

**Minutes of the 171st Committee Meeting of the Buckingham and District U3A held on  
Monday 24th February 2014 in Buckingham Town Council Chambers**

**Present:** Pam Tonge (Chairman), Clive Cowdy (Vice Chairman), Joan Hatherley (Treasurer), Val Bradley (Business Secretary/Group Liaison Officer), Roland Simpkins (Webmaster), Dusty Roades (Speaker Seeker), Di Procter (Minutes Secretary), Carolina Kenealy (Newsletter Editor) David Angrave (Technical Resources), Gina Crouch (New Members Support/Publicity)

- 1     **Welcome:** Pam welcomed everyone
- 2     **Apologies :** Lesley Suggate (Membership Secretary),
- 3     **Minutes of the Last Meeting:** were approved and signed:
- 4     **Matters Arising:**

**Shadows for Committee Members:**

Gina confirmed that Barbara Willis had offered to be her shadow as New Members Support/Publicity. Gina also said she would be prepared to take over Val's job if someone could be found to take on hers. Val said that Liz Loutfi had offered to be her shadow as GLO but was unable to attend Committee meetings on a Monday. After a discussion it was agreed that job descriptions for the vacancies go in a special June Newsletter. The role of Minutes and Business Secretary to be combined as Val Bradley and Di Procter will be standing down at the AGM as will David Angrave. Beryl was in discussions with a potential shadow reference holidays and Irene Parsons was to shadow on outings. Beryl may give up theatre bookings due to lack of numbers. There is a possibility to liaise with MK U3A on theatre trips to boost numbers and it was also suggested that we ask members for their views.

**Shadows & Committee Members meeting:** Monday 14<sup>th</sup> July at the Golf Club.

**Local Transport Survey:** Neither Clive nor Pam had attended the recent Transport meeting. Clive reported on Dial-a-Car. Survey forms to go in April Newsletter, copy deadline 27<sup>th</sup> March.

**Action: Clive**

**GC Lunch, Thursday 5<sup>th</sup> June 12.30 – 2.00pm:** Room was booked from 11.30 to 2.30pm. Budget last time was £180. Plastic cutlery to be available.

5     **Chairman's Notes:**

**Charity Stall Update:** Last month we banked £115 for our charity MIND which included the money from the Festive Lunch raffle. Books and Magazines this month.

**Feedback from Group Co-ordinators Meeting 12<sup>th</sup> February**

We had a full committee turnout plus 34 GCs with apologies from 18. Discussed problem on the day with access to the hall as it was only available from 15 minutes before time booked.

**Action: Clive/Di to check with Paddy.**

**Venues:** BCC own Buckingham Centre and AVDC staff are to be withdrawn within 3/4 months. Awaiting response re access. Pam has asked to be kept informed as it could affect 11 groups. Valerie Shaw had 34 people at the French Lunch in Chackmore Village Hall. Charge is £10 an hour, booked through the Queens Head. Val said that Dadford Village Hall was a possible future venue, contact is Ivy Cakebread. GCs book their own venues. Maids Moreton Village Hall has a new committee so no problems there.

**Emergency Contact Lists:** The emails from Stan Surzyn and Lesley Suggate were discussed. It was agreed there was no need for details to be held on a database. Beryl already sends Pam a list of contacts for holidays. It was agreed to suggest to GCs that when booking the Winslow Bus or a coach, the GC should have a list of names of members on the

trip and pass the list round on the bus for people to put in emergency details if they wished which could be shredded afterwards. The GC's mobile number needs to be available to members on each outing and members to be invited to take their mobiles. So far as walking groups were concerned, it was up to individual members if they wished to carry contact numbers with them. In future, if a booking form was used, there could be space for emergency contacts.

**Action: GC email**

**North Bucks Spring Fair:** 23<sup>rd</sup> March was discussed at the GC's meeting but there was no interest and Pam had advised BTC accordingly.

**New Members Coffee Morning:** 24 people attended including five committee members and Sue from the Recorders group who had successfully recruited new members. Many new members had recently moved to Buckingham from outside the county. Two members from Brackley said it was difficult to join groups due to lack of local transport as they did not drive; both belonged to Poetry Reading and one of them would love to join the Latin group but could not get to it every week. Steve Watkins had volunteered to be GC for Classical Greek and/or Hebrew and might be interested in becoming GC for Chess and Go! Several people were keen to join Bridge groups and there was a potential new member interested in joining woodworking. **Action: Pam to investigate insurance at the Cote and cost of hire.**

**Beds-Plus:** Ann Mathews, Leighton and Linslade U3A wanted to set up a Beds-Plus Music Library with the aim of swapping music sheets. We had spent £150 two years ago for music sheets for our Singing for Fun Group. After discussion, it was agreed not to participate. Ann to contact her local library. Carolina showed two designs for a poster for The Gallery event at Milton Keynes for approval. Gina had posted off leaflets. It was agreed to order 10 posters in different sizes. **Action: Carolina to arrange printing of posters and Pam to re-order leaflets:** Pam and Carolina to attend the official opening at 6.30pm on March 6<sup>th</sup>.

