - OMs: Sue Roy had contacted some sister U3As but experienced difficulties in contacting others.
 - The July social had been cancelled; CF had written to Royce to cancel the room but had not yet received an acknowledgement. CF to contact Royce
 - The Adelaide Singers had confirmed for the Christmas social.
 - Quiz: The hearing loop would be available.
4. **AOB:**
 - Kenilworth Open Day (AB)
 - Date for Helpers lunch
 - Date for post-Christmas lunch
5. **Open Meetings:**

In response to the points raised in the note circulated by Sue Roy:

 - Gaynor Cook is a member and is followed up by AB and MW. Her talk in March will be about her experiences in Malawi; voluntary donation to a charity in lieu of a fee.
 - Philip Caine's claim for £125 towards travel expenses, but no fee, was approved by the Management Committee. It was also proposed to raise Sam's suggestion with Kenilworth U3A to ask them whether they would be interested in inviting Philip Caine to their OM and share the expenses with Warwick. SSE to contact Kenilworth.
 - In future, long-distance speakers would be required to give a train quote based on an early booking.

- Waste and Recycling: The Committee discussed and decided that recycling would be of no interest as a theme. **CF** to write to Sue Roy.
- Arts: Possible contacts – Compton Verney; Wallace Collection; Warwick Art Fund
- Music: **AB** to contact Richard Phillip.
- Dogs for Good: The Committee discussed and agreed not to invite as the content would be similar to the previous speaker's.
- Lady Hamilton (AGM) had not yet confirmed whether or not she would ask for a fee; **CF** to re-contact.

6. Chairman's report (CF):

- He had not received a reply from TAT to his letter.
- He asked the Committee to encourage members to become Trustees. **MH** to decide whether or not she would like to be co-opted.
- At the GLF the issue of the forthcoming Chairmanship vacancy, as well as of Trustees, will be raised. To be also mentioned in the December issue of INFO, which will include the AGM Agenda.

7. Safeguarding (SH):

- Sharon had attended a training session on Safeguarding for voluntary organisations.
- The Charity Commission's safeguarding policy refers mainly to the protection of children but also of vulnerable adults, which is of relevance to a number of U3A members.
- **SH** tabled a draft 'Safeguarding Policy' she had adapted on the basis of the submitted template, for discussion by the Committee and approval at the next Committee meeting. It was important for it to be seen that what was requested by the Charity Commission was taken on board.
- A member has to be nominated as Safeguarding Officer. **SH** volunteered.
- **CF** to mention the policy, as a Charity Commission requirement, at the next OM.

8. Membership Secretary (MH):

- **CF** reconfirmed that 1st November was the handover date from Tricia Sanchez to Mary Holden, inclusive of telephone calls. **MH** confirmed that she will be able to deal with telephone calls but would prefer to be contacted via email or text.
- Her contact details will appear in the December issue of INFO.
- The Membership Application Form will be amended accordingly with the new contact details.
- A team will be expected to help during the busy membership renewal period.

9. Calendar for 2018/19:

- *Quiz (22 October)*: Arrangements confirmed.
- *National Memorial Arboretum (25 October)*: About 20 participants had confirmed; an increase to 25 was expected. **CF** to contact **MW** to find out whether it was still viable for the visit to go ahead.
- *Houses of Parliament (7 November)*: Popular – might need to book two coaches.
- *AGM (13 February)*:

- ✓ CF had not yet received a contract from the Spa Centre; he will re-contact.
- ✓ The agenda will be circulated with the December issue of INFO.

- ✓ It was agreed that, as the adoption of the amendment to the Constitution had to be approved prior to the Chair's election, it should be on the Agenda after the Chair's report as item 5, as a resolution proposed by TAT. The existing text will be indicated together with the proposed amendment.
- ✓ All Trustees agreed to be re-elected.
- It was announced that the trip to Northern Spain (May 2019) had sold out and had a waiting list.

10. Treasurer's Report (MCr):

- Referring to the submitted Treasurer's report, CF expressed his satisfaction in the stability and 'good health' of the U3A Warwick's finances.
- WWI Trip: 12 participants had donated the full surplus while others had donated half and a small number had requested the full refund.
- The 2018/19 membership fees received to-date had been banked.
- Most GLs who had maintained personal bank accounts had been contacted and the relevant arrangements sorted out.
- Mike and Richard will attend the U3A Treasurers' Workshop in Birmingham on **26 October**. CF suggested that they should try and get a feel from other U3A representatives about what they thought of the TAT demands made on Trustees. At the 2016 Workshop, information provided had indicated heavy responsibilities on Trustees, even suggesting that they could lose their homes. CF also mentioned that his letters addressed to the TAT Chairs on this issue had not yet been answered.

11. Group Information (JW):

- 100 Books Club was highly successful with 11 members and three on the waiting list.
- A 10-week Russian Beginners course had been launched by Andrew Patrick.
- A Brisk Walkers Group will meet.
- GLF: 39 GLs had confirmed attendance and 15 had sent their apologies. CF submitted his apologies. JW will mention the vacancy for the Chairmanship.

12. **GLs entering into financial commitments** had been dealt with under item 10.

13. Membership (CF):

- Renewals: Out of the current membership, so far 977 members had renewed and 188 had not, five of whom were GLs.

14. ITWP Report (SSE):

- Derek had repaired his old laptop for MH.
- An MS Office 365 Home had been purchased, with five licences which were held by Sam, Derek, Kate, Tricia and Mary.

- Derek will produce lists of members who had not renewed their membership, and which will be addressed to the relevant GLs with an explanatory note signed by JW.

15. TAT and Correspondence (SMS)

- TAT information packs were no longer received but were only available through their website.
- CF tabled the '25 years Congratulations' Certificate received from TAT.

16. AOB:

- *Kenilworth Open Day*: AB mentioned the Kenilworth U3A advert in the Kenilworth Courier on the Open Day event to attract new members. Warwick U3A, which has a large membership, does not need to offer a comparable event.
- *Helpers Lunch* at Ann's on **Friday 14 December**, following the Management Committee meeting. Last year's list to be discussed at the next Committee meeting for the issue of invitations. Nicola Cammack (Tea duties) to be asked for helpers' names.
- *Committee members' post-Christmas Lunch* to be held at The Moorings on **Thursday 17 January 2019**. CF to book.

17. Date for next Meeting: Tuesday 13 November at The Moorings at 2.15pm.

The meeting closed at 3.45 pm.

Circulation: Management Committee Members; Brian Tillyer; Website

MC/October 2018/gk - 15.10.2018