

**HORNSEA & DISTRICT U3A**  
**Committee Meeting**  
**Tuesday 30<sup>th</sup> October 2018, 10am**  
**At The Old School House, Catwick**

*The Chair welcomed everyone to the meeting. A successful initial meeting for the new committee had been held at Lucien's in Hornsea. Possible venues for future meetings were discussed and Ken and Susan offered to host the next two meetings.*

**Present:** David Tribe-Chair & Treasurer, Sue Gray-Secretary, Lesley Tribe-Membership Secretary, Paule Senior-Groups Co-ordinator, Ken Hooper-Communications Officer, Brian Clarvis-Joint Speaker Seeker, Susan Horne-Publicity Officer, Hazel Adamson-Committee Member, Rita Bremer-Committee Member, Suzanne Keam-Co-opted Committee Member

1. **Apologies:** Barbara Cowan – Welfare Officer, Sheila Ward – Joint Speaker Seeker
2. **Minutes of meeting held on Tuesday 30<sup>th</sup> October 2018**

A few alterations were made.

**Action: The Chair to sign the amended minutes and the Secretary to forward an e-copy to the Communications Officer.**

3. **Matters arising from the meeting held on Tuesday 30<sup>th</sup> October**
  - 4) Margaret has withdrawn her offer to organise some trips.
  - 13) Paule no longer needs to change the day of committee meetings.

4. **Chair's Report**

- Dave explained the change of roles for some members of the committee. Sue has taken on the role of Secretary after the resignation of Paule. Paule will be Groups Co-ordinator and Ken, who has taken over from Sue as Web Editor will be Communications Officer. He will also deal with the Rolling Screen and the equipment for the speaker at monthly meetings. Everything IT except the Community Newspaper which Susan Horne will look after as Publicity Officer. The RUGS (Really Useful Group) will be run as a team by Rita, Hazel, Suzanne and Barbara.
- Declaration of eligibility for newly appointed trustees forms were handed to each committee member and Dave explained that we are all trustees of the

Third Age Trust and what this means. He also told us that now that we have an income over £5000, we must register as a charity.

**Action: All forms to be returned at next meeting.**

- The committee wish to recognise the work done by Bernard and Audrey. Paule has made a "Certificate of Appreciation" which she will get framed. She has also made "Lifetime memberships" which will go in envelopes. A discussion took place on how and when to present them, the possibility of having a President and giving lifetime memberships to other worthy members.

**Action: Paule to look into framing the certificate and Dave to sign the Lifetime memberships.**

**Action: Dave to propose that we should have a President at the next monthly meeting.**

- There was discussion as to whether we should we have a U3A Christmas lunch as has happened in previous years. Longbeach Caravan Park was suggested. Dave said that there was a cash surplus in the Outings fund which could be used to subsidise the cost of a meal.

**Action: Rita and Paule to investigate some venues and get quotes.**

- Stephen Sharpe will produce the speakers leaflet for this year. In future Ken and Susan will organise it.

## 5. Treasurer's Report

- Dave reported on a Treasurer's workshop he had attended organised by Yorkshire and the Humber Region of U3A in Leeds.
- The Yorkshire Bank in Beverley seems to be the best one for us now that all the banks have closed in Hornsea. If we wait until we have charitable status we will be eligible for free banking.
- New signatories are needed. Sue, Paule and Ken agreed to do this.

**Action: Dave to organise a date to go to Beverley NatWest Bank with Sue and Paule to sign the necessary documentation.**

- There is a case for joint memberships between two people who live at the same address. Gift Aid can then be claimed for both partners if one of them pays income tax.
- Third Age Matters will be ordered for all new committee members.

**Action: Lesley to organise Third Age Matters for new committee members.**

## 6. Secretaries Report

This was a joint report by the Paule, the outgoing Secretary and Sue the new Secretary.

- Paule and Sue had completed the minutes of the AGM.

**Action: Sue to provide a copy of the AGM minutes for display at Monthly Meetings.**

- Sue passed round flyers of forthcoming events organised by the Yorkshire and the Humber Region of U3A.
- **Action: It was decided that Paule will pass the table display board to Sue to look after.**

**Action: Sue will put out a sheet for members to order U3A diaries at the Monthly Meeting.**

## **7. Groups Co-ordinator's Report**

- Paule reported that she has made a new list of current interest groups. This needs to have the day and time of each group added.
- Sheets have been made categorising the different groups e.g. crafts, languages, games.
- Acrylic stands with labels for each type of activity have been made by Paule.

**Action: Sheets naming the different types of activity will be displayed on the pillars near the Interest Group tables at the Monthly Meeting.**

## **8. Membership Secretary's Report**

- Two lapsed members have rejoined. Total membership is now 302.

## **9. Speaker Seekers Report**

- Ted will give a talk on Hornsea soldiers in WW1 at the January meeting. He has asked for a roving microphone. Dave explained the situation with sound systems at the Floral Hall. Discussion around what our U3A should do. It would be expensive to buy our own system. It was decided to leave a decision on this until the new financial year begins. In the meantime we could buy an inexpensive microphone.

**Action: Brian to research inexpensive hand microphones.**

**Action: Brian to make sure committee members are ok with their names appearing on the back of the speaker list leaflet.**

- Dave suggested that interest groups should have individual email addresses.
- Brian said that the Community newspaper should feature the speaker at the forthcoming Monthly Meeting.

**Action: Brian and Sheila to liaise with the Publicity Officer.**

## 10. Welfare Officer's Report

- Rita will shadow Barbara.

## 11. Communications Officer's Report

- Ken asked if any committee member wishes to have their own email address they should let him know.
- There is a spare laptop.  
**Action: Ken to set up the spare laptop for Susan as Publicity Officer.**
- Discussion on how, if data is stored in the correct area it can easily be shared and is automatically backed up.
- Ken thinks we should have a dedicated spare mobile phone for events such as the Christmas lunch. Everyone agreed.

**Action: Suzanne and Susan will donate their old phones for this purpose.**

- A gallery of photographs online and available to anyone who needs them was suggested.
- Paule would like a photograph of Audrey and Bernard to frame.  
**Action: Sue to send a photograph to Paule.**
- Microsoft Office 16 has been installed on the U3A laptops. There was some discussion about how many PC's it is licenced for.
- We should let Ken have information for the website and rolling screen.

**Action: Sue to send out an email to all Group Contacts to let them know that Ken is now Communications Officer and that all programmes and updates for the website should be sent to him in future.**

## 12. Preparation for the Monthly Meeting

- Speaker requirements – no change
- Door Arrangements – Paule and Sue. Lesley on Membership
- Meet and Greet – Barbara and Jane
- Interest Table – Paule to set up. Suzanne and Susan
- Refreshments – Rita
- Vote of thanks – Catherine Walker

13. **Any other business**

- On behalf of Ted, Sue thanked the committee for his significant birthday card.

14. **Next Meeting**

Tuesday 27<sup>th</sup> November 2018, 10am at Ken's – 18, Shaftsbury Ave, Hornsea