

WARWICK DISTRICT U3A
Minutes of Management Committee Meeting
held on 7 May 2019 at The Moorings

Present: Margot O’Keeffe (Chair); Ann Bailey; Mike Cronin; Chris Forse; Mary Holden; Richard Piggott; Sam Sexton; Sue Sheen; Sue Roy; Brian Tillyer; Gisele Kirby

The Chair welcomed Brian Tillyer, the Regional U3A Coordinator, who was invited to the MC meeting to outline the Network’s role and discuss opportunities for cooperation.

1. **Apologies:** Margaret Coggins; Sharon Hancock
2. **Minutes of the previous meeting** were approved with the following correction:
 - Item 6 , 2nd para. to read Charities *Commission* (and not Committee).
3. **Matters arising from the Minutes:** AB and Margaret Ellis had attended the funeral of Roy Harris and Margaret Ellis attended that of David Forster, both men were former U3A Chairmen.
4. **AOB:** None
5. **Open Meetings:** MOK informed that she would not be available at the OM on 8 May. SMS agreed to make the relevant announcements. CF would mention, and sell tickets for, the Economics morning.

Sue R had booked Heidi Meyer for the AGM; a donation will be made in lieu of a fee. She reported that two speakers had requested a higher fee than the set amount of £75. The Dairy Farmer from Coventry had asked for a fee of £80 plus travel expenses. She had contacted the Coventry City of Culture and was waiting for a reply. SSE had contacted the Arts Centre at the Warwick University. There followed some discussion as to the amount that should be paid to speakers. It was agreed that with some speakers being free of charge and some only asking for donations to charities, a figure of £85 per speaker for the year should be a budget Sue could work to. (cf Treasurer’s Report)

MH tabled a summary of personal skills from membership application forms, which could be used as a guide for possible speakers from among members. AB suggested including an item in INFO asking for volunteer speakers from the membership.

Brian Tillyer informed that the Network was working on compiling a list of speakers. He will send the relevant website link to Sue R when updated.

Sue R informed the Committee that a letter of thanks for the donation had been received from the ‘Walking across Africa’ speaker.

She also confirmed that there would not be an increase in the hire of Dormer Place in 2020.

- 6. Cover for MC Members' Role:** RP tabled three documents outlining the methods of:
- Calculating Gift Aid claims
 - Submitting Gift Aid claims
 - Retaining supporting Gift Aid documents

SMS had started drafting notes on how to deal with correspondence from TAT and the Charity Commission. CF will prepare notes on organising educational events and MH on dealing with membership applications.

ITT and Treasurer's contingency arrangements had been filed on One Drive.

Sue R will add on the web the list of speakers for the forthcoming OMs.

AB to contact Maggie to ask whether Kay would be willing to deputise for her if she were unable to lead an organised outing.

It was confirmed that a Job Description for some roles on the Committee was accessible on the OneDrive.

The Chair asked for this item to be kept on the next MC meeting's Agenda.

7. Calendar for 2019:

- *Lichfield* had taken place
- *Eglantyne (11 May)* limited tickets sale. To be publicised at the OM with the offer of free tickets to U3A members.
- *Economics (3 June)*: CF had received 33 confirmation of attendance, 20 of whom had paid, and included members from three neighbouring U3As and speakers' guests. He expects to reach up to 60 to 70 participants. A Mailchimp will be sent out ten days before the event. Brian Tillyer agreed to send a reminder to U3As within the regional Network.
- *Highgrove Gardens (5 June)* was fully booked, with a waiting list.

No further information was available on the proposed future events.

8. Treasurer's Report (MCR):

Activities Account: £4,548.77
General Account: £736.77
Deposit Account: £11,447.23

The membership fee of £3,895.50 had been paid to TAT on basis of 1,113 members (maximum number of members over the period April 2018 to March 2019) @ £3.50 per head.

MCR had contacted Maggie to suggest less generous cost estimates for outings.

The Handbell Group had not submitted an estimate.

