

Malvern Branch

Charity Reference number: 1069591



Minutes of Trustee meeting Friday 30/8/2019: 10am @ The Cube (JJ)

Present:- Sue Lamberton (SL)(Chair); David Oliver (DO)(Treasurer); Jenny Jackson (JJ) (Secretary); Brian Chesney (BC); Jenny Clayphan (JC); John Elkington (JE); Tessa Hartog (TH); Roger Hunt (RH); Richard Phillipps (RP); Linda Scott (LS);

Apologies: - Angie Cantrell (AC); John Price (JP); Jeffery Thorogood (JT).

1. **Minutes 28/6/2019** - Agreed and signed

2. **Matters Arising**

2.1 Because of Trustee concerns about the cost of small groups hiring rooms for meetings DO had been through some invoices and found that in fact not many small groups are involved so there would not be a great saving if this changed. SL said she would contact a few to see if alternative venues were possible. She will also email Group Leaders to ask them to consider meeting at home or using smaller venues if appropriate because of rising costs.

2.2 JC confirmed that the Group Leaders meeting will be at The Cube on 29th October 11am to 12pm.

2.3 The arrangements for the Group Fair eg marshalls needed; tables needed etc, were discussed. JC said details of Health & Safety details would be displayed and small handouts had been prepared.

Calendar Items:-

3. **Finance/Funding Bids**

3.1 **Finance:**

(a) DO had sent Trustees details of current position as he anticipated a possible loss @£1200 mainly due to the increased cost of room hire. He thought that this may mean an increase in the membership fee 2020/21 - to be considered in due course.

(b) £400 Gift Aid had been collected & a generous donation @£700 had been received from Val Allen

(c) JE said that Paypal was still an issue as we should be charged less as a charity. May seek help from National Office.

3.2 **Funding Bid** – Had been received from Victoria Park newly refurbished but without enough chairs. Malvern U3A had been asked for a contribution so BC will write to them and ask how many chairs they have, how many are needed and the cost.

4. **September Calendar item brought forward-**

Newsletter TH advised that the closing date for the next issue was Friday 6th September for October issue

5. A.O.B.

5.1 RH suggested that BCC should be used when using 'groups' general email address, Agreed.

5.2 RH had sent Trustees a schedule showing printing costs which for 2018/19 was £5981.00. In order to make savings it was agreed that –

(a) Only one Group Directory would be sent to couples. JE said he would make two lists ie joint and single households. LS asked if new members could still be sent a copy of the Directory. Agreed.

(b) We would issue only two Newsletters - Spring and Autumn

5.3 SL said that she had read the Group Leaders Handbook and found several Inaccuracies. It was agreed that she would review and rewrite as necessary.

5.4 AGM:-

(a) JJ set out the relevant dates for issue of information to members. She said that it would help printing costs if the only report that was posted to members was that from the Chair (SL). Other reports would be read to members at the AGM. Agreed.

(b) The help that would be needed on the day eg chairs, counting members as they arrived (for quorum purposes), and checking membership cards etc was discussed and agreed.

5.5 RH said that

(a) as he is now the new Cube contact re U3A matters he has suggested to Jon the Cube manager that he Roger, attends the Cube Trustee meetings. but he has yet to hear further

(b) Said that Malvern U3A are welcome to use The Cube for 'events' eg Quiz, groups' performance

It was decided that (b) would be considered again after the AGM and consider the Cube re possible event for 25th anniversary of the formation of the branch in 2020.

NEXT MEETING FRIDAY 11 October 2019: 10am The Cube

Signed _____ Sue Lamberton

