

WOLDS U3A COMMITTEE

Minutes of the meeting held on 01.04.16

1. Present: S. Adamson, P. Casson, A. Dymond, W. Kavanagh, M. Killin, J. Pickering, T. Pickering, K. Taylor, H. Walker.
2. Apologies: D. Bannister, T. Carrick, W. McKintyre.
In David's absence Susan chaired the meeting.
David H. has resigned as Secretary with immediate effect. Thanks were expressed for his hard work since taking up the post.
3. Minutes: The minutes of the last meeting were accepted as a true record.
4. Matters Arising: To be dealt with as agenda items.
5. Communications: Details of national workshops were given which will be displayed on the notice board.
6. Membership Report: 271 renewals have already been receipted. 11 new members were registered in March which is a record for this time of year!
7. Treasurer's Report: The accounts are ready for the auditor and for the AGM. The capitation details are ready for HQ.
Alan will contact the caretaker re the new notice boards.
25th Anniversary celebrations - £570 paid in from members, £615 paid out which included guests. The bill for the cake is still to pay.
8. Open Day 2016: A problem with the date of this has arisen due it clashing with the Walking Club holiday. After discussing various possibilities Alan proposed, Trevor seconded and the committee voted to move the Open Day back a week from Thursday, 8th September to **Thursday, 15th September**. [This is subject to the hall being available.]
Peter volunteered to oversee the organisation of the event. Susan said **Toby** has also offered help.
9. Group Leader Meeting [21.04.16, 2.00pm, Community Centre].
 - A letter has been sent to all Leaders giving details and with a return slip to say who will be attending.
 - During discussion it became clear that, as a committee, we had not dealt well with the Group Leader Packs. They had been handed out without committee members being familiar with the contents and going through them together. [Some committee members had not even seen a copy.] Concerns voiced by Group Leaders might not have arisen had we managed this better. It was agreed that we should admit that we are 'only human' and should offer our sincere apologies to the Leaders for the confusion caused.
We then spent time working through the pack so that we can explain it to the Leaders in an informed manner at the meeting and seek their opinions on some points.

Firm decisions taken were that -

i] the maximum amount held as petty cash by any one group should be £100.

ii] the Annual Group Attendance Sheet should be removed as a similar form is already filled in for the Membership Secretary.

- **Committee members please be there by 1.30pm.**
- Tea and biscuits to be served as Leaders arrive.
- Items to include – asset registers, September Open Day, Membership Secretary vacancy, information about Askham Bryan event, monthly tea rota, newsletter, nominations for the AGM.
- It was felt that, as the Group Leader Pack will probably need most discussion, it should be the last item.
- Hilary gave her apologies for this meeting as she will be on holiday.

10. AGM:

The Agenda, Accounts and Nomination forms will be sent out at the end of May.

11. Any Other Business

- **Roles and Responsibilities:** These must be clarified at the next committee meeting as they need to be in place before the new committee is elected. **It was suggested that those currently in post bring a list of what they currently do.**
- **Replacement computers:** This was deferred until the 'Roles and Responsibilities' have been established when we should know what equipment is actually needed to support each role.
- **Music Licence:** We still have not tracked down the current licence. Susan to check through the files passed on from Davis H.
- **ACCORD:** David and Susan are attending the meeting on 6th April.

THE NEXT MEETING WILL BE ON FRIDAY 6th May at 11.00am.

After meeting notes:- The hall is now definitely booked for Thursday, September 15th. The time is slightly earlier than usual, 1.30pm – 3.30pm. It would be helpful if committee members could be there at 12.30pm please.