

WARWICK DISTRICT U3A
Minutes of Management Committee held on
9 April 2019 at The Moorings

Present: Margot O’Keeffe (Chair); Sharon Hancock; Ann Bailey; Chris Forse; Mary Holden; Richard Piggott; Sam Sexton; Sue Sheen; Gisele Kirby

1. **Apologies:** Margaret Coggins; Mike Cronin; John Wilks
2. **Minutes of the previous meeting** were approved and signed by the Chair with the following corrections:

Item 6 – Open Meetings:

- Spelling corrected: Heidi Meyer
- To add to the list of options: **Speaker on Coventry City of Culture (AB)**
- 2nd para. to read: It was agreed that Sue **R.** would draw up a budget for the year on the basis of **£600 to cover nine Open Meetings.**

Item 8 – Cover for Management Committee Members’ Role: Second para. to read ‘**RP** (and not SMS) proposed...’

Item 16 – TAT Correspondence (SMS): Last sentence, first para. to read ‘She now has to **create** and print them.’

3. **Matters Arising:**

Item 6 – Open Meetings: RP informed that Sue R and MCr will meet to discuss the budget for OMs.

Item 8 – Cover for Management Committee Members’ Role: RP informed he had not yet compiled a list of information/documentation held by each Committee member as part of their role on the Committee.

Item 11 – Treasurer’s report: MOK queried whether Maggie Watts had been advised to be less generous in her estimations. In MCr’s absence there was no information.

4. **AOB:** - Approval of AGM draft minutes (MOK)
 - Roy Harris Obituary (MOK)
 - Ad on Public Speaker (SSE)
5. **Open Meetings:** Dates for the 2020 OMs submitted by Sue R were confirmed and approved. Sue R to be informed that she could go ahead and book Dormer Place on the relevant dates at the current fee of £89.50 per meeting. Should there be an increase in the fee, it should first be submitted to, and agreed by, the Committee.

The Dormer Place key code, in addition to Sam who knows it, will also be made available to Chris, Sharon and Ann (Action: MOK). These Committee members would cover for Sue R, in cases of her absence.

It was also proposed and agreed that Mailchimps will be sent out by the ITT team to remind members of forthcoming OMs.

The Committee agreed to hold, once again, the next AGM at the Spa Centre in February 2020.

6. Cover for Management Committee Members' Roles (RP):

The following deputising roles were confirmed:

Sharon // Margot

Richard // Mike

Derek or Sam // Mary

SMS, responsible for correspondence with TAT and the Charities Commission, as well as for drawing up MC as well as AGM Agendas, will summarise action needed for each.

The list of each Committee member's responsibilities/duties will be loaded on the Cloud.

Sam had circulated the IT Team's Contingency Plan prior to the meeting. An updated version is attached to these Minutes.

Maggie Watts had informed MOK that Kay Hanson assisted her during coach trips. Kay could therefore deputise for her, should Maggie be unable to lead a trip. At each coach trip, members were given a note with both Maggie's and Kay's mobile numbers.

7. Loneliness: MOK referred to the exchange of emails she had copied to Committee members as well as to Group Leaders, on a research carried out on 'The Human Experience of Loneliness' by a student at the University of Warwick. She had herself volunteered to take part in the interviews.

The Committee agreed for it to be mentioned at the OM and for the information to go on the board. The final findings will be copied to the WDU3A.

8. Calendar for 2019: MOK referred to the email she had received from Maggie Watts who was unable to attend the meeting.

MW asked for the Committee's approval to keep on a USB stick the mobile numbers and emergency contact details of members who regularly went on trips, some of whom had given their permission for her to do so. The Committee approved as this would reduce the paperwork.

TESCO remained, until June, a parking/pick-up point. Should this change, Newbold Comyn would once again be the next parking/collection point.

After booking a couple of different coach companies, MW plans to use Hansons and Johnsons for future trips, the former being cheaper than the latter.

