

WARWICK DISTRICT U3A
Minutes of Management Committee held on
14 December 2018 - 09.30 am
at 20 Range Meadow Close, Leamington Spa

Present: Chris Forse (Chair); Ann Bailey; Margaret Coggins; Mike Cronin; Sharon Hancock; Mary Holden; Sue Sheen; Sam Sexton; John Wilks; Gisele Kirby

1. **Apologies:** Richard Piggott
2. **Minutes of the previous meeting** were approved.
3. **Matters arising from the Minutes:**
 - *Open Meetings:* CF had mentioned to Sue Roy the 'Waste and Recycling' topic but had not heard from her on this issue.
 - CF had not made an appeal for visitor greeters at the OM; however the new leaflet proposed by Mary for the benefit of new members asks for volunteers to be 'meeters'.
 - *Safeguarding Policy:* It was agreed for the guidelines to be revised every three years.
4. **AOB:** None
5. **Open Meetings:**
 - Christmas Social had been a successful event and an occasion during which a new member had joined.
 - Sue Roy will inform Chris, and give him the keys, when she is unable to open Dormer Place for an OM.
 - It was reconfirmed that the May OM will be held on Wednesday 8 May; the MC meeting will therefore be on the first Tuesday of May (7th). MCr to confirm with The Moorings.
6. **Chairman's Report:**
 - *Nominations for Chair:* No news concerning a nomination for the Chair's vacancy. As nominations have to be put forward three weeks before the AGM, further action to be decided at the MC meeting in January.
 - *Change to minutes protocol:* On basis of William Clemmey's recommendation, it was agreed to include on the Minutes the names of those attending MC meetings.
 - *Network:* Members agreed to invite Brian Tillyer, at his convenience, to attend a forthcoming MC meeting to receive an up-to-date on the Network activities.
7. **Calendar for 2018/19:**
 - The trip to Chester Christmas Market had been well attended.
 - 21 Helpers had been invited to the Lunch on 14 December.
 - CF had booked The Moorings for the MC lunch on *Thursday 17 January*; it was agreed to opt for Menu 2. JW's proposal to invite to the lunch Margot O'Keeffe and Stella Gill, who were still members of the Committee until the last AGM, was approved.

- *AGM 13 February:*
 - Chris's wife will drive Lady Hamilton to the Spa Centre.
 - Lady Hamilton will be requested either to send in advance a memory stick with her presentation or to email it to Sam. She should be asked whether she would prefer to sit or stand during her presentation.
 - Members' nomination forms were duly completed and counter-signed.
 - Margaret Coggins has been nominated as a member.
 - Mary Holden's co-option will have to be confirmed.
 - The agreement to pay for the Spa Centre's PLI has been reconfirmed. CF had asked for a new contract which includes the relevant 10 percent.
 - CF to visit the venue prior to the AGM. Tables for signature to be made available at the entrance area and a lectern for the speaker to be provided.
 - SH suggested that the Spa Centre's inefficient booking management should be reported to the District Council. CF to send a 'diplomatic' letter after the AGM.
 - The Annual Report had been approved and signed by CF and JW. It will be loaded on the website after it has been signed by William Clemmey.
 - MCr to provide 10 hard copies for members' benefit at the AGM.

8. Treasurer's Report (MCr):

- The trip to the Houses of Parliament had made a surplus. It was proposed that the surplus could subsidise future trips which might make a loss.
- As the aim of each trip is to break even, in cases of surplus in excess of £10 per head, it was agreed to implement the rule of offering a refund to relevant members.
- Mike was given the authority to set up an account with the Unity Trust Bank which works with Charities and offers the dual authorization system not allowed by other banks. Trustees will thus be able to initiate payments on-line.
- The new banking details should be available by June. Members will be informed of the relevant changes in the April/May issue of INFO.
- *General policy for Trustees receiving benefit:* In cases where a trustee receives a benefit for a service provided, the following procedure, was proposed:
 - the Management Committee should be informed accordingly in writing to offer a service for which a payment or benefit is received;
 - the person requesting remuneration should exclude him/herself from discussions and decision on this matter;
 - an appropriate contract/statement should be drawn up with trustees' agreement.
- This general policy was agreed as a rule and will be added to the Protocols and Procedures document.

9. Group Information (JW):

- A new member, qualified in Tai-Chi, is eligible to be covered by the U3A insurance policy, as she would not be a paid instructor.
- JW has received insurance and tax details from Claire Wilkins, the paid tutor of line dancing.
- The '*Brisk Walking*' group covered 7 miles at their first meeting. The activity will be advertised in the February issue of INFO.

- MCr mentioned that he had been asked by John Morgan, who proposes to set up a handbells group, whether U3A would fund the relevant insurance. It was proposed to ask him for a quote.

10. Membership (MH):

- Currently 1043 members, 106 of whom are new members.
- 157 have not renewed their membership. The list of non-renewals had been circulated to all Group Leaders. It was agreed not to pursue those who had not renewed.
- The draft information leaflet for new members was approved in principle as a good idea and MH was thanked for her work on this. Suggestions for improvements to be brought to the next meeting in January.

11. ITWP Report (SSE):

- Mary and Derek are working on the revision of forms for new and renewed membership.
- The ITWP User Guide had been updated in response to the query referring to disaster management, as well as adding information on Gmail account details and software license usage.
- Clean up of the website is in process. Sam will meet Kate in January to discuss the changes.
- Database: All is running smoothly.

12. TAT and Correspondence (SMS):

- TAT is not communicating information on forthcoming events, relying on details on the website.
- It was proposed to mention to Brian Tillyer the MC's concern about events appearing only on the website.

13. AOB: None

14. Date for Next Meeting: Tuesday 8 January 2019 at 2.15 pm at The Moorings.

The meeting closed at 11.08 am

Circulation: Management Committee Members; Brian Tillyer; Website