

WARWICK DISTRICT U3A
Minutes of Management Committee held on
13 November 2018 at The Moorings

1. **Apologies:** None
2. **Co-option of Mary Holden** as a Trustee was approved by the Committee.
3. **Minutes of previous meeting** were approved with the correction of the few spelling and grammatical mistakes.
4. **Matters arising:**
 - CF will mention the link with Warwick University at the OM.
 - The cancellation of the July booking at Dormer Place had been verbally reconfirmed while waiting for confirmation in writing.
 - The Cacophony Group will perform at the Christmas Social on 12 December as will the Adelaide Singers.
5. **AOB:**
 - Power/s of Attorney Refund (AB)
 - Equipment Register (MCR)
 - Access to secure information (RP)
6. **Open Meetings (CF):** As Sue Roy will not be attending meetings on a regular basis, this item should be accredited to CF on future Agendas.
 - Heidi Meyer, Master of Lord Leycester Hospital, was suggested as a possible speaker (on her experiences in Afghanistan and Washington) in September if Philip Bowen was not confirmed.
 - CF to contact Sue Roy to discuss the 'Waste and Recycling' option in June.
 - Margaret Coggins volunteered to be a 'meeter' of visitors and new members. At the OM, CF to make an appeal for volunteers to act as meeters and greeters.
7. **Chairman's report (CF):**

Discussion focused on the nomination of a new Chair. A number of nominees were suggested. CF and SH will contact potential nominees. In the absence of any volunteer, the MC will apply the relevant clause(s) in the Constitution.
8. **Safeguarding Policy:**
 - CF thanked Sharon for the tabled document.
 - The MC adopted the document in its entirety. It was agreed to only amend the first sentence of item 4 'Record Keeping' to read "Any concerns will be recorded in writing and kept **securely** [instead of 'in a locked drawer'] to comply with data protection legislation."
 - SMS agreed to proof-read the document.
 - The Chair's offer to take on the role of the Responsible Person was rejected by the MC as it would add an additional role to the Chair's post. It was agreed that Sharon Hancock, as Vice-Chair, should be the Responsible Person and in her absence Ann Bailey.

9. Calendar for 2018/19

- *Quiz (22 October)* was a success. It was agreed that, in future, there would be no need for the loop as the questions were shown on a screen.
- *National Memorial Arboretum (25 October)* was reasonably well attended and the visit was interesting as well as moving.
- On *7 November* a coach full of members successfully visited *The Houses of Parliament*.
- *Chester Christmas Market (11 December)* is fully subscribed.
- *Helpers' Lunch (14 December)* to be held, after the MC meeting, at Ann's at 12 o'clock (20 Range Meadow Close, Leamington). **SSE** to confirm the list of Helpers. **CF** to send the invitations, indicating that parking was limited but there was a bus to Guy's Cliffe Avenue. Attendance and, if relevant, dietary requirements should be confirmed.
- *AGM (13 February)*: CF has not yet received a contract from the Spa Centre as requested and he is still waiting to hear from Lady Hamilton. **AB** will contact Andrew Hamilton to check on his mother's situation.
It was agreed to delete Margaret Coggins' name on the AGM Agenda, as she is co-opted on the Committee and not a member.

10. Treasurer's Report (MCR):

- Confirmed that the finances continue to be stable and in good health. HMRC had refunded £1,847 Gift Aid money. Thanked RP for his considerable efforts in preparing and submitting the claim, with the assistance of Derek/Sam and Stella.
- Submitted to William Clemmey the 2017/18 accounts for the required independent examination.
- The Annual Report to be available in December for signing off by the Management Committee at the January meeting. Members will be informed via MailChimp, three weeks before the AGM, that the report is available on the website. A few hard copies to be available at the AGM.
- *Treasurers' Workshop (26 October)*: Mike highlighted the important points resulting from the workshop:
 - *Agree an annual budget*: He will prepare a draft budget in February/March for Management Committee's approval.
 - *Keeping secure personal data*: SSE suggested to include financial records and passwords on the existing drive which keeps the Minutes.
 - *Applying for grants*: William Clemmey will investigate potential grant-givers.
 - *Dual authorisation for on-line payments*: Mike will investigate possible banks which would accept the dual function (bank and branch).
 - *Insurance cover notes* are received by Sue and kept by Sam.
 - *No free trips for organisers*: This was discussed and while it was agreed that free place concessions should ideally be spread among participants there may be cases when an organiser's input can justify consideration for a free place. Requests for a free place (or part thereof) must be submitted to Committee's approval prior to finalisation of plans.
 - *Beacon system*: Sam suggested that the existing system put together by Derek was good but it was worthwhile looking into it especially if it could also include renewal and application forms. MCR to investigate.

The Chair thanked Mike and Richard for attending the workshop and for raising the resulting important points to the Committee's attention.

11. Group Information (JW):

- The *Brisk Walking Group* has so far 5 members. Not to be publicised in INFO until the group works out what it means by 'brisk'!
- *GLF*: Good meeting; no real questions, but only an unexpected one on GA. The minutes of the Forum are kept on file as a record and not circulated to the GLs.

The Chair thanked John for organising the meeting and Ann for providing the food.

12. Membership (MH):

- Currently 1035 members, 98 of whom are new.
- 160 members had not renewed their membership.
- MH raised a number of issues she had identified concerning the format of the application form; questioned the purpose for requesting input on skills; how were statistics retrieved and who made use of them; proposed a working party to discuss such issues.

CF suggested that instead of a working party, Mary submits a proposal, which she can run by Sam and Derek, for discussion at the January Committee meeting. He thanked Mary for raising interesting points.

13. ITWP Report (SSE):

- Derek and Mary are liaising on the design of a single new membership and renewal form.
- Mary had taken over entering new members and renewals.
- Each GL had been sent the names of all WDU3A members who had not renewed their membership, so that they could address the matter with any of their members in that list who were still attending meetings.
- Kate will tidy the website to get rid of redundant information.
- Membership will be asked in INFO to inform Kate of any out-of-date information that they notice.
- *MailChimp*: delays occurred due to waiting for approval.
- There was one MailChimp in each of October and November from a GL to all members. JW said he wanted to continue to approve such messages, but assured the Committee that there would be no more delays.

14. TAT and Correspondence: None

15. AOB:

- *Power/s of Attorney (AB)*: Applications made through the website receive a refund. The information to be publicised in a future edition of INFO.
- *Equipment Register (MCR)*: He is updating the existing register with Sam. The old printer and laptop will be taken off the list.
- *Access to secure information (RP)*: In response to his query, it was proposed that at the next meeting SSE provides information on how and where confidential details, such as passwords, are kept.
- *Advertising in INFO*: It was reconfirmed that only ads from non-profit organisations should be included, on condition that the advertised activities were of direct benefit to the membership.

16. Date of next Meeting: Friday, 14 December at 9.30 am
at Ann Bailey's home (20 Range Meadow Close, Leamington)

The meeting closed at 4.15pm

MC/November 18 - 17.11.18/gk