



## Minutes

### For the 194 th Committee Meeting held at 11.00 am on Monday 22nd February 2016 in the Buckingham Town Council Chambers

Welcome:

**Attendance:**

Present: Clive Cowdy (Chairman), John White (Technical resources), Lilia Bogle (Group Liaison Officer), Carolina Kenealy (Newsletter Editor), Roland Simpkins (Webmaster), Martin Paul (Vice Chairman and Speaker Secretary), Rosemary Gadd (Secretary) Don Horne (Publicity)

Plus: Lesley Suggate representing Membership secretary

- Welcome

- Apologies:

Janti Mistry ( Membership secretary)

- Minutes of the Meeting held on 25<sup>th</sup> January 2016 Approved

- Matters Arising:

Mike Baker not willing to shadow Roland but happy to support John White if needed.  
Xmas meal booked 15<sup>th</sup> Jan 2017

- Chairman's Report:

Received TAT document folder: Clive to peruse then pass on as needed.

Stick with position of U3A membership prior to going on trips.

Clive reported that there had been a problem with a member in one group and a formal warning had been given. He proposed that a warning process be documented for GC's.

- Treasurer's Report

2 Barclays bonds . 1 repaid . 2<sup>nd</sup> repaying in Oct

3 accounts: Total funds £18450

£2698 in social account

BCC charging for library rooms. Invoicing by Direct debit. Invoices to be to U3A not Paddy personally.

Venue for croquet £250: Seeking alternative.

Gina Crouch enquiry re licence for recorded music. Licence held.

Bank accounts: Janti can look at subs account read only.

CAF account 2 signatories

Lloyds Read only

No shadow in place: Back up on email accounts.: Clive to appeal for a shadow at open meeting.

Red Cross centre open this Saturday: Open tea

- Secretary's Report

Readers children in schools – Thame contact – U3A volunteer persons – schools will

run it – Talk to lady in Thame – We act as conduit – Advertising agency for charity -  
Committee happy to proceed –

People who have joined but not receiving information – Janti resolving – joining pack not available – Janti welcomes and send newsletter – standing order forms – officers available at open meeting – new members meeting should resolve problems – Lesley to talk with Janti

- Membership Secretary

757 members currently: Lapsed members about 60  
Possibly need to check if Brackley folks have renewed.  
258 people getting newsletter by email. (Some joint)  
Have never limited our size for U3a. Word of mouth seems most powerful.  
Currently advertise in Newspaper. Possibly get newsletter and groups list into library.  
Don to action. If numbers get too big then can split the sessions.

Roland reports: Charities can use Direct Debits but banks would charge for service. This would be advantageous if fees alter but no plans currently.

Someone is paying in with no contact details.

- Group Liaison Officer

Still need more information about group size  
Concerns about size of some groups eg gardening group. Outings causing difficulties when small gardens. Some members don't turn up ...others waiting. Family History problems: Closed group due to venue size. Book group started new group.

Questions re insurance/vistors/accidents/copywrite. Lilia researching.

Community centre costs unchanged. Line Dancing seeking alternative venue.

Please direct enquiries to correct person on committee.  
If issues in groups need to come back to committee

“More Time to Learn” books for GC's. Paper copies.  
New notice boards; Laminated posters for them.  
DVD on U3a: Possible to show to new members: Clive to review

Guidelines for coordinators:

Looked at previous versions: Drafted new version.  
Possible small group to check through. RG to email to all committee.  
E mail Clive if you have input or if you are happy for sub group to put together.

Group etiquette document: May not apply to every group.  
Group Liaison responsibilities document.  
Clive to check we sit within Tat guidelines.

Handbook/Pack for new coordinators. Old copy Jan 2008. Lilia has contacted other U3A groups. The handbook should cover questions as asked in meeting: Insurance/disruptive members etc. Draft copy available. Lilia to send then RG to circulate.

Logo to be local one rather than the national one

Venues list to be created: No prices: Venue/contact and capacity but no price.

Once documents updated some website updating/navigations alterations may be needed.

Agenda for group coordinators meeting in April. 7th April Lunch 1-4 RG and Clive to send out Please can committee try to attend.

Don: coordinator for 4 person Bridge group; Need new members: Monday mornings 10am Chandos court. Casual group. Put on noticeboard for open meetings.

- **Speaker Secretary**  
Ken Satherthwaite on History or rope this week. 2.15 to set up. Lapel mike, screen and tables.  
Letter to GC's has gone out. 4 enthusiastic responses.
- **Technical Resources**  
PAT testing needed. John to arrange
- **Website**  
Success of theatre trips so Page changes to signpost and reflect interest.
- **Social Matters**  
Maggie: Concern re numbers: Poss max of 180 She suggested that tickets be sold at the April May and June meetikngs for the summer social. Payment on day. Could apply by post also.  
Committee felt this was too complicated and decided to cater for 180 then see how it goes.

Afternoon tea to celebrate Queen's birthday: Cake stands with little cakes. Need tea AND coffee.

Activity to ensure people on tables mix: Dusty to be asked by Clive to provide a small quiz, based around the Queen, for each table to complete

It was suggested that we reserve 2 tables for new members plus a committee member.

- **Any Other Business**  
Scheme for large cheque for Young carers: Dusty to be contacted.  
Carolina no Broad Band until 7<sup>th</sup> March but happy to get items for Newsletter: Deadline: 31<sup>st</sup> March.  
Ambling Group starting March.

Next meeting to be held on March 21st 2016 at **11 am** in the Council Chambers at the Buckingham Community Centre

**Charity No. 1071631**