

## Hornsea & District U3A Committee Meeting

Tuesday 25<sup>th</sup> February 2010, 10am

at The Old School House, Catwick

**Present:** David Tribe – Chair & Treasurer, Sue Gray – Secretary, Lesley Tribe – Membership Secretary, Paule Senior – Groups Co-ordinator, Barbara Cowan – Welfare Officer, Hazel Adamson – Joint Speaker Seeker, Rita Bremer – Committee Member, Suzanne Keam – Committee Member, Jane Hardman – Prospective Committee Member, Ted Gray – President

### 1. Apologies – Ken Hooper, Brian Clarvis, Susan Horne

*Ted had attended the meeting to help the committee if necessary to sort out the future of our U3A as we are sadly losing Dave and Lesley, our Chair and Membership Secretary.*

*Jane said that she would be willing to take over as Acting Chair and Hazel agreed to be Acting Vice – Chair. Lesley proposed that we should co-opt Jane to the committee. Suzanne will become Acting Treasurer. They were unanimously voted to these positions. Paule will take over as Membership Secretary and Hazel will become Groups Co-ordinator. Paule and Susan Horne will provide copy for the Community Newspaper.*

### 2. Minutes of meeting held on Tuesday 28<sup>th</sup> January

The minutes were accepted and will be signed by the Chair and added to the website.

### 3. Matters arising from meeting held on Tuesday 28<sup>th</sup> January

6.3) Information had been displayed about "walking cricket", but no interest so far.

Barbara suggested putting the board nearer the refreshment table.

**10) Action: Sue to put poster in Leven library.**

### 4. Chair's Report

1. Dave has a lot of documentation and U3A equipment which will have to be distributed. He suggested offering the laser printer to Hornsea "Men in Sheds".

**Action: Dave will contact "Men in Sheds".**

2. We need someone to look after the PA equipment. Brian and Ken were suggested.

**Action: Dave to ask for volunteers at the monthly meeting.**

3. Dave suggested that the membership secretary's printer could go to Audrey and Bernard, as the printer they have is not working.

**Action: The membership secretary's printer will be offered to Audrey and Bernard for the theatre group.**

**Action: Projector and screen to be stored by Ted and Sue.**

**Action: Sandwich board to go to Jane.**

4. There is also IT equipment for which to find homes.
5. Dave and Suzanne, our prospective Acting Treasurer, have had another training session.
6. Suzanne attended a Treasurers workshop in Leeds organised by Yorkshire and the Humber Region of the U3A. She has made a link with the Treasurer at Beverley U3A. The Beacon accounts system for U3A's was promoted. This can be bought as a package including software, upgrades and support for £1 per member per year. An upgrade to Beacon is expected in June/July and Suzanne will apply to join then.
7. A decision on who will be signatories and have bank cards will need to be made.
8. Dave has done the accounts to 31<sup>st</sup> March 2020.
9. Gift Aid for the same period is nearly finished.
10. Dave will resign as Chair from the end of the next Monthly Meeting

## **6. Secretary's Report**

1. Sue distributed the latest committee job description sheets to the appropriate committee members.

She explained that they are good guidelines but U3A's are free to develop their own.

2. The latest YAHR news bulletin was mentioned and posters for their future events passed round.

## **7. Communications Officer's Report**

Ken is away.

1. Dave mentioned that Ken has the assets list and we should notify him of any changes.

## **8. Group Co-ordinator's Report**

1. There will be a Group Contacts meeting on Tuesday 10<sup>th</sup> March at the Catholic Church Hall at 1pm.

**Action: Barbara will organise refreshments for the meeting.**

2. The April Monthly Meeting will be an Open Day for groups to display their activities. Paule wants group contacts to let her know how many tables/space they need. She has prepared labels for each group, and will decorate the stage with Margaret's banners.  
**Action: Rita to ask Floral Hall management to set out tables in the main hall for the April meeting.**

## 9. Outings Report

1. Rita felt that the Rise Hall afternoon tea had not been good value.
2. The next outing is the guided walk round Beverley with Paul Schofield on 24<sup>th</sup> March.
3. Barbara is organising a trip to the Bomber Command Memorial on July 1<sup>st</sup>.

## 10. Publicity Officer's Report

Susan was not at the meeting.

1. Susan will stand down from providing copy for the Hornsea Community News. Paule is willing to take this on and Hazel will help her.

**Action: Paule will ask group contacts to send a piece on what is going on in their group to Hazel.**

**Action: Paule to contact Andrea at the Community News. Rita suggested inviting her to the group contacts meeting.**

## 11. Membership Secretary's Report

1. We now have 305 members.
2. Ken is helping Lesley to prepare her Membership Secretary's laptop in readiness for Paule to take over the role.
3. Pearl and Susanne will help Paule at the April subscriptions renewal meeting.
4. Ken will help Paule to merge the subscriptions.
5. Lesley will stand down as Membership Secretary after the March monthly meeting.
6. Sue will provide the AGM documentation which will be mailed to members with email. Hard copies will be sent to those without.

**Action: Lesley will print an up to date numerical membership list for Barbara**

7. Lesley has emailed all members who have had Third Age Matters magazine to ask whether they wish to continue with it. She explained to Jane that as a committee member she will receive the magazine free of charge.

8. Discussion took place on whether Third Age Matters should be included with the membership fee. The problem lies with the application form for membership. The consent to sharing member's data for receiving Third Age Matters is separate from consent for member's data being used for membership purpose. It was suggested that a list for members to sign to say they would like to receive the magazine could be made available at monthly meetings.
9. The signature on the letter from the Chair included with the membership pack will need to be changed.
10. A member had joined last February and asked to receive Third Age Matters, but she had not received it.

**Action: Lesley will arrange for the member to receive the magazine this year for free, and send her an explanatory email.**

## **12. Speaker Seeker's Report**

1. Good progress with the speakers for next year so far.

**Action: Hazel to speak at the April monthly meeting and ask members what they would like by way of speakers.**

## **13. Welfare Officer's Report**

1. Barbara updated the committee on welfare matters.
2. She reminded us that some of our members need the support of a carer to attend U3A meetings.

**Action: Sue to ask Ken to add the Carers Policy to the website.**

## **14. Preparation for the Monthly Meeting**

Speaker requirements – Dr Sue Hull will bring her own laptop

Door – Sue & Jane

Membership table – Lesley and Paule

Meet and greet – Barbara +

Interest group table – Hazel and Ted

Refreshments – Sue M and Fran

Vote of thanks – Brian

**15. Any other business**

1. Dave had received an invitation from North Holderness Deanery to an “eat and sing” meeting of representatives of Hornsea community groups.

**Action: Jane will respond to this.**

**16. Next meeting - Jane’s home – 23 Tranmere Park, Hornsea**

**The meeting ended at 12.10pm**