



Minutes of Trustee meeting Friday 24/8/2018: 10am @ The Cube (JJ)

Present:- Sue Lamberton (Chair); John Knee (Treasurer); Jenny Jackson (Secretary); Brian Chesney; Peter Corfield; John Elkington; Tessa Hartog; Roger Hunt; Brenda Johnson; Annette Maxted; Linda Scott; Jeffery Thorogood.

1. **Minutes** 18/6/2018 approved & signed
2. **Matters Arising**
 - 2.1 There had recently been a problem with bookings at The Cube & the bridge group. Brian explained that the matter had been resolved & that the booking arrangements at The Cube would soon be changed to allow room booking a year in advance. Sue said that she felt however, that Malvern U3A had to take into account that other Cube customers may at times take priority as it is a community centre. The meeting was in agreement & Sue will contact Andrew Haig (Bridge group leader) on behalf of the Trustees.
 - 2.2 (a)Annette said that all appeared to be in hand with regard to arrangements for The Group Fair & thanked Peter for his help with this.
(b) Jenny said that she had received an email from a Worcester branch member requiring confirmation that she could only join a group if she attended the Fair. She had been told this by the Scrabble group leader but had also received an email later stating that she could in fact join at the first meeting. The meeting agreed that people could join at a group meeting.
(c) Jeff had dealt with the publicity for the event & had asked the Theatre to include details in 'What's on'; had given details to the Malvern Gazette for their 'Events' item; had contacted BBC, ITV & Sky.
 - 2.3 Sue is going to make an announcement about Trustee vacancies (Technical Officer & Group Co-Ordinator), @ the Groups Fair and will include details in a letter to all Group Leaders before their meeting in October.
3. **Group Report** – Annette said that there were 110 'live' groups but that she held no information on 19 groups eg number of members. 9 new groups had started this year. She has developed a questionnaire in order to find out which groups are full. Also, she is going to include an item on the agenda at the Group Leaders meeting to ask them all to ensure they reply to emails. Sue thanked Annette for her hard work with the preparation of the Group Fair and with group monitoring.
4. **Finance** –
 - 4.1 Peter advised that a garden party had been held which raised the funds to buy 2 table tennis tables

- 4.2 John said that the purchase of two new bridge tables had been approved at a cost of \$25 each. They were replacements for two old tables.
- 4.3 Subsidiary Groups – John said that Travel Group had been unable to find a new Treasurer (Sue Norcross has retired from the post), and therefore may cease to exist. Sue said that she will speak to the group leader.
- 4.4 John gave everyone a copy of the branch account and said that it seemed unlikely that membership fees would need to be increased for 2019/20.
5. **Technical Report** – Peter had nothing to report
6. **Membership** –
- 6.1 Brenda explained that duplicate membership cards had been issued in some cases (list given out at meeting) and that some members may have therefore paid their fees twice. It was agreed that Brenda should contact those involved to resolve the issue. John E said that he could put a code on the site so that members can't join twice.
- 6.2 The meeting agreed that last year's Group Directories could be destroyed
7. **AOB**
- 7.1 Matters concerning MYCT (Malvern Youth & Community Trust), were in abeyance as John (Cube Manager), said that the group had 'jumped the gun' in contacting us.
- 7.2 Jenny just highlighted the recent communication from National re Safeguarding
- 7.3 Jenny advised that National had contacted all branches to highlight the fact that 'Membership Subscriptions' should now be used at all times ie NOT the phrase 'Capitation'.
- 7.4 John Knee has ordered diaries & they should arrive in time for the Groups Fair
- 7.5 Jenny referred to the upcoming AGM & gave everyone details of the relevant dates eg for receipt of nominations etc. The AGM to be discussed in more detail at the next meeting.
- 7.6 Brian will check all venues that our groups use to ensure that Health & Safety requirements are upto date. Also, Malvern St James sports hall had been recommended as a venue because it is very large, eg for Group Fair.

NEXT MEETING FRIDAY 19/10/2018: 10am The Cube

Signed _____ Sue Lamberton

