

| Item | Minutes of Trustees Meeting held at 10.00am on Friday February 17 th 2017 at the Cube, Albert Rd North, Malvern (By AM) | Action by |
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| | <p>Present Pam Stanier - Chair (PS) Peter Corfield - Technical Officer (PC), Robin Clarke - Membership Secretary (RC), Annette Maxted, (AM) - Vice Chair & Groups Coordinator, John Knee - Treasurer (JK), John Elkington (JE) - Web Manager, Brian Chesney (BC) – Venues Coordinator and Jeff Thorogood (JT) (observer and potential Trustee)</p> <p>Apologies: JJ & RO.</p> | |
| 1 | <p>Minutes of meeting held on 6/01/17 agreed as true record and signed.</p> <p>Minutes of meeting held on 20.10.16 remain unsigned as the amended minutes were not available.</p> | |
| 2 | <p>Matters Arising</p> <p>2.1 AM and SD were made very welcome when they visited for lunch at Zest4life. They talked to the group of around 30 about Malvern U3A, and handed out Group Directories, leaving one with Martin Lawrence for his future use. Some of those present were or have previously been U3A members and some expressed an interest in joining.</p> <p>2.2 More information is needed about Andrew Hague's request for bridge equipment. Three replacement tables are to be purchased. JE is to look into the need for bidding boxes and/or cards. Need to know whether they would be additional or replacement items, and the cost of the same.</p> <p>2.3 BC and PC met with Jon, the Cube manager. The new online booking system is now up and running, and BC is receiving copies of all the booking emails. Recent problem with a "double booking" was not actually an admin. error. One group had taken over a room which they had not been allocated as they thought it was empty.</p> <p>JK and PC to attend meeting with Jon on Monday 20th Feb.</p> <p>2.4 PS reported that 27 2016 diaries remain unsold. They will now be recycled. Fewer diaries will be ordered for next year, and need to be ordered earlier for sale at the Groups Fair.</p> <p>2.5 PS has submitted an entry for the Spring Newsletter explaining that one of the votes carried at the 2016 AGM cannot be implemented. It transpires that it was previously agreed that parts of the Malvern U3A constitution cannot be amended. This will be revisited later in the year.</p> | <p>JE</p> <p>JK/PC</p> <p>All</p> <p>JJ</p> |

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| | <p>2.4 Items 2.3 and 2.4 to be carried forward to the next agenda due to JJ's absence.</p> | |
| 3 | <p>Speakers Report PS will contact Sue Lamberton who had agreed to prepare a report. PS will also get information and details about the guest speakers already booked. There was some discussion about the provision of refreshments at the Guest Speaker meetings. It was decided that, as take up is low and there have been issues about bringing and preparing the refreshments, they will no longer be offered.</p> | PS |
| 4 | <p>Groups and Venues Review BC has now visited over 20 venues and with PC, a database has been developed which provides details of the rooms available, including room capacity, facilities, equipment and cost . PC has collected group membership details, and group venues and is now in a position to be able to correlate group size with venues used. As venues cost £10,000 more than is collected from Group Leaders, there is a need to be able to identify groups which might be prepared to relocate to smaller premises. JE will get info from JK about actual group sizes, as these are most accurately represented by the fees paid in for each group. JK, JE and PC to liaise and share data.</p> | PC/JK/ JE |
| 5 | <p>Website Manager Report JE reported that the website is running well and many positive comments from members have been received by all. The site is very cost-effective especially when considering the amount of usage. The domain costs only £50 p.a. and the host company offers excellent technical support. 800+ members now use the site to pay their annual subs. through Paypal and this is all managed very safely and efficiently apart from one very small glitch last year. “Back office” development to access data for analysis and reports is also going very well. JE has been liaising with JK about getting the U3A accounts online. This will lead to greater transparency, and to the sharing of information which will also ensure that vital U3A information is always available to more than one Trustee. Discussion about the need for a Facebook account. All agreed that there is no need for this at present. Discussion about the security of Paypal, All were reassured that it is very secure.</p> | |

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| 6 | <p>Cube/Technical Report PC reported that the new projectors are installed and are working well. He has met with Jon (Cube manager) who is planning to repair the damaged screen in the theatre, but it will then be smaller. Jon is also planning to repair and reuse the projector which has been replaced. Suggestion that the roll down screen on the stage be used instead. Chairs to therefore face the stage for next Guest Speaker meeting.</p> | |
| 7 | <p>Newsletter PS has seen the draft of the Spring newsletter which will be circulated shortly. RO is planning to step down as editor. All agreed that the newsletter is extremely well put together and there is a real need for succession planning, as it will be difficult to find someone else who could produce such a newsletter. PS will contact RO for further discussion.</p> | PS |
| 8 | <p>AOB 8.1 Dealt with previously – see 2.2 8.2 Some discussion about a member who had difficulty renewing his house insurance and believed it was due to U3A group meeting there, but he also ran a small business venture too. Needs greater clarity about the actual situation. Central U3A have referred this issue for legal advice, and PS will let the member know. 8.3 Following the AGM, the need for a disciplinary procedure has been recognised. PS, AM, JK and JJ will form a sub-committee and will be meeting to develop said procedure. It was noted that some legal advice might be required. 8.4 Catering at the Cube continues to be problematic. After much discussion it was agreed that; (i) The two tea urns will be disposed of as they are not used. AM will advertise this in the Monthly Bulletin, and see if any community groups etc. could use them. The three kettles have been found to be sufficient. (ii) Due to odd sums of money and till receipts being found dotted around the kitchen/office and supplies often not being replenished, a decision was taken that in future all Group Leaders whose groups use the Cube kitchen should provide their own refreshments and recoup the money as detailed in their handbooks. (iii) JK to contact Jon to see whether groups using rooms other than the theatre can use the kitchen. They would need to access it from outside, if the theatre was in use. (iv) Further discussion is needed about the kitchen being locked and Group Leaders needing to obtain a key (and leave a deposit) from Jon. This would be to ensure that</p> | PS PS/AM/ JK/JJ AM JK PS BC JE |

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| | <p>the kitchen is left in a tidy state after use.</p> <p>8.5 Cotswold Link meeting on 24th March to be attended by BC.</p> <p>8.6 Annual Fees are to be increased to £14 for the year 2017/2018. JE will adjust website accordingly from 1/8/17.</p> <p>8.7 Temporary/honorary membership is needed for non-members leading geology group trips. JK has contacted Central U3A to check that this is acceptable. It was decided that this could be made available for £3.50 (concessionary). Membership will have to be applied for in the usual way. JK to inform geology group leader.</p> <p>8.8 Geology group leader has expressed dissatisfaction with the Cube theatre as a venue for their group, both the size and facilities. The price they have been quoted for using the Eden Church Hall was far greater than the price BC has been quoted. BC to contact Roger Hunt for further discussion about alternative venues.</p> <p>8.9 Geology subgroups. The details of these need to be more accessible to members and cannot be found on the U3A website, nor on the geology group's own website. AM to contact Roger Hunt to discuss.</p> <p>8.10 First Aid. PS has arranged for this to be held on 24th March. There are two places still available for the half-day course.</p> | <p>JK</p> <p>BC</p> <p>AM</p> |
| | <p>JT was happy to be co-opted as a Trustee and will fulfil the role of Guest Speaker organiser vacated by Sue L. PS will discuss further with JT once she has spoken to Sue L and obtained the relevant information from her.</p> <p>JT was heartily welcomed by Committee members.</p> | <p>PS/JT</p> |
| | <p>Date and time of next meeting: 31st March 2017 at 10.00am. at the Cube.</p> | |