

# Wigtownshire U3A

Minutes from the Committee Meeting held Thursday March 12, 2020  
1.30 pm County Buildings, Wigtown

## 1. Welcome and apologies

**Present:** Sue Robb, Gill Hay, Richard McElrea, Lesley Miller

**Apologies:** Jim Holt, Moyra Breckenridge, Julie McGlashan

## 2. February 2020 Minutes reading

Approved: Gill Hay; Seconded: Lesley Miller

## 3. Matters Arising

a. Lesley wrote to Julie Currie (NHS): no reply as yet

b. Nigel Joslin Wednesday March 25, 2020 training for projector set up for meetings. Richard McElrea, Lesley Miller, and Jane Edwards to attend.

**ACTION:** Lesley to inform facilitators of this.

c. Lesley reports on contact with Ed Link regarding cutting down or cancelling the ordering of the 'Third Age Magazine'. Discussion: take us out of 'global order' and send a request for 100 copies to be distributed at monthly meetings or to facilitators. **ACTION:** Invoice of cost for 100 copies and possibility of changing process to be researched by Lesley Miller to Ed Link

d. Interest Group Leaflet: already on website

e. Committee meeting future venue discussion. **ACTION:** Gill Hay to check Quaker House for 2nd Thursday at 1.30 pm committee meeting

f. Heather Baillie coming to April committee meeting

g. Dru Hatcher: not yet available

h. IT Licensing: Discussion. **ACTION:** Gill Hay to take this on as Vice-chair

i. AGM went smoothly

## 4. Reports

Chair: none

Vice-chair: none

Treasurer:

Sent report to Chair and read out to committee. **ACTION:** Lesley Miller to include report at end of minutes. Payment to D&G Council for room hire approved by committee. **ACTION:** Richard McElrea to initiate process to cut down on signatures for cheques to bank. Richard says it will take some months. **ACTION:** Richard McElrea to remove Jim Holt and add Sue Robb and Gill Hay.

Treasurer gets committee permission to settle bills for immediate future.

**ACTION:** R.M. to accomplish this task

Gill Hay suggests a 'thank you' to Moyra Breckenridge for reminding members to pay up subscriptions as shown in treasurer report.

## Business Secretary:

- Facebook up and members are growing slowly
- Gift Certificate: **ACTION:** Lesley Miller to print certificate, run off and announce at next monthly meeting and show example

- U3A Day: 12 tables now reserved. Corresponding with Pauline Todd regarding 'flower demonstration' (£120). Discussion: to create a 'raffle' table inclusive of flower display. **ACTION:** Request to committee for £70 to cover costs of Pauline Todd. Approved by committee.

**ACTION:** Lesley to contact media to promote June 3, 2020 U3A National Day

**ACTION:** Lesley to create rota for helpers on June 3, 2020. Inform facilitators and announce at monthly meeting.

- National Brand Refresh: Discussion. Leaflets currently free. New designs free but branches must pay for their own customised versions.

### **Webmaster**

- Website is not secure. Something needs to be done. Discussion: ideas to address this. Gill Hay suggests contacting Craig (surname unknown) in Wigtown. **ACTION:** Gill Hay to speak to Craig about changing and identifying WU3A needs.
- Interest Groups Leaflet: Discussion to simplify monthly description in leaflet for annual printing. **ACTION:** Business Secretary (Lesley Miller) to look at re-design to simplify.

### **5. IT and Groups Co-ordinator Vacancies**

- IT Coordinator: Discussion: **ACTION:** Sue Robb and Gill Hay to speak with Les Dunford and discuss e-mail addresses.
- Groups Coordinator: **ACTION:** Committee to work on jobs dispersal.

### **6. Corona Virus Update**

- Moyra Breckenridge sent out to all members via e-mail National Office information on procedures to be followed.
- Gill Hay gives breakdown of information on the virus in the UK suggested to limit association with others i groups and public meetings. **ACTION:** March 27, 2020 and April 24, 2020 meetings to be cancelled. Lesley Miller to draft an email to membership reviewed by committee via email and then sent out.

**ACTION:** Celia Heller as speaker organiser to cancel March and April speakers and suggest re-arrangement for 2021.

**ACTION:** Gill Hay to cancel monthly meeting and committee meeting venues for April, assuming the committee will have to pay for the March dates at County Buildings, Wigtown.

### **7. AOB**

**Tea Bag Rota:** **ACTION:** Lesley Miller to inform Jane Edwards to hold on to it currently.

**8. Date of Next Committee Meeting:** May 14, 2020 dependent upon conditions

### **9. Close of Meeting**

15.35 pm

**Wigtownshire U3A Group**  
**Treasurers Report to Committee –February 2020**

February saw further useful income from Subscriptions at £620 (YTD £1440).  
 Aside from that there hasn't been a lot of financial activity in the month. The  
 details are:

<b><u>Income:</u></b>	<b><u>£</u></b>		
	620.00		Subscriptions
	0		Donations
	0		Visitors
	0		Lanyard Sales
<b><u>Total:</u></b>	<b>£620.00</b>		
<b><u>Outgoings:</u></b>	<b><u>£</u></b>		
	4.79		Internet connection
	40.00		Speaker Gift Cards
	14.40		External Printing Machars
Action			
	0		Internal Printing
	0		Refreshments
	0		Halls Rentals
	0		Postage
	50.00		Audit Fee x 2 Machars Action
	0		Lanyards purchase
<b><u>Total:</u></b>	<b>£109.19</b>		

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	<b><u>February 2020</u></b>	<b><u>February 2019</u></b>
<b><u>£</u></b>		
<b><u>£</u></b>		
Cash in Hand	56.34	36.96
Bank Balance	5,345.08	3,787.08
<b>Total</b>	<b>£5,401.42</b>	<b>£3,824.04</b>

The Treasurer presented the latest RBS Bank Statement covering the period  
 to end of February 2020 verifying the above current balance.

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The Treasurer tabled the following bills for payment approval:

- Retrospective:
- All other expenditure previously agreed or are by Direct Debit
- New.



£.249.92

County Blds. Hall Hire – January to March 2020

£

There are no further bills awaiting payment.

Richard McElrea

12<sup>th</sup> March 2020

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