

MALVERN U3A

Charity Reference Number: 1069591

Minutes of Trustee meeting Friday 30/11/2018: 10am @ The Cube (JJ)

Present:- Sue Lamberton (SL) (Chair); David Oliver (DO)(Treasurer); Jenny Jackson (JJ) (Secretary);
Angie Cantrell (AC) ; Brian Chesney (BC); John Elkington (JE); Tessa Hartog (TH); Roger Hunt (RH); Brenda Johnson (BJ); Jeffery Thorogood (JT).

Apologies:- Jenny Clayphan (JC); Richard Phillips (RP); John Price(JP); Linda Scott(LS);

Sue welcomed the new Trustees.

1. Minutes 19/10/2018 approved & signed

2. Matters Arising

- 2.1 Group Leaders meeting – It was felt that it went very well and it was heartening to see so many group leaders present.
- 2.2 AGM – Again there was a good attendance with 102 members present and the new Constitution was approved unanimously (ie no-one against and no abstentions). An email had been received from a member stating that the AGM was void but his assertions were incorrect and SL had responded to him.
- 2.3 The Groups Fair venue in 2019 will be Malvern Theatre again. SL & BC went to Malvern St James School but tables and chairs cannot be used in the relevant room.
- 2.4 No refund @£75 is due from Malvern Theatre as they insist that mobile screen was in use
- 2.5 The singing group still has not found a pianist but Annette Maxted is going to ask a member of the recorder group if they are interested in helping out. If this doesn't work, the meeting felt there was little else we could do.
- 2.6 The previous locks remain on the equipment cupboards at the Cube but the access code has been changed by Peter Corfield. This new code is only known by Roger Hunt, John Price and Dick Harris.
- 2.7 Following last meeting Peter Corfield has information on the cost etc of changing our domain re website etc. SL has spoken to him and he will forward information to Trustees and attend the next Trustee meeting to discuss his recommendation.
- 2.8 Non payment by members is based on information sent in by group leaders. Most of these lists have now been received and only four members remain who have not paid their membership fee. We currently have 1607 members.

Calendar Items:-

3. Finance/Funding Bids

- DO has had the handover meeting with the previous Treasurer John Knee and they will have another meeting in the new year.
- David has been to Lloyds bank and is now confirmed as a signatory and, he is now a signatory for the Military History and Geology groups.
- DO explained that Scottish Widows still has John Knee & Andrew Haig as signatories and given that there is little in the account it was decided to close it and transfer the monies to a new account at Lloyds Bank.

4. Website – SL thanked JE for managing the website so well.

- JE said that we had a good hosting company who gave good support when it was required.
- JE said that he usually paid the fees with his personal credit card and asked for a U3A card to be made available to him. DO agreed, and will make the necessary arrangements.
- JE wondered whether the funds held in our Paypal account needed to be transferred elsewhere. DO will check.
- RH, as understudy to JE, wondered when he will cease as a Trustee. JE said that was November 2019 but that he was prepared to continue to maintain the website as a 'member'. JE reminded the meeting that we can also call on the services of Aiden, a professional in IT.

5. Role Allocation of Trustees

- RH will set up the projector etc for speakers at the monthly meeting and the use of computer information
- JP will deal with equipments bookings and maintenance
- JC is the new Group Leader co-ordinator but Tessa has taken over the preparation/issue of the Monthly Bulletin
- AC will co-ordinate the tea rota for the monthly meeting

6. AOB

6.1 BC said that the new Cube booking system (SKEDDA), is much easier to use and that U3A bookings have been done to 12/2019. July and August bookings had to actually be removed. BC also advised that following the fire, the refurbished areas should be available in Spring 2019.

6.2 JJ said that she had received an invitation from the organisers of Malvern Civic Week (21st to 29th June 2019), to take part and display something about U3A. AC will investigate further.

6.3 JJ had received information from the Creative Writing group stating that they were going to publish a book of the group members' writings. This would be available, at no charge, to group members and their families, and group members would pay the cost of printing etc. Assurance was being sought from the group that as no profit was to be made that this was within "U3A rules". The Trustees agreed that this was fine. JJ had replied to the group.

6.4 JJ read the email that had been received from Jeni Chesney re the Sight Group.

BC said that there were approx 20 members and they wished to become a Branch group from 9/2019. It was agreed.

6.5 JJ said that she felt we needed upto date guidance on what commercial information we pass to members and what we don't. This followed receipt of an email from a member who had discovered that Fred Olsen Cruises offered a 5% discount to U3A members on the cost of a cruise. . In the past we had declined to pass on any information rather than take time making a decision about what was acceptable.

The meeting was divided in what was ok and not ok and JJ explained that she had contacted National office re this matter as she gets lots of advertising, targeting our members/ the age group etc on a weekly basis. A reply had been received from Sam Mauger who said that it was ok to pass information onto members as long as we were not seen to be promoting, recommending etc any of the offers. However, as Sam said she would investigate further, it was decided to await her full response.

7. Date setting

(A) TRUSTEE MEETINGS - The Cube – 10am to 12pm
1/3/2019; 12/4/2019; 17/5/2019; 28/6/2019;
30/8/2019 (*To include planning Group Fair*)
11/10/2019 (*To include planning for Group Leaders meeting & AGM*)
29/11/2019 (*Meeting after the 2019 AGM*)

(B) ALSO - ~ Monday 2/9/2019 – Group Fair at Malvern Theatre
~ Tuesday 29/10/2019 – Group Leaders Meeting at The Cube
~ Tuesday 26/11/2019 – AGM at The Cube 2pm

NEXT MEETING FRIDAY 1/3/2019: 10am The Cube

Signed _____ Sue Lamberton