

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

Item		Action
1	<b>Present and Apologies:</b> 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	<b>Minutes of Last Meeting 15.09.2016</b> were signed as a correct record.	
3	<p><b>Matters Arising.</b></p> <p><b>3.1 Consolidating Actions</b> following the recommendations of the working groups. The Health and Safety guidance has been revised and information circulated to Group Leaders.</p> <p><b>3.2 Diaries</b> 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.</p> <p><b>3.3 Catering at the Cube</b> 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 promoted at the AGM.</p> <p><b>3.4</b> 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.</p>	<p><b>AM</b></p> <p><b>SL</b></p>

	<p>3.5 <u>Printing Arrangements</u>. Agreed to remain with the existing printers, despite most recent errors; they have offered a significant discount as redress.</p> <p>3.6 <u>Cotswold Link</u>. 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.</p>	<b>PC</b>
<b>4</b>	<p><b>Membership Report</b></p> <p>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.</p>	<b>All AM PC JE</b>
<b>5</b>	<p><b>Group Leaders Meeting Planning</b></p> <p>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 <b>their</b> 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.</p>	<b>All AM</b>



<b>8</b>	<b>Website Standing Item.</b> JE has prepared a field for all AGM data. The Admin tab is now to be found at the foot of the page.	<b>All</b>
<b>9</b>	<b>Newsletter Update.</b> 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.	<b>RO PC All</b>
<b>10</b>	<b>Requests for Funding</b> The recorder group would like to purchase some sheet music. Group was asked to complete grant request form to pass to Treasurer, <b>grant agreed.</b>	<b>JK</b>
<b>11</b>	<b>Information Share and Officer report.</b> 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.	
<b>12</b>	<b>Date of next meeting:</b> Briefly, following the AGM on <b>November 29<sup>th</sup></b> with newly elected trustees, at which dates for trustee meetings in 2017 will be agreed. Bring your diaries and the latest trustee calendar.	