



## Minutes of Trustee Meeting 21 July 2014 Lansdowne Church 2:00 pm

Item		Action
1	<p><b>Present:</b> Richard Owen Acting Chair (RO), Andrew Hague Treasurer (AH), Sue Lamberton Speaker Organiser (SL), Roger Hunt Membership Secretary (RH), Peter Corfield Technical Officer (PC), Sally Corr (SC), Val Holland (VH), Norma Braddock, Venues Co-ordinator (NB), Pam Stanier Groups Co-ordinator (PS), Sue Dalley Secretary (SD).</p> <p><b>Apologies:</b> None</p>	
2	<p><b>Minutes of meetings 19 May and 12 June, previously circulated.</b> Agreed as correct record and signed.</p>	All
3	<p><b>Matters Arising</b></p> <p>3.1 SL indicated a strong protest, which she required to be minuted, against the decision to purchase duplicate bridge bidding boxes prior to committee authorisation. AH explained that the purchase had been made on the understanding of the bridge group that central funding was at the discretion of trustees, and with the expectation of group funding should the request not receive committee endorsement. It was agreed to minute a formal re-iteration of the <b><u>principle that significant expenditures must always come to committee prior to that expenditure being undertaken</u></b> Trustees noted that any possibility of pressure being imposed upon committee to “rubber stamp” individual or group expenditure must be avoided, and be seen to be avoided.</p> <p>3.2 RO reported his telephone conversation with AG, who was said to be entirely happy with the situation.</p> <p>3.3 Cube Update. PC reported very little progress. Cube trustees have been in discussion with WCC and there are difficulties in securing their required agreement to build as planned, as well as in planning future co-operative activities between Cube and U3A trustees. PC suggested that, in the current rather fluid situation, committee should endorse his continued involvement with Cube trustees in securing a less ambitious-and therefore less costly-plan to joint fund an internal storage solution. <b>Future Agenda Item</b></p> <p>3.4 SD noted that although committee had agreed that minutes should be made available to members on the website, this has not yet taken place. RO explained that this would happen shortly, and that it was important that <b>minutes should not identify individual, non-committee, members by name.</b></p>	<p>All</p> <p>PC</p> <p>SD</p> <p>RO,RK</p>

	<p>3.5 RO offered an update on progress with securing password protected areas for member use, including a notice board for “unendorsed” information and requests to members. Trustees briefly discussed various options and preferences of notice board software as well as purpose; RO agreed to discuss further with RK and advise a future committee meeting. There was general agreement that some kind of information sharing notice board is desirable in principle; PS noted that there is an ongoing (and common) issue of ensuring that information on the site is kept accurate and up to date. <b>Future Agenda Item</b></p> <p><b>Trustees noted that the next committee meeting will have a very full agenda, and agreed that we will consider the possibility of a special extra meeting to focus solely on the web site.</b></p> <p>3.6 AH presented the funding request from the Welsh Culture Group, and his initial response, both previously circulated to committee. RO declared an interest and did not participate in the discussion. Trustees considered whether or not the request met our published guidance for funding of a “recce”, whether or not previous funding had been agreed retrospectively, and whether or not this was a situation where a “middle ground” could be an option. Trustees agreed that the request did <b>not</b> meet the published guidelines for central funding for a recce, and instructed the secretary to advise the Welsh Culture Group accordingly.</p>	<p><b>All</b></p> <p><b>SD All</b></p> <p><b>SD</b></p>
4	<p><b><u>Registration</u></b></p> <p>PS presented a planned lay out of stalls, intended to maximise circulation and minimise loose electrical cables. Theatre staff will set out the tables and PS will arrive by 9 a.m.; other trustees agreed to be at the theatre by 9.15, 9.30 latest. Agreed 2 signing in desks and 2 desks for completing applications, signing cheques, with trustees in rota at desks and advising/informing queues. RH will purchase and provide sufficient pens and a float, AH will provide and sell diaries and RO will circulate and network! PS reported success in gathering information from GLs, only 2 GLs remain silent despite repeated reminders. PS is aware of a certain amount of equipment, RO will chase JB for further information and committee authorised reasonable necessary expenditure on e.g. freestanding banners, portable screens etc, noting that we have both capital and the need to reduce it with investment in branch resources. There will be information/articles in the Gazette and local free newspaper. Committee congratulated PS on the thorough organisation to date; SL reminded trustees of the 2 hour parking limit.</p>	<p><b>PS All</b></p>
5	<p><b><u>Subscriptions and Funding</u></b></p> <p>RO reported back from recent Cotswold Link and Worcester county contact that there is a very broad range of subscription</p>	<p><b>AH PS All</b></p>

