



Trustee meeting Fri 13/10/2017 @ The Cube, Malvern: (10am) (JJ)

Present:- Pam Stanier, Robin Clarke, Peter Corfield, Barbera Johnson, John Knee, Annette Maxted, Linda Scott, Jenny Jackson.

Apologies: - Brian Chesney, John Elkington, Jeff Thorogood,

1. **Minutes** of 15/9/2017 signed by Chair
2. **Matters Arising:-**
 - 2.1 Geology Group: - Peter said that storage now in place at The Cube & Geology Group items in the cupboards
 - 2.2 Peter also advised that we would not be getting the facility to rent/lease storage from The Cube
 - 2.3 Jenny said that the Trustee response to the complaint received from Welsh Group leaders had been passed on to the group members. Jenny was at the meeting when this happened and thought it had been handled sensitively by the group leaders.
 - 2.4 Jenny explained on Brian's behalf, that he had been in touch with Ian Thompson of the Camera Club who was "disappointed but understands the decision".

Calender Items:- (3-6)

3. **Membership Report:-**
 - 3.1 Copies of the details were given out at the meeting showing membership stats and trends 2011/12 to 2106/17
 - 3.2 Linda said that 74 new members had joined on line & used Paypal
 - 3.3 Robin asked for an amendment to the last minutes to show at item 3 that we have 200-300 new members annually, (not 75-100 as stated).
4. **Finance/Funding:-**
 - 4.1 John said that there was a possible deficit for the year of approximately £6000 which would be eased if membership fees were increased.
 - 4.2 John thought that there was nothing much arising next year with regard to equipment costs and Peter agreed with the proviso that there may be some expenditure for audio equipment
 - 4.3 Pam wondered whether costs could be reduced if groups used venues appropriate to their group size. *John Knee & Brian Chesney to investigate further.*

- 4.4 John advised the Trustees that Jenny (JJ) was organizing the Welsh Group St David's Day Lunch at The Abbey in Malvern. She & John had agreed that money received from members for this would be paid into U3A account and bills paid by John on receipt of invoices.
- 4.5 John had received a funding bid from the EAT bridge group that meet in Trinity Parish Hall. Items had been stolen and they were requesting funds to replace 3 packs of cards £10.29. (The bridge boxes that had been stolen had been replaced by a group member). The decision was that Trustees would not sanction the purchase of cards (this had been refused in the past), and that the insurance held by the Parish Hall authorities should be checked re contents etc cover. John will respond
- 4.6 The Trustees had been contacted by Anne Peach with regard to U3A choir members' safety when they give a forthcoming concert in The Priory. The feeling was that this would be covered by Public Liability insurance held by The Priory Trustees and also possibly U3A National insurance. Pam will contact Anne.

5. Group Leaders Meeting:- (Tuesday 31/10/2017 Manor Park; 10am)

- 5.1 Annette passed everybody a provisional agenda to consider. She had wondered about including an item on full groups/waiting lists. It will be included in 'matters arising' at the meeting but no further action would be taken possibly, until the issue was raised by a member.
- 5.2 Annette said she was going to seek clarity about the duties of 'Group Leader' and 'Contact' - as shown in the Group Directory.
- 5.3 Annette said that she would like Brian and John to address the meeting with regard to booking venue's and the potential of raising subscriptions.
- 5.4 Annette was going to remind group leaders about Data Protection and the way that information is sent to members. It was agreed that John & Peter would do a demonstration at the meeting re using 'reply'/'reply to all' buttons on emails.
- 5.5 Annette was going to invite Tessa to the meeting and ask her to distinguish between the purposes/content of the newsletter and the Bulletin.
- 5.6 Annette requested that as many Trustees attend as possible.

6. Technical:-

Report on The Cube:- Peter said that he had met with the liaison committee and they had discussed –

- the window wall which is to be worked on
- the replacement in due course of audio/visual equipment
- the cafe which is now 'in-house' and run by volunteers
- the distribution of The Cube newsletter giving details of activities there. The manager would like contributions from U3A
- storage is sorted out now for the U3A
- Robin Oakley is the new Chair re Cube Trustees and he will chair a meeting in due course.

