

HORNSEA & DISTRICT U3A

Committee Meeting

Tuesday 27th November 2018, 10am

at 18 Shaftsbury Avenue, Hornsea

Present: David Tribe – Chair & Treasurer, Sue Gray – Secretary, Lesley Tribe – Membership Secretary, Paule Senior – Groups Co-ordinator, Ken Hooper – Communications Officer, Sheila Ward – Joint Speaker Seeker, Brian Clarvis – Joint Speaker Seeker, Barbara Cowan – Welfare Officer, Hazel Adamson – Committee Member, Suzanne Keam – Co-opted Committee Member

1. Apologies: Rita Bremer, Susan Horne

2. Minutes of meeting held on Tuesday 30th October 2018

Some amendments were made.

Action: The amended minutes will be signed by Chair at the monthly meeting and an e – copy forwarded to the Communications Officer for the website.

3. Matters arising from meeting held on Tuesday 30th October 2018

4) Completed “Declarations of Eligibility” forms were collected by the Chair.

5) A date for new signatories at the bank has still to be organised.

9) Brian has found out that the Floral Hall have several hand held microphones. He has a meeting with the Floral Hall staff responsible for the sound system on December 11th.

4. Chair’s report

- A Trustee eligibility form was passed round for each trustee to sign. This is required as part of our application for Charity status which should go through in a couple of weeks once the application has been made.
- Induction packs were passed to each new trustee.
- Sheila asked what benefits there are in having Charity status. Dave replied that apart from not having any bank charges there are none. It is a requirement that a U3A becomes a charity when annual income reaches £5000.
- National Office has said that the appointment of a president must be done at an EGM or an AGM.

Action: It was decided to leave the appointment until the next AGM.

- There is a Trustee Induction workshop organised by Yorkshire and the Humber Region (YHAR) in January. Brian and Suzanne both expressed an interest.

- Our Christmas lunch venue can cope with special diets.

Action: Rita will announce this at the monthly meeting.

The Speaker list leaflets should be ready to hand out at the monthly meeting.

- A member has produced a presentation using a talk accessed through the TAT website. This may be useful at a future monthly meeting.

5. Treasurer's report

- We have a healthy bank balance.
- There was discussion around presentations to Audrey, Bernard and others at forthcoming monthly meetings.
- **Action: Sue agreed to order flowers for Audrey and Bernard.**
- Money left from the Outings group will be transferred to the main account and used for particular purposes such as subsidising the Christmas lunch.
- A raffle was suggested for the Christmas lunch, and vouchers for the Floral Hall cinema as prizes.

6. Secretary's report

- The YAHR website was mentioned as a good source of information including courses taking place in the region.
- Sue is taking orders for U3A diaries.

7. Communications Officer's report

- Susan now has a U3A laptop for her role as Publicity Officer.
- Rita has a mobile phone donated by a member which has a dedicated number. She is using it to take bookings for the Christmas lunch. This new system is working well.
- Microsoft Office 2016 has been loaded onto the U3A laptops, but it appears to be unregistered. Various solutions were suggested.

Action: Dave and Ken to look into this.

- Ken is making a slideshow of Audrey and Bernard's involvement with our U3A from being founder members to today. He has set up a folder on Google Drive on the U3A laptops into which committee members can upload photos.
- Dave commented that in future, documentation for our AGM's can be sent as email and save a lot of paper.

8. Group Co-ordinator's report

- Crime writer Penny Grubb, our speaker for November is willing to talk to the newly formed Creative Writing group.
- Sheila asked whether the General Data Protection Regulations (GDPR) had been minuted.

Action: Sue to check in previous minutes and let Sheila know.

- Paule will ask Group Contacts to be behind the interest group tables at the subscription /social monthly meeting in April.
- When we are using the Floral Hall for monthly meetings they need to know car registrations of members staying longer than 3 hours.

Action: Paule and Sue to ask members for this information at the signing in table.

9. Membership Secretary's report

- We have 309 members to date.

10. Speaker Seekers report

- Sheila mentioned that the January 2019 monthly meeting will be on the second instead of the first Tuesday of the month – 8th January. Also that the diary had been omitted from the December Community News.

Action: Brian to let Susan, the Publicity Officer know about the change of date so she can inform Community News. Also to pass on that the diary was missed from the December issue and should be published in the January one.

- The editor of Community News has asked for more photographs.

Action: Paule to ask Group Contacts to provide more photographs for our monthly Community News article.

11. Welfare Officer's report

- Barbara pointed out that our membership is getting older, so we need to be more aware of the needs of wheelchair users. The ramp entrance at the front of the Floral Hall has double doors which both need to be opened.
- There is a RADAR key in the Floral Hall café for entrance to the disabled toilet.

12. Preparation for the Monthly Meeting

- The presentation to Audrey and Bernard was discussed. This will take place after the business part and before the entertainment.
- Speaker requirements – no change
- Door – Paule and Sue
- Membership table – Lesley
- Meet and Greet – Barbara and others
- Interest Table – Paule and others
- Refreshments – Barbara's list
- Vote of thanks – Sheila

13. Any other Business

- U3A Christmas tree in Church.

Action: Sheila and others will put it up and decorate on 29th November.

Action: Suzanne will take it down after the festive season.

- Sheila asked who has the documents etc from the Folk Dancing group. Paule said she had them.

Action: Committee members to bring a list of all U3A equipment they hold to the next committee meeting, so that the inventory can be updated.

14. Next Meeting

Wednesday 2nd January 2019, 10am at:

Susan's – 9, Strawberry Gardens, Hornsea, HU18 1US

The meeting closed at 11.55am