

## Minutes of Trustee Meeting 20.10.2016 Lansdowne Church 10:00-12:00

Item		Action
1	Present and Apologies: Apologies had been received from JJ, SN &RO. Pam Stanier Chair (PS) Peter Corfield Technical Officer (PC), Robin Clarke Membership Secretary (RC), Sue Dalley Secretary (SD) Annette Maxted, (AM) Groups Organiser, Sue Lamberton (SL) Speakers Organiser, John Knee, Treasurer (JK), John Elkington (JE) Web Manager and Brian Chesney(BC) Room Bookings were all present.	
2	Minutes of Last Meeting 15.09.2016 were signed as a correct record.	
3	Matters Arising. 3.1 Consolidating Actions following the recommendations of the working groups. The Health and Safety guidance has been revised and information circulated to Group Leaders. 3.2 Diaries have been sold at the monthly speaker's meeting, and will be available at the AGM. AM has the diaries, and will sell them at the GLdrs meeting. Agree that diaries must be paid for in advance of receipt. 3.3 Catering at the Cube remains an issue; members are willing to assist in organising refreshments at meetings, but the "management" and control of refreshment provision is a problem. We do not have a trustee identified as responsible for this, or other social events activity. Agreed that this will be	АМ
	promoted at the AGM.  3.4 SL has researched and costed the purchasing of smaller mugs, possibly with the U3A logo (!). After demonstration and discussion trustees realised that storage space at the Cube should be agreed before a decision is made to purchase. SL will seek information from Jon at the Cube, and proceed to purchase the U3A mugs if space is available. PC reported that the next Cube liaison meeting is scheduled for November. He will attend.	SL

	3.5 Printing Arrangements. Agreed to remain with the existing printers, despite most recent errors; they have offered a significant discount as redress.  3.6 Cotswold Link. PS – and therefore AM- had been unable to attend the most recent CL meeting. Trustees questioned the value of the link to our branch. SD suggested that there are some useful policy decisions arising from this regional network, but that the organisation has become rather moribund of late, and suffers from poor attendance and organisation. PS has the minutes of the last meeting, should trustees wish to view them, and there is a link to the organisation on the website. No decision was made as to future attendance.	PC
4	Membership Report RC will prepare and present a report to the AGM. Membership currently stands at 1335, up 200 on this time last year and only 60 short of last year's final total. Paying on line has increased by 50%; and 275 members have not renewed. The more robust our checking the more it would appear that non members are attending meetings; GLdrs will be reminded to check membership.	AII AM PC JE
5	Group Leaders Meeting Planning Will be promoted in the next monthly bulletin, with requests for further agenda items. Full groups and how to manage them remains a concern, AM reported a discussion with a Worcester colleague where practice seems to be a clear statement of expectation of group members. Range of behaviours in Malvern, meeting will provide opportunity to share ideas about what works, as well as the experiences of members, or potential recruits, who have been "turned away". The Directory is difficult to compile and even more so to keep up to date; GLdrs will be reminded that accuracy depends on their information! All trustees to attend, and to bring cakes as catering at Manor Park is restricted. AM expects around 40 GLdrs. Congratulations to AM on publicity and agenda setting to date.	AII AM

## 6 AGM planning

SD referred to the paperwork circulated with the agenda for this meeting. This will be available on line and go out in one mailing; there will be no further mailings. PS will prepare the overall annual report, and, just as last year, invite contributions from trustees on their work to date. Trustees agreed a timeline for e mailed reports to be with PS and SD, in order that all AGM papers can go to print to meet the constitutional deadlines identified in the agenda.

Notice of AGM and paperwork will go only to paid up members, who can send the secretary a SAE if they require any future notifications in printed format.

Trustees agreed two resolutions,

- 1) concerning conditions of membership, to be printed on future membership application forms, proposed by SL, seconded by PC
- 2) adjustment to constitution proposed by national, proposed SD seconded JK

Trustees also agree recommendation made by JK in Treasurer's report, see agenda item below.

SL confirmed the speaker to follow the business meeting; there will be a voluntary collection after the talk.

## 7 Treasurer Report

- 7.1 Audit arrangements are in hand and report will be available at the AGM.
- 7.2 Gift Aid has been successfully claimed and received-all involved in what has been a very lengthy process were congratulated.
- 7.3 SN has indicated that she does not after all wish to become a trustee, fearing that the task would be greater that initially anticipated. Trustees shared concern as to how JK, as Treasurer, can ensure sufficient awareness of the various financial arrangements, sometimes involving large sums of money, which are being carried out in the name of U3A. Arrangements with the Geology group are robust, JK will explain the concerns at the GLdrs meeting, and have further discussions with the Travel Group.
- 7.4 JK spoke to his report and recommendations. Trustees agreed the proposed increase to £14, noting that the cost of membership is significantly higher elsewhere, and confirmed agreement with JK's intention of keeping appropriate reserves. Discussion on how to present figures, with comments on the difficulty for members attempting to read detailed accounts projected on screen. Agreed that JK will present a spoken report, that the full report will be available on line, and that there will be a small number of printed reports available to members on the day. **Future Agenda Item**

JJ

All, JK

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8	Website Standing Item.  JE has prepared a field for all AGM data. The Admin tab is now to be found at the foot of the page.	All
9	Newsletter Update. Ready to go to print with information and preferences about the Christmas Lunch. Trustees confirmed that the content of the newsletter should be available to trustees for "signing off" before going to print.	RO PC All
10	Requests for Funding The recorder group would like to purchase some sheet music. Group was asked to complete grant request from to pass to Treasurer, grant agreed.	JK
11	Information Share and Officer report. The matter of Art History material used at Manor Park but stored at the Cube was deferred. There is a new Italian conversation group. Zest4Life. AM and SD will accept the invitation to attend one of the lunch meetings to talk to those who attend about benefits of and eligibility for U3A membership.	
12	Date of next meeting: Briefly, following the AGM on November 29 <sup>th</sup> with newly elected trustees, at which dates for trustee meetings in 2017 will be agreed. Bring your diaries and the latest trustee calendar.	