

## WOLDS U3A COMMITTEE

### Minutes of the meeting held on 05-08-16

1. Present: S. Adamson, M. Blackwell, P. Casson, J. Dunn, P. Dunn, B. Kavanagh, M. Killin, W. McIntyre, K. Taylor, H. Walker.
2. Apologies: G. Carrick, T. Carrick.
3. Election of Vice-Chairman: Susan was nominated, seconded and unanimously elected to this post.
4. Minutes: The minutes of 01-07-16 were accepted.
5. Matters Arising:
  - i] Peter was nominated, seconded and elected as Secretary.
  - ii] Group Liaison – Open Day, Thursday 15<sup>th</sup> September 1.30pm – 3.30pm. [Committee please come early]. Margaret and Hilary are around the week before if needed. Janet, Phil and Keith will produce posters and fliers to distribute locally. Peter to contact the press.  
Janet has booked **Thursday, 6<sup>th</sup> October** for the Group Leaders' meeting.
  - iii] Letters of thanks have been sent.
  - iv] Loop System – Dr McIntyre has put this suggestion to the Community Centre Management Committee and it has been favourably received. Quotations for a digital system will be sought as analogue hearing aids can be easily adjusted to receive this.
  - v] Computers – new machines have been purchased for the Treasurer and Secretary. Margaret to investigate whether the old ones could be given the East Riding Refurbishment Scheme.
  - vi] Paid Tutors – Hilary to produce a draft form for discussion next time.
  - viii] Roles and Responsibilities – The committee agreed we need a written version so Susan circulate a draft ready discussion at the next meeting. She also volunteered to cover the roles of Membership Secretary and Treasurer either in emergency or during long periods of absence.
  - ix] ACCORD – Margaret and Susan to attend the meeting 28.09.16.
6. Communications: TAT items to be placed on the notice board. Attention was drawn to the item seeking members' views on 'The Way Forward' for the U3A.
7. Membership Report: Bill expressed his thanks to Susan for all her help as he takes on this role. We have 380 paid up members [including 2 new] plus another to process. **PLEASE do not accept membership fees from anyone unless they also hand over a completed form.** It was suggested that blank forms be made available at the monthly meetings.

8. Treasurer's Report: Maureen presented the monthly statement. In future she intends to show the 'sundries' in more detail. She also intends to give each group a quarterly balance sheet of their own finances. The committee agreed that there was no need to continue to keep written accounts as long as the computer accounts are backed up. It was also agreed that, on the asset register, items costing £200 or less need not show depreciation. Over £200 depreciation must be shown – the Treasurer should be consulted for guidance.
9. Any Other Business:
- a) Dr McIntyre to write an article for the newsletter describing Trevor and Jean's contribution to our U3A. Also to be sent to 'Third Age Matters'.
- b) The committee agreed that the Walking Club Holiday refund should be used to pay the speaker and to tip the driver. Anything still left to be shared to be between the participants.
- It was pointed out that any holidays should be cleared by the committee beforehand.
- c) The TAT blue folder has been passed on by the previous chairman and it was suggested that committee members would benefit from reading it and from having a copy of any parts relevant to their roles.
- d) Roll-flat maps – Phil explained what these are and said they would augment the Walking Club's display on the Open Day. The total cost would be £98. After some discussion the committee agreed to the purchase as the maps might also be useful to other groups in the future.
- e) Tai Chi – a man with special needs has been attending this group supported by his carer. He is greatly enjoying the sessions and the group members have no concerns with his presence. As the U3A has no specific age limit and he is not in employment it was proposed, seconded and agreed that he can join Wolds U3A.
- f) It was decided that members should be asked to sign in at each monthly meeting. Hilary to amend AGM form and email to Keith.

THE NEXT MEETING WILL BE ON FRIDAY SEPTEMBER 2<sup>nd</sup> at 11.00am.