



## Minutes of Trustee Meeting 02.08.2016 Lansdowne Church 10:00 am -12 noon

Item		Action
1	<b>Present and Apologies:</b> Apologies had been received from JE,SL and JJ; NB had earlier submitted her resignation. Pam Stanier Chair (PS) Peter Corfield Technical Officer (PC), Robin Clarke Membership Secretary (RC), Sue Dalley Secretary (SD) Val Holland (VH) Groups Organiser, Brian Chesney (BC) Trustee, Annette Maxted, (AM) Trustee, John Knee, Treasurer (JK), were all present.	
2	<b>Minutes of Last Meetings 19.05.2016 and 26.06.2016.</b> The May minutes were accepted. JJ was thanked for the minutes of the additional trustee meeting in June, the record of the new title for the groups organiser was altered to ensure consistency to Groups Co-ordinator. Both sets of minutes were signed as a proper record	
3	<p><b>Matters Arising.</b></p> <p><b>3.1</b> Consolidating Actions following the recommendations of the working groups. VH had resigned her role as groups leader, allowing sufficient time for a replacement and handover. AM has taken over the role and will assume full responsibility following the Groups Fair. VH was thanked for her work, and AM for her welcome offer. NB has also resigned, and BC expressed interest in undertaking the role, which has additional responsibilities following the June review. All present welcomed the offer; NB was thanked for her work as a trustee over several years. It was noted that SD will not continue as secretary after the November AGM, VH will include information about trustee changes in the next newsletter.</p> <p><b>3.2</b> PC has purchased the required software, the final documentation with agreed changes is complete and JE will ensure that the information is available on the website. SD will inform JJ of the agreed change to the title of Groups Co-ordinator,; further discussion regarding the revised role descriptors deferred pending JJ completion and attendance.</p> <p>PS congratulated all trustees on the efficiency and commitment of the work carried out by the three working groups</p> <p><b>3.3</b> JK has secured the services of a professional auditor, trustees confirmed agreement to the necessary expenditure. Christopher Boyd, based in Worcester will undertake the role, the financial accounts will be an <b>agenda item at the September meeting.</b></p> <p><b>3.4</b> JK has discussed financial management with the treasurers of the Geology and Travel groups, and explained concerns about</p>	<p>VH</p> <p>JE</p> <p>SD</p> <p>JJ</p> <p>JK SD</p>

	<p>trustee accountability. All have agreed that monthly financial spreadsheets will be seen by JK, whose signature will be required to authorise any expenditure over £200. This Treasurer scrutiny will form part of the regular financial reports to Trustee meetings (as outlined in agreed calendar of Trustee Agendas). JE will consider an appropriate sum of money to “trigger” group inclusion in this scrutiny. Trustees reiterated that this audit and scrutiny activity was intended to protect members as well as trustees, and to meet U3A and insurance expectations. <b>Future Agenda Item</b></p> <p><b>3.5</b> Group Leaders’ meeting. Date agreed November 4 10:00am. <b>Future Agenda Item</b></p> <p><b>3.6</b> Gift Aid. JK has followed the advice in the Committee reference file. He has had to restate the previously provided information to ensure continued gift aid entitlement. <b>Future Agenda Item</b></p> <p><b>3.7</b> SL has not yet secured a speaker for the AGM. Agreed that AGM business will take place before the speaker. SD to alert SL to this, trustees-or willing members-to assist SL in any “speaker hosting” requirements. <b>Future Agenda Item</b></p>	<p><b>JK</b></p> <p><b>All AM</b></p> <p><b>JK</b></p> <p><b>SD SL</b></p>
<b>4</b>	<p><b>Trustee succession.</b> Item substantially covered earlier. All concerned at the increasing pressure upon JE of growing use of- and dependency upon-the website. Technical working group to discuss sustainability plan with JE. SD to include trustee changes in Charity Commission details. VH received trustee endorsement of newsletter information and trustee interest approach .</p>	<p><b>All PC SD</b></p>
<b>5</b>	<p><b>September Groups Fair.</b> Preparation at the theatre are in hand, trustees agreed to arrive early (8am onwards), members will be informed about start time for the event. VH reported success and difficulty in getting Group Leaders to work within the constraints of table number and availability at the theatre. VH will prepare an updated press release for the Gazette. SD, VH and JJ to meet and greet in reception area. JK, SL, AM, BC. PS as group leaders will be in the main hall, and will circulate as well as maintain “their” group stalls, RC, with support from Sue and Peter, will manage the new members process, trustees again endorsed the previously considered membership renewal systems. PC and JE will deal with renewals. Trustees and Group Leaders are expected to renew online. AM will ensure collection of display boards and projector. Diaries will <b>not</b> be available on the day, but agreed to order a further 100 (same as last year) for sale at speakers’ meetings and AGM. SD to follow up diaries with JK.</p>	<p><b>ALL</b></p>
<b>6</b>	<p><b>Groups Directory.</b> PC reported major difficulties with the printed version of the new directory, which must go out in time for the Group Fair, and is timed to co-ordinate with e mail information about renewal. Pages are in the wrong order, renewal forms not included where required. PC sought and received endorsement for corrective action to date, and a small team of volunteers to sift through hundreds of envelopes. Agreed necessary expenditure, and future change of printing firm! Trustees recognised and appreciated the additional work which has been required. <b>Future</b></p>	

	<b>Agenda Item</b> Issues regarding increased dependency upon the website discussed earlier.	
<b>7</b>	<p><b>Working Partnership with Cube.</b> Use of rooms continues to work smoothly, noted that advisory group has not met for some time, PS will follow up with JT.</p> <p>7.1. Request for member details, PS reported that the requester had been referred to Group Leaders using the Cube.</p> <p>7.2 Concerns remain regarding robust catering and clearing up arrangements, in particular at Speakers Meetings. <b>Future Agenda Item</b> Suggest SL follow up successful request for volunteers with creation of small catering support group?</p>	<p><b>PS</b></p> <p><b>SL</b></p>
<b>8</b>	<p><b>Funding Requests</b></p> <p>No new requests. Trustees considered further communications from a member of the Welsh Culture Group, sent directly to the Chair and some trustees, subsequently responded to by Chair and circulated to all trustees. Trustees endorsed Chair's actions and suggestions, noting in particular the constraints upon financial support from one charity to another. Trustees commented upon the need to ensure that actions and decisions are in line with agreed and published policy, and noted that policies may change over time. Changes should be recorded; trustees welcomed the fact that the work noted above should ensure that members can be kept up to date with agreed policies and practice. JK noted that if a venue used by U3A improves its facilities, this can be reflected in their charges.</p>	<b>All</b>
<b>9</b>	<p><b>9.1 Cotswold Link</b> have invited representation at a meeting in September. PS will attend and report back.</p> <p>9.2 SD reported AGM communication from National.</p> <p>9.3 RC circulated updated membership information-we continue to grow, and new systems provide robust information. RC is seeking to ascertain members' reasons for non-renewal. The data is consistent with itself, which has not always been the case.</p> <p>9.4 Trustees have been sent an offer for U3A members from the Orchestra of the Swan. Trustees discussed how to respond to this within the spirit of non preferment, non endorsement previously agreed. The offer will be included within the newsletter, it is then up to individual members to follow up if interested.</p>	<p><b>PS</b></p> <p><b>VH</b></p>
<b>10</b>	<p>Any other business.</p> <p>AM sought and received trustee endorsement f a letter she has written to accompany the Group Leaders' handbook.</p>	
<b>11</b>	<b>Date of next meeting: 15.11.2016 Trustee meeting @9:30 followed by new members welcome Lansdowne Church</b>	<b>All</b>