	<p>methods and amount. AH and PS presented a funding proposal, which they will submit to the AGM for consideration, noting that the branch's constitution determines this. The proposal is intended to maximise gift aid income and reduce group leader administrative activity by moving to an increased annual subscription. Trustees were divided in their response and did not agree to endorse the proposal as it currently stands. Trustees wished to ensure a robust debate of any future funding changes, and sought to engage members in the debate without appearing to be a committee in conflict with itself. It was repeatedly stated that the decision lay with the AGM, and the secretary requested all trustees to remind themselves of the relevant aspects of our constitution. Trustees agreed that the proposal should appear in the pre AGM newsletter, with clear information to members about options for debate, amendment or further proposals on the matter.</p> <p><b>Future Agenda Item</b></p>	
6	<p><b><u>Equipment Purchase and Audit</u></b></p> <p>PC stated that any further joint purchases or funding with the Cube should be deferred for the moment (reference back to previous discussion). There are concerns about existing equipment being lost and/or loaned without proper audit trails, some of which will, it is hoped, be addressed by the ongoing audit trail and future improved storage at the Cube. Agreed that this should become a <b><u>Standing Agenda Item</u></b></p>	PC PS SD
7	<p><b><u>Constitution</u></b></p> <p>Issues include a disparity between the constitution held by the Charity Commission and that voted on at the AGM, as well as some rather cumbersome requirements, previously discussed. Trustees agreed that SD and AH should meet to identify proposed changes for committee consideration. <b>Future Agenda Item</b></p>	AH SD
8	<p><b><u>Annual Budget</u></b></p> <p>AH presented the draft budget, previously circulated, and noted the continued requirement to reduce the branch reserves. Discussion included the potential impact of any changes to branch subscription methods, the possibility of increasing the payments to speakers, of reducing the annual fees paid by members and of more liberal investment of branch property as well as the powers and limits of trustee activity around funding. It was noted that the constitution could be changed to allow greater flexibility to trustees.</p>	All
9	<p><b><u>Information Share</u></b></p> <p>SD presented a large number of notices received from National, which were passed to RO for circulation to members, or as information to delegate to national AGM. Trustees noted that no</p>	

	<p>nominations have been received for the position of West Midlands regional trustee. RO informed committee that the previous trustee had resigned within months of taking on the role, indicating that the size of the region made the demands of the position unreasonable.</p>	
<b>10</b>	<p><b><u>Any Other Business</u></b></p> <p>10.1 RH raised the issue of trustee recruitment, and noted that his term as a trustee will expire shortly. It was agreed to include information regarding trustee roles, terms of office and recruitment in the newsletter.</p> <p>10.2 RH presented a revised (for 2014/15) membership form. This was agreed and will be circulated to members.</p> <p>10.3 Trustees noted the need to agree dates and venues for the coming round of trustee meetings. Lansdowne is booked for the meeting on the 22<sup>nd</sup> September, but for no subsequent meetings.</p>	<p><b>RO</b></p> <p><b>RH</b></p> <p><b>SD NB</b></p>
<b>11</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>22 September 2014 2:00 p.m.</p>	