7. Newsletter

Trustees had seen the emails from Tessa with regard to the distribution of the Newsletter. It was decided that it (and The Bulletin), would continue to be sent to as now - ie 1 copy to couples.

(It was pointed out that this does not apply to the issue of AGM material as every individual **paid up** member must receive information, voting forms etc).

8. **AGM** (Tuesday 28th Nov 2017: The Cube: 2pm)

- Jenny gave everyone a copy of the agenda for agreement & to aid discussion
- Dates were confirmed as follows:-
 - Fri 20/10/2017 – Date by which Jenny must receive officers reports (Sunday 22/10 at the latest) – **From Pam, Annette, Jeff (Jenny)**
 - Mon 23/10/2017 – Date by which Peter has to have all reports etc from Jenny for formatting for distribution by email/post.
 - 31/10/2017 – Date by which members MUST RECEIVE AGM agenda etc
 - 10/11/2017 – Date by which resolutions must be received by Jenny (Sec)
 - 24/11/2017 – Date by which amendments to resolutions must be received by Jenny
- The posting to members would include:-
- Copy of 2016 AGM minutes
- Copy of reports from Secretary, Chair, Groups Trustee, Speakers Trustee
- Trustee nomination forms
- Proxy voting forms
- Jenny said that vacancies were for a new Chair, Vice-Chair and other Trustees. Those Trustees willing to stand again and those who are only co-opted at present needed to complete for Jenny, the nomination forms that she had brought to the meeting. As John, Tessa and Jeff were absent these are still required.
- It was agreed that we would ensure that this year members were counted as they arrive. This is necessary for voting purposes. Annette (with 'clicker' counter), Robin and Barbara will meet members at the door. A computer will be available to check membership if someone arrives without their membership card.
- John Knee will make a resolution to be presented at the AGM, to increase membership fees.
- No refreshments will be served and there is a guest speaker after the AGM

9. **A O B:-**

- 9.1 Pam said that she had lots of Malvern Branch archives which she wanted to be rid of. It was decided that she would approach Jeremy Hardy and ask him to go through the papers and advise us on what to keep
- 9.2 Jenny reported – on Brian's behalf - that he was unable to attend the last Link meeting as he was away and
- 9.3 That he had completed Cube bookings from January to March 2018 and
- 9.4 That Victoria Park Bowling Club is closing for refurbishment from December 2017 to May 2018. Apparently six U3A groups need "a new home. Only one found at the moment".

- 9.5 Peter said he had been asked by Peter Goodyear if he could use/hire our projector for use as a Probus member. This was declined as equipment is for our members benefit.
- 9.6 Peter had also been approached by Alex Wordick about our broken projector. Peter will check further & ascertain the exact problem.
- 9.7 Jenny said she had received advance notice from the Charity Commission, of changes to be made to the DPA from 25/5/2108. More as received later.
- 9.8 Peter wanted to suggest that it might be preferable to have a single 'voice'/contact re printer but this might be further mentioned at a later date
- 9.9 Annette was concerned that the groupo that Richard Bartholomew wanted to start – Social Care Law & Social Policy – should not be against U3A policy and be political. It was suggested that we ask to see course format/lesson plan. Annette will follow up.
- 9.10 Annette and Jenny also raised concerns about the amount of 'outside' contact they get from other people/groups advertising their own meetings, talks etc. It was not clear what should go forward as information to members. It was decided to leave this matter until the next full Trustee meeting and seek guidance then.

Also:-

- The Trustees acknowledged the fact that this was Pam's last Trustee meeting as she stands down having completed her term as Chair. She was thanked for all her hard work and guidance.
- The Trustees also acknowledged the fact that this was Robin's last meeting as he stands down as Membership Secretary. He was also thanked for his commitment and hard work.

Next meeting _____

Signed

as Chair