

WARWICK DISTRICT U3A
Minutes of Management Committee held on
8 January 2019 at The Moorings

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

1. **Apologies:** None
2. **Minutes of previous Meeting** were approved with the following corrections:
Item 8 - Treasurer's Report (last sentence): to read 'Policy and *Protocol* document' instead of Policy and Procedures document.
Item 14 - Date of next meeting to read '*Tuesday*' instead of Monday.
3. **Matters arising from the Minutes:**
 - *Open Meetings:* CF had not yet received a reply from Sue Roy concerning the talk on 'Waste'.
 - *Chairman's Report – Network:* Brian Tillyer had agreed to attend the March Management Committee meeting. CF to represent Brian, in his absence, at the West Midlands Regional Network meeting on 20 February.
 - *AGM:* CF will send to the District Council a letter of complaint about the inefficient management of bookings by the Spa Centre, after the AGM.
4. **AOB:** Shadowing/pairing of Committee members (RP) – to be discussed at the March meeting. (*Agenda item*)
5. **Open Meetings:** The topic of the June OM remains still unclear.
6. **Chairman's Report (CF):** Chair's vacancy remained a concern. CF proposed the following three options:
 - If no one volunteered for the position by 18 January, the Committee nominates him, subject to AGM approval, for another year; this option would however mean that the same problem would reoccur next year.
 - If a Committee member volunteered to Chair the Committee for one year, it need involve only chairing the meetings, checking the minutes, writing the monthly INFO letter and chairing the AGM. In such a case, CF would commit himself to standing in 2020, if no one else volunteered.
 - Another option would be to amend the constitution to permit a second consecutive term, for the post of chairman. However, the membership would need to be contacted in writing, to inform them of the proposed amendment by 18 January which, it was agreed, would not be practically possible.

As no one from the Committee volunteered, and before being nominated himself, CF proposed to contact, in this order, Margot O'Keeffe, Brian Tillyer or Roger Williams to ask them whether they would be willing to take up the chairmanship for one year, thus allowing him to be re-nominated for the post in 2020.

At the meeting it was agreed that, in the absence of any nomination, the Trustees will nominate CF for another year, according to article 7.v of the constitution.

7. Calendar for 2019:

- The Chair expressed the Committee's gratitude to Ann for her hospitality at the December meeting and helpers' lunch.
- **MC Lunch on Thursday 17 January** at The Moorings at 12.30 for 1 pm. Eleven people have confirmed.
- **AGM (13 February):** Duties to be undertaken, before and during, the AGM:
 - ✓ CF will contact the Spa Centre to agree on a date for a preliminary visit prior to the AGM to ensure that:
 - three tables will be set up at the entrance for recording attendance;
 - a table is set at floor level in front of the stage for the Chair, Secretary and Officers;
 - a rostrum is on the stage for the speaker;
 - a loops system is available.
 - ✓ SMS will prepare the sheets for recording names and membership numbers; SH, AB and SMS will man the tables.
 - ✓ GK will be at the door directing people to the tables.
 - ✓ CF will be at the theatre door to ensure the front rows are available for disabled members.
 - ✓ MC will provide up to 10 copies of the Annual Report.
 - ✓ SSE will load the Annual Report on the web and will send a Mailchimp to inform members of its availability on the web together with the Agenda.
 - ✓ Stella has agreed to bring the 'Roger box' and will make a list of those who use the neck-loop
 - ✓ In his INFO letter CF to mention the availability of the Report on the web as well as of a loops system during the AGM.
 - ✓ Hand-held mics will be held by MC and AB.
 - ✓ CF to contact Lady Hamilton to review arrangements concerning her presentation; she will be collected by CF's wife to arrive at the Spa Centre between 2.30 and 3.00 pm.
 - ✓ CF to stand in should Lady Hamilton be unable to attend unless this is at very short notice, in which case the meeting will close after the AGM.
- **Day trips:** Maggie Watts had provided the following programme for 2019:
 - Visit to the Coffin Works and Jewellery Museum (15 February)
 - The musical 'Waitress' in London
 - Highgrove House in Gloucestershire
 - Lichfield (visit with a guide)
 - Wrest Park (English Heritage) in Bedfordshire
 - 'Eglantyne' - Save the Children event at the Other Place (11 May)

8. Treasurer's Report (MCR):

- Current financial position (as at December)
 - Activities Account: £ 3,759.67
 - General Account: £ 8,248.73
 - Deposit Account: £11,439.65

- The Annual Report and accounts had been signed off by William Clemmey and were ready to be uploaded on the web site. MCr to send SSE a pdf copy.
- Mike has made initial contact with Unity Trust Bank and will arrange for the relevant forms to be completed and signed. This will facilitate dual authorisation on line via a code.

9. Group Information (JW):

- The *Brisk Walking* group will be listed in the next issue of INFO.
- There were currently 88 active groups.

10. Membership (MH):

- Current membership: 1,049 members
- 5 members had joined since 1st December and 3 had renewed
- Non renewals: 155
- MH will be away in February and March. Derek will cover the AGM and Open Meetings in her absence. She will give him her laptop, mobile phone and relevant paperwork. Her son will collect her mail and give Derek the relevant items.
- Stella will be responsible for the loop system in MH's absence.
- A workshop, to be organized by Stella, Jean and Mary, was proposed to highlight the benefits of the loop system and how it could be used within small groups.
- MH to send Chris the revised and merged membership application and renewal forms for comments and discussion at the next meeting. Resulting responses will be sent to Derek.
- *Publicity leaflet*: Chair's corrections to the leaflet were approved. Additional comments/corrections to be emailed to MH.

11. ITWP Report (SSE)

- The updated version of the 'ITWP User Guide' had been issued and sent to ITWP members and the Committee.
- 'Data Protection' and 'Privacy Policy' documents had been distributed, waiting for comments before approval.
- Mike and Richard now have a *Treasurers* folder in One Drive for their records.
- Sam and Kate met to review Chris's comments on the website and made some changes, mainly to the Information and Notices pages. More updates will follow for comments.
- The Database is running smoothly.
- Richard Piggott had raised the issue of sharing of passwords being forbidden by the Data Protection policy. However, if the only person who knew the password was unavailable for a significant period, this would put the Committee in a difficult situation. It was therefore decided to amend sections of the policy to state that sharing of passwords would be allowed only when necessary and then only between members of the Management Committee and the IT Working party. One file with all passwords will be created, with access available only to the ITWP for use in an emergency or to update the file.

12. TAT and Correspondence (SMS)

- No publicity had been received on forthcoming events.
- CF to mention this lack of contact from TAT at the West Midlands Regional Conference on 'Keeping Vibrancy in your U3A' he will be attending on 26 March.
- Sue and Sam were trying to sort out expired licences.

13. AOB:

The music during the whole meeting had been disturbing and made it difficult to concentrate on discussions. The Moorings will be asked to inform us in advance should there be an event booked at the same time as the Committee's meetings.

14. Date for next Meeting: Tuesday, 12 February at 2.15 pm at The Moorings.

The meeting closed at 3.32pm

Circulation: Management Committee Members; Brian Tillyer; Website

MC/January 2019/gk 14.1.19