**6 Treasurer's Report:** Joan went through the accounts. Cafbank may charge £52 a month in March and April if we had gone over our 600 cheques limit. Joan had discovered that their year runs from May to May. Sufficient funds to pay for Christmas and Summer Socials from Cafbank account without touching subscriptions. Clive and Beryl now had Debit Cards. In future, Joan will separate out the totals for Holidays, Outings and Theatre trips on the Social Account. Re Holidays: for 15 places or over, Airedale Tours offer 75% discount; for 20 places, they offer 1 free place and for say, 27 they offer a free place plus 25% discount. Beryl had booked a holiday to Sidmouth on 28<sup>th</sup> March with 75% discount. This holiday had been announced at January meeting but not advertised on web page or newsletter. There was a discussion about allocation of free holidays and discounts. **Action: Pam and Joan to have a meeting with Beryl.** It was agreed to review procedures at year end. Clive to hold cheque books in Joan's absence while she is on holiday from 12<sup>th</sup> to 19<sup>th</sup> March. An invoice had been sent to George Walker for server. **Action: Roland to liaise with Joan when to cancel invoice.**

**7 Group News:** Val had arranged a preliminary meeting for the new Board Games Group; out of 8 only 3 turned up. Daphne Forsyth is the new GC. They will join the Mah-jong session. Marilyn Day will book the Mezzanine Room, details to go in newsletter. Woodworking and Carpentry group: 3 names so far. Mike Baker, GC said the Woolpack had quoted him £10 an hour which is being investigated. There is a change of venue for the Play Reading group. Jane Walker said the Singing for Fun Group needed a replacement keyboard. Clive said that Scope had advertised one for £60. **Action: Pam would ask members for a second hand one and investigate charity shop item.**

The May Committee meeting will be on **May 19<sup>th</sup>** and the monthly meeting on May 28<sup>th</sup>

## **8 Membership**

The current membership stands at 705. Number of records on database 920, lapsed members 53, past members 162. Current members with GAD 420, S.O. 415, emails: 438 and e-newsletters received by 196 members. Pam is circulating list of lapsed members. Information will be sent to the Direct Mail Scheme in March, August and January.

Shadow required to take over in 18 months with 'access and excel' skills.

Lesley had taken note of the points raised at the GC's meeting re Membership cards and will discuss costs with Philips

## **9 Website**

Roland had received several reports since the GC's meeting. Clive proposed that we should put the Committee Minutes on our Website after they are approved. Seconded by Joan and agreed with one abstention. GC's who had not yet sent a photo to Roland to be reminded to do so. Pam thanked Roland for all his help. **Action: GC email**

## **10 Any Other Business**

**Newsletter:** Carolina asked that GCs send in photos or logos separately to their reports. **Action: GC email**

**Equipment:** The Digital camera had been donated to the Charity Stall. It was agreed to advertise the overhead projector and to take it off the Equipment Register.

**Wednesday's meeting,** 26<sup>th</sup> February tea rota: Spanish Groups. David said the speaker had been in touch and wanted six chairs in front of the stage for volunteers she would be bringing with her. She would invite audience participation. Clive sent his apologies.

**Speakers:** Dusty said two speakers had cancelled since Christine had booked them. In April we will have "Songs for St George's Day" and in September, we are hoping to have someone from Buckingham University to talk to us. **Action: Dusty to advise Roland of changes for website and Carolina for Newsletter.**

**Bucks 50 Plus Forum:** Older People's conference 26<sup>th</sup> March, Aylesbury. Clive and Rosie to attend. **Action: Poster to go on Notice Board**

**New members:** It was clarified that membership cheques need to be sent to Lesley.

**Date of Next meeting:** 24<sup>th</sup> March 2014 in the Council Chambers. Di gave apologies. Jennie Smith will take the Minutes if Di can't be there.

Minutes approved 24<sup>th</sup> March 2014 after one amendment

Signed *Pamela Tonge*  
Chairman