Change of Banking arrangements (Unity Trust Bank) - The following rules were approved:

- Cheque signatories (3): Treasurer, Chair and Deputy Treasurer (any 2 must authorise)
- Online internal transfers (2): Treasurer & Deputy Treasurer (any 1 can authorise)

- Online external payments (3): Treasurer, Chair & Deputy Treasurer (any 2 must authorise)
- Submit/Authorise/View: Treasurer (SAV); Chair (AV); Deputy Treasurer (AV).

The current bank account will continue to be active for the time being.

MCR referred to the current (2018/19) and estimate (2019/20) budgets he had submitted for comments. The following points were discussed and agreed to:

- increase the Speakers' fee from £75 to £85 (9 x £85 = £765) (cf. Open Meetings)
- leave the Group subsidy figure of £200 as it is
- keep the membership fee at £14 and re-discuss it again prior to the AGM in 2020, when the membership's approval for an increase will be requested on basis of reasons to be outlined in the Treasurer's report.

The Chair asked for the item on the budget to be kept on the next MC meeting's Agenda.

9. Report from Regional U3A Co-ordinator: Brian Tillyer summarised the following points outlined in more detail on the attached document '*Notes on Coventry and Warwickshire U3A Network*':

- National U3A estimated that 20,000 new members were, each year, joining the 1000 U3As.
- Despite having a great deal of autonomy, U3As have to follow guidelines and standards as do all large charitable organisations.
- There are 9 English Regions; we are in the West Midlands Region which covers 6 counties, has 85 U3As and 32,000 members.
- The WM Region has an elected Committee and an appointed Trustee who represents the Region on the National Committee.
- In the light of the growing size of the U3A, the National U3A has set up the strategy of Local Networks, to facilitate the exchange of experience and initiatives.
- The Warwick District U3A is part of the Coventry and Warwickshire Network, which has 14 member U3As. The Network started in 2007/08 as an informal means of communication and cooperation between neighbouring U3As. The Network representatives meet once a year with an on-going exchange of e-mails and phone contacts.
- The Networks have no constitution or funding. Initiatives are led by volunteers from the Network representatives, mainly the member U3As' Chairs.
- As Networks are being encouraged to be more pro-active, the Coventry and Warwickshire network is planning to meet 3 or 4 times this year with the aim of increasing its output of initiatives (e.g. Climate Change ideas cafe; encourage research projects with Warwick University).

Brian highlighted that to be more pro-active the Network needs a point of contact in each member U3A. Chris Forse and Sam Sexton were nominated as the contact persons for the Warwick District U3A. It was also agreed for a section in INFO to be devoted to the Network to remind members that they can take part in other U3As' activities. Brian to provide a relevant text.

10. Group Information (JW): The Line Dancing group had closed down as the Tutor had decided to move on.

11. Membership (MH): 1,098 members

It was agreed that members who do not renew their membership by 31 August will be kept on the database until the end of the following year but categorised as 'left' or 'lapsed'. After this year, their details will be deleted. Keeping them on the database for the year is helpful to the database administrator as many members forget to renew, thus their contact details can be quickly reinstated.

Names and postcodes should be indicated on back of renewal cheques.

It was agreed to reduce the number of printed INFOS. MH needs only 20 copies. INFO will not be sent to those who do not pay their membership fee by the end of October. Thus they will receive the October/November issue but none thereafter.

Group Leaders could borrow the hearing equipment (Roger) but should be aware that they must keep Mary informed as to who has it, due to insurance requirements. It must not be lent outside the WDU3A.

12. ITT Report: Sam will meet a new member, Chas Hilditch, who is interested in joining the ITT team.

The Compliment Slips had been printed and were available from MH.
Membership cards had been ordered.

13. TAT Correspondence: Sue mentioned the received correspondence, which needed no further action.

14. AOB: None

15. Date for next Meeting: Tuesday, 11 June at 2.15pm at The Moorings.

The Meeting closed at 16.00

Enc: 'Notes on Coventry and Warwickshire U3A Network'

Circulation: Management Committee Members; Brian Tillyer; Website

MC/May/gk 14.5.19