

BASINGSTOKE AND OLD BASING U3A
MINUTES OF COMMITTEE MEETING - 17 MAY 2018 - 9.30 am Christ Church, Chineham

Present: Margaret Hayes (MH), Mel McMahon (MM), Ian Simpson (IS), Joan Carnell (JC), Liz Horner (LH) Marie White (MW), Vee Holliday (VH), Linda Wain (LW)

Apologies: Barbara Robson (BR) and Harvey Wallace (HW) sent their apologies.

Minutes 8 March 2018:
The minutes of the last meeting were agreed.

Matters arising:
Some matters are separate agenda items.

Speaker fees: As LW was unable to attend the last meeting she raised an issue related to speaker fees. She pointed out that paying higher fees did not guarantee a quality speaker. The meeting agreed. LW requested that this was minuted.

TAMs: LW was not happy with the decision to make TAM free for those members who requested it as she thought it was unfair. It was a shift in the Committee's decision when the free issue was changed to a payment in 2017/2018. This had been discussed at the last committee meeting, all members have the option of receiving TAM and it will be available on line soon so the decision was upheld.

Chair updates:
Representatives from the Southern Fellowship of Woodworkers called in at the last monthly meeting to invite our members to attend their meetings. It was agreed members would be advised in the Hook notes about the organisation, but to ensure that the SFWW are completely separate from the U3A. It was suggested we reinstate our Noticeboard at Hook where this type of notice can be pinned.

Mailings from the National Office:
Date for receipt of responses for the AGM has been extended from 17 May to 21 May.
Summer Conference 28 -30 August in Nottingham
Annual returns: MH has made our return.

Archiving: MH will liaise with Alan Robinson to collect the archives.

Membership problems:
Outstanding payments: There is still one outstanding membership payment to be followed up by LH and MM. Health issues related to potential dementia was raised by MM which may affect attention to renewals. We do not have the ability to have evidence of this, other than group members informing us. The only approach we take at the moment is that carers of disabled members are invited to join members they support to activities, whenever this is appropriate.

Old and new members: When is a member an 'old' member? MH gave clear definitions. A lapsed member due to illness or any other reason will be maintained on the system for three years. A new member is classed as somebody who has not been a member for the last three years.

Caring for your Health - Helping you live independently: MM highlighted the Oakley and Overton Partnership booklet. This is a mix of information related to healthcare available and activities appropriate for fitter community members, including the Overton U3A. MH to write to the Chairman of the Overton U3A warning the issues that might arise marketing

the U3A in this type of booklet. MH will also ask for ongoing advice from the National Office.

Finance Update:

IS distributed the current Financial Statement emphasizing a need to reduce our overall income. If we continue with our current membership rate, we will be increasing our income by £8,000 each year and as a result increasing our savings account. Our savings account should be maintained at 50% of our income to meet the new procedures from the National Office/Charity Commission's regulations.

Surplus Funds: MM suggested a free social activity open to all members and JC suggested we might celebrate our 20 years anniversary with a free annual membership fee to existing members. IS suggested the outcome of reducing our fee over the next four years. IS advised the one year's free membership would resolve the situation.

20 years' Anniversary: A vote was taken on 1) the one-year free membership and 2) the ongoing reduction in fees. Item 1 was unanimously agreed to commemorate the 20 years.

Change of venue of Croquet Group: This has resulted in an increase in costs to members. MH suggested we should pay for the venue costs as for other groups. IS is in contact with Alex Ball the group leader and will attend a meeting, with JC, at the Basingstoke Croquet Club to discuss the overall costs and contributions expected from the U3A group.

Renewal letters:

These will need to be amended in respect of the decision to give the one off free annual membership fee to existing members. A meeting has been arranged on Tuesday 22 May with HW, LH and LW to advise on the change of Membership Secretary role and related responsibilities.

Groups:

We have group leaders giving up and no replacements have been found for Garden Appreciation. We also need to encourage members to start new groups. At the moment there is a new Classics group and the Latin group is expanding. We have a request for the Rummikub group to start a second group. JC to investigate if a larger room is available. Next GL meeting: 14 June 2018

Programme Secretary replacement: VH suggested perhaps the role could be shared by two members rather than one committee member. This could be purely an admin role and MH could introduce the speaker. LW offered to put together bullet points describing the role to go out with marketing for the June meeting.

Committee Member reports:

MM Membership Secretary: raised an issue that some members were being prevented from attending activities due to transport problems. MH confirmed GLs cannot arrange transport for others due to car insurance issues, but this can be arranged between willing friendship groups.

LH Systems Manager: advised she will be demonstrating Beacon to 3 members from the Oxford U3A, organising enrolment admin documents and arranging a meeting with HW and LW to finalise renewals, including Membership Secretary role responsibilities training.

JC Group Secretary: requested agenda items for GL meeting on 14 June. One suggestion might be GLs reporting back on their activities during year.

MW Hook teas: requested choice of cakes for AGM and numbers. MH suggested 120 to cover quorum and it was agreed to buy a variety of boxed cakes. A larger team is required for ongoing monthly meetings and consideration should be given to reverting back to groups contributing on a rota basis. This will be on the GLs' meeting agenda.

IS Treasurer: the new finance records for costs involved in groups going out is moving forwards. The Gardening, BCOT lunches and Bridge are now working well and Excursions is improving. IS suggested GLs would be able to ask for petty cash from a £100 float. MH confirmed this was acceptable but each cost should be backed up with item needed and accepted before payment agreed. Receipts would be required for accounting purposes. This should not include any refunds eg if a member is unable to attend a paid for outing due to sickness or other reason.

LW Programme Secretary: explained idea for new format of November 2018 meeting to involve our members in corridor displays, demonstrations of group activities or short talks/ presentations on group activities. JC to add to next GLs' meeting on 14 June.

Date of next Committee Meeting: 9 August 2018

The meeting ended at 1200.

Margaret Hayes
22 May 2018