



Trustee meeting 21/7/2017 @ The Cube, Malvern: (10am) (JJ)

Present:- Pam Stanier, Brian Chesney, Peter Corfield , John Elkington, Tessa Hartog, John Knee, Annette Maxted, Linda Scott, Jeff Thorogood, Jenny Jackson.

Apologies: - Robin Clarke,

1. *Minutes* of 9/6/2017 signed by Chair

2. *Matters Arising:-*

- 2.1 Disciplinary Guidelines:- Annette asked about the completion of the Disciplinary Guidelines & was advised that they are now on the Branch Website. Pam asked JJ to issue an email to group leaders setting out the reason why they were put in place & where they can be found.
- 2.2 The Constitution:- Peter advised that the revision of the Branch Constitution had been put 'on hold' as having contacted National Office for assistance they advised that they were in contact with The Charity Commission with a view to drawing up a new Constitution for use by all branches. He is awaiting further response from National Chair Sam Mauger.
- 2.3 Geology Group: - Pam contacted Roger Hunt of the Geology Group & passed his response to Trustees in an e.mail of 13/7/2017. The group are not leaving The Cube & will work with Peter (Corfield) and The Cube manager to implement appropriate changes. Peter is meeting with their steering group on 31st July & will report to the Trustees in due course.
- 2.4 The Cube: - Peter had already attended a meeting with Cube management & they wanted U3A to have storage in one location at the Cube & to pay for this to be built/provided although no final decision had been made. The Trustee suggestion was to let the Cube management build such storage and Malvern U3A Branch would rent or lease it from them eg for a year. Peter will take this back to Cube management for consideration.
Disability access matters eg.signage, have been discussed with Group Leaders.
- 2.5 Filing cabinet for U3A Choir Leader: - Pam has offered Anne Peach £25 (as agreed at last meeting), & two plastic boxes that she had. Nothing heard further from Anne.
- 2.6 Malvern Town Networking Forum: - Jenny had contacted the organiser Clive Hooper (Chair Malvern Civic Society) about this new group with a view to attending a meeting. However, nothing further heard & JJ to pursue.

Calender Items:-

3. Groups Fair:-

- Annette will contact the Press to promote the event & put into The Bulletin
- Annette has sorted timings etc with the venue Malvern Theatre but there may be a shortage of tables. Peter offered to get some on loan from the Cube or bridge tables might be used. Coffee & tea to be served from 9.30am.
- In order to furnish members with information about the day, the Theatre said that we could use their ribbon (automated) screens for the morning at a cost of £75. This was agreed by the Trustees.
- Display boards, adhesive labels & group names etc to be prepared.
- Marshalls are required to help on the day & Trustees and others have volunteered.
- Annette will check whether any group leaders have any special requirements on the day eg IT use. An envelope will be given to group leaders containing the financial return form, raffle tickets, register of attendance etc
- Group directories, due at the beginning of August, will be available & 2018 diaries will be for sale.
- Malvern Theatre has asked Annette to do a written Risk Assessment of the day.

4. Membership report: In his absence Robin had sent a note to JJ to say that all well & that the Branch had over 1500 members now

5. Finance/Funding:-

5.1 Possible deficit in the current year estimated @£2500

5.2 Peter will investigate the cost of new urns as requested by Roger Hunt/Geology Group

6. Technical:-

6.1 As per his email to Trustees on 13/7/2017, Peter wanted to take up an offer to get Office 365 Licence. It was agreed & that it would be for the use of Technical, Website, Finance, Newsletter & Membership Trustees.

6.2 Peter has a laptop to give to Tessa as Newsletter Editor but appropriate software is required at an annual fee. This was agreed & Peter will deal with.

7. Website – Nothing to report

8. A.O.B.

8.1 Geoff said that speakers now booked for meetings to May 2018.

8.2 Peter advised that a new laptop was needed for Technical use. Cost at £300 approx agreed.

8.3 Annette said that she had spoken to Sue Lamberton who confirmed she intends to stand as Chair at 2018 AGM.

8.4 John Knee advised that a donation @£902 had been made to the Branch by Val Alan. JJ to send a letter of thanks.

8.5 Pam also asked JJ to send a letter of thanks to Richard Owen for his work as Newsletter Editor.

8.6 Pam asked for confirmation from JJ that she is to organise the 2018 U3A Christmas lunch. JJ confirmed saying that the Worcestershire Golf Club had been booked for Friday 15th December @1pm. JJ had been in touch with the Chef requesting menu details etc in due course but in time for the September newsletter. Pam asked JJ to offer a group seating arrangement this time for those members from the same group who would prefer to sit at the same table.

Next meeting Friday 15th September @ The Cube 10 -12

Signed Pam Stanier as Chair