

Buckingham & District U3A

Minutes

For the 216th Committee Meeting held on Monday 26 March 2018 at 10 am in the Council Chambers at the Buckingham Community Centre

Present: Martin Paul (Chairman), Paddy Collins (Treasurer), Steve Heywood (Group Liaison Officer), Derek Morgan (Webmaster), Mike Weston (Vice Chairman), Carolina Kenealy (Newsletter Editor), Linda Beazley (Speaker Secretary) and Cliff Dammers (Secretary)

Apologies: Roger Edwards, Lorna Joy, Janti Mistry

Absences: None

The Chairman opened the meeting and welcomed the Committee members.

The minutes of the previous meeting held on 26 February 2018 were approved.

Matters Arising:

Conversion to CIO

Paddy Collins reported that the Association has been registered as a Charitable Incorporated Organization and can start using the new identity. We should use both the new charity number and the existing one until all the formalities of the conversion are completed.

He has contacted the CAF Bank. He proposed that we replace the three accounts currently held by the Association with two: a new account with Lloyds to continue to be used for subscriptions and a new, general account with CAF Bank. The Committee approved the proposal and instructed the Treasurer to proceed with opening the two new accounts in the name of the Association.

The Committee approved the following signatories on the accounts: Martin Paul, Mike Weston, Paddy Collins and Carolina Kenealy.

The CAF Bank charges £5 per month plus a per cheque charge above a certain number of cheques. Lloyds does not charge provided the account holder's turnover is less than £50,000.

When the new bank accounts are operating an announcement will be made at the open meeting and in the newsletter.

The name of the Association remains the same: The Buckingham & District U3A.

The Committee agreed to switch the existing debit cards to the new CAF Bank Account. These will be issued to Beryl Carr and Di Proctor.

Payment for the Winslow bus should be paid for by a cheque, obtained in advance.

The Association's stationery will have to be changed.

Current practice for demonstrators should be continued.

There will be one set of year end accounts; the expenses and revenue during the months before the conversion to a CIO will be treated as incurred and received by the CIO.

Paddy has informed The Third Age Trust of the Association's conversion to a CIO.

Gift Aid is processed in April and should be done in the old accounts using the old charity number.

There will be a direct mailing to the members when all the processes have been completed. The next meeting of the Committee will decide whether the mailing should be done by e-mail or post. The website will report on the conversion under "Progress".

Shadows

Steve Heywood reported that there has been some interest from members to serve as shadows to Committee members.

It was agreed that the members who have expressed interest should be contacted and asked to attend one or two Committee meetings in order to how the Committee works.

Shadows are most needed for the Secretary, the Speaker Secretary and the Group Liaison Officer.

Each Committee member should look for a shadow for him or herself.

Speaker Back Up

Linda Beazley reported that there has been a good response to the e-mail and there are back up speakers for the remainder of the year. A quiz will be ready for next year.

The schedule of back up speakers will be included in the programme for next year.

Speakers and fund-raising

The speaker for the April open meeting, Clive Mear from Great Ormond Hospital, wants to have a collection box in the Community Centre during the open meeting. The Committee decided not to permit this and to give £50 to Great Ormond Hospital.

Tea Rota

Steve Heywood reported that the rota was lined up through to October 2018 and the November AGM.

It was decided that a volunteer should be appointed to provide backup and co-ordination for the teas rota.

Coffee Mornings

Carolina Kenealy reported that the coffee mornings are all organised and there has been a great deal of interest. The initial cost is £30 for tea and biscuits. The mornings will be held on the first Thursday of the month, commencing on 5 April 2018. An announcement will be put in the newsletter.

Chairman's Report

Summer Social

The Chairman will speak to Karen Burton and will invite her to the April meeting to participate in planning for the summer social.

The Association needs a volunteer to promote this year's charity at the open meeting. Carolina Kenealy will ask Roger Edwards.

Membership Secretary's Report

The Membership Secretary had circulated a membership report prior to the meeting.

Group Liaison Officer's Report

Many members have signed up for a calligraphy group but there is no trainer.

Steve Heywood will work with the members who have expressed an interest in setting up an Antiques & Collectibles group and will ask for a leader from among the members who signed up for the group.

In the past there has been an annual group co-ordinators' lunch or coffee hour. Steve Heywood will fix a date for one this year. Derek Morgan has a copy of the minutes of the GC's meeting last year and will send it to Steve.

Webmaster's Report

The Webmaster reported that there has been a lot of spam and that group co-ordinators are not replying to e-mails with Roundcube. He is working on a system that will alert members that they have an e-mail but to see it they will have to go to Roundcube.

The next open meeting will be held on 28 March 2018. The Committee confirmed the arrangements.

Next meeting to be held on Monday 23 April 2018 at 10 am in the Council Chambers at the Buckingham Community Centre.

Charity No. 1071631

Charity No. 1177534 (CIO)