Forthcoming and future trips:

- Lichfield (29 April) – still places available.
- Highgrove (5 June) – full with a waiting list
- Rugby (July) – possible guided tour of Rugby School
- September – Plans for a trip to Malvern for a Gilbert & Sullivan production had not materialised as there were no announcements so far.

A possible alternative could be the Matthew Bourne Ballet 'Romeo & Juliet' at the Hippodrome in Birmingham (12 September).

- Middleton Hall (18 September) – trip organised by John Morgan (*)
- Wrest Park, Bedfordshire (October)
- Tutankhamun and Roaring Twenties, London (15 November)
- A Christmas Market in Lincoln or Cambridge (December)
- RSC Play 'The Boy who wore a Dress' (December or January)

(*) *Middleton Hall*: Following a query which was raised by the MC, Maggie had been contacted and had provided the following clarification to the Chair: John Morgan, who had not realised that he, as a Group Leader, could organise a trip on condition that cheques were made payable, and invoices addressed, to WDU3A, had asked for Maggie's help. As she had committed herself to organise the trip on his behalf, she would meet John Morgan to explain the current arrangements and come to an agreement with him before the trip was publicised in INFO. However, she would appreciate to be informed in advance of trips planned by other Group Leaders to avoid possible clashes of dates.

- Education Day on Economics (3 June) – CF had received 12 confirmations of attendance. A Mailchimp would be sent nearer the date.

9. Treasurer's Report: In his absence, RP referred to MCr's report and informed that due to a mistake the amounts indicated for the Activities and General Accounts should be reversed and read:

- Activities Account: £7,080.17
- General Account: £4,833.83
- Deposit Account: £11,445.29

MOK raised the following queries on indicated payments:

- Quiz payments – whether the amount referred to both events held in October 18 and March 19?
- The equipment amount had increased by £179; what had been bought? Sam informed that it was 'a piece of software'
- Why a new Website heading under payments?

10. Group Information: In JW's absence no information was available.

11. Membership (MH): Current number 1,105. Since 1st June 149 new members had joined. To-date 956 members had renewed their membership. Nine members had died.

Sam informed that he would order the new membership cards at the end of April.

12. ITT Report (SSE): Sam had received a quote for the printing of the WDU3A flyers (£147 for 1000 and £164 for 500). AB to send Sam details of another printer.

It was proposed that 500 leaflets for libraries and GP surgeries would be sufficient. However, 2000 compliment slips would be helpful, about 50 each for MOK, SMS, CF and MCr, in addition to those to be used by MH.

The 'Protocol and Procedures' document had been updated, with section 7.6 detailing the filing of MC and AGM Minutes on the website.

Kate had performed an audit of the photos on the website and had removed several; therefore there was no longer the danger of hitting the recently imposed limit.

13. TAT Correspondence (SMS): The Committee approved the annual return for 2019 to be completed and signed by Sue; the treasurer would return it to TAT with the capitation payment.

The Direct Mail statement had been received for £4,884; invoice to follow.

Notification of the next AGM to be held in Nottingham on 29 August had been received. MOK and SMS were considering attending.

A document on GDPR had been received on “Steps to take to change your lawful basis”; it was agreed that our present arrangements are satisfactory.

14. AOB:

- The approval of the AGM Draft Minutes was proposed by Ann Bailey, seconded by Chris Forse and accepted unanimously. These can now be posted on the website as draft minutes.
- Roy Harris – MOK read the Obituary drafted for INFO.
- Public Speaking Club (SSE) – As this was a non-profit making group, it was agreed for it to be publicised in INFO, should there be space available.

15. Date of Next Meeting: Tuesday, 7 May at 2.15 pm at The Moorings

The meeting closed at 3.30 pm

Enc: U3A Contingency Planning for IT Team

Circulation: Management Committee Members; Brian Tillyer; Website

MC/April/gk 23.4.19