



Minutes of Trustee meeting Friday 19/10/2018: 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.

Also Present:- *Mr David Oliver – Proposed new Branch Treasurer;*
Mr Richard Phillips – new Treasurer of Travel Group

1. (1a) David Oliver was welcomed to the meeting
(1b) Mr Phillips was welcomed to the meeting and co-opted as a Trustee.
Proposed by John Knee; Seconded by John Elkington
2. **Minutes** 24/8/2018 approved & signed
3. **Matters Arising**
 - (3a) Feedback from Groups Fair
 - Annette said that the morning went well but it was hard work as 17 tables had to be transported from The Cube to the theatre and washed following the fire at The Cube. She thanked those that helped on the day but said that really much more help was needed and should be sought from the membership for 2019.
 - 'Handicrafts' started a 2nd group on the day; Canasta group is short of a 2nd group leader
 - A refund/credit of £75 is due to branch as the automated notice was not put into use. John Knee will follow up
 - Not sure about booking the theatre next year so Sue & Brian will consider the new sports hall at Malvern St James college
 - (3b) Sue did not contact group leaders about joining the Trustees as volunteers have come forward to become the Groups Coordinator. No final decision yet. It was suggested that the job be split in some way and Tessa as Newsletter editor volunteered to write and issue The Bulletin.
 - (3c) Richard is the new Treasurer of travel group and had organised the appropriate forms to amend signatories to add himself, David and Sue. Jenny is a signatory.
 - (3d) Brian has started the process of checking our venues re prices charged and Health & Safety matters.
 - (3e) The group leaders meeting is on Tuesday 30th October & Annette has prepared the agenda. JJ agreed to take notes of the meeting.

4. Finance/Funding Bids

- (4a) John Knee presented his account/forecast. Peter felt that it was unlikely that £2800 would be spent on equipment in 2018/19 and John Elkington wondered what 'miscellaneous' costs were. JKnee explained that this covered monies such as those received/paid for the Welsh Group St David's Day lunch for example. JKnee said that cash reserves stood at £8000 approx.
- (4b) Jenny had received a request from Keith Redbourn for a refund of expenditure @£60.49 following the setting up of his Walking Football group. Approved.
- (4c) JKnee said that the leader of the branch Singing Group had asked for funding for a pianist @ approx. £40.00 an hour. The group is small and meet weekly. The meeting felt that this went against the principles of The U3a. Sue will speak to Anne the leader to check how frequently a pianist is needed etc and Annette will put a request in the Bulletin.

5. Newsletter

The latest copy is about to be issued and Roger will take over the mail merger.

6. The Cube

Peter said that there was to be building work going on following the fire. He was however concerned that access had been gained by those not authorised, to our two cupboards with keypad access. It was agreed that new locks should be purchased resulting in a new security code.

7. AOB

- (7a) Jenny said that Christmas lunch price had been decided upon between herself and JKnee and bookings were now being received. As this is Jenny's final year as secretary she will not be organising the lunch next year but pointed out that any member could take responsibility for it.
- (7b) Peter suggested that we should change our email domain provider which might cost approx £300 for a licence. Peter will check and advise further idc.
- (7c) Annette wondered whether it would be useful for certain Trustees to have their own laptop with information on so that this could be handed on to new officers but there was some reservation about this.
- (7d) Peter said that he keeps some U3A equipment at home but it is very old and wondered if he could keep it. Approved.
- (7e) JohnE said that an update on groups was that he had received details from 50 groups re their membership; 50 were outstanding; 50 people had not yet paid their membership. John and Brenda will follow up particularly as, if those who had not paid their membership were attending meetings they would not be covered by U3A insurance.
- (7f) JohnE said that the cost of website hosting @ £218 was due for renewal. Approved.

8. The 2018 AGM – Jenny had prepared notes and questions for discussion:-

(8a) *Someone is needed to count members in & check membership numbers?*

- Jeff will count members in & let Jenny have that number before voting commences to ensure that we have a quorum
- Peter will check that membership is paid/for membership numbers on his laptop

(8b) *Tellers are required to count votes (Coloured card will be used again).*

- Brian, Richard and Roger volunteered

(8c) *Jenny said that according to our Constitution we need 71/2% of membership present*

- Brenda said that we have 1540 members at today's date

(8d) *Ensure that the website has – 2017 AGM Minutes; Copy of current Branch Constitution.*

- YES – checked by JJ

(8e) *Revised Constitution to members?*

- Sue suggested that copies be made available to members as they entered the AGM. This was agreed and Peter will print 150 copies

(8f) *Jenny wanted to check with the Trustees that her view of the Resolutions we need to put to members following the amendment to our Constitution was :-*

1st – A Resolution to allow us to delete the no change clause AND THEN

2nd – A Resolution asking members to accept our new Constitution

- This was agreed by the meeting
- Jenny will put these together & send to Trustees to check/for guidance!

(8g) *Jenny said that members need to print from the website or be sent:-*

An agenda; 2017 AGM Minutes; An officer nomination form;

A proxy voting form; Copies of reports from the Chair, Secretary; Group Coordinator

- Jenny will send these documents to Peter & to JohnE
- Peter will prepare 200 for posting for (those members not using email) and volunteers will go to his house to envelope the documents

NEXT MEETING FRIDAY 30/11/2018: 10am The Cube

Signed _____ Sue Lamberton