



Minutes of Trustee meeting Fri 23/3/2018: 10am

(JJ)

Present:- Sue Lamberton (Chair); John Knee (Treasurer); Jenny Jackson (Secretary); Brian Chesney; Peter Corfield; John Elkington; Tessa Hartog; Roger Hunt; Brenda Johnson; Annette Maxted; Linda Scott; Jeff Thorogood.

1. **Minutes** 16/2/2018 approved following amendment by Sue to make it clear that assistance for the website is sought NOT a new Website manager
2. **Matters Arising**
 - 2.1 In order to ensure emergency assistance for the website, Sue had had agreement from Aiden Lawrence to take on this role. Roger Hunt also agreed to be the web manager for the Geology website and to understudy John Elkington's role.
 - 2.2 (a) It was decided to stay with the present Newsletter printer after costs elsewhere had been considered.
(b) It was also decided that we should ask members at joining/renewing membership time to state how they wanted to receive the Newsletter ie hard copy by post or not.
 - 2.3 JJ said that following the Trustee meeting (SL, JK, PC, JJ), to review the new National Constitution some suggestions had been sent to National (Notes sent to Trustees). JJ had received a call from National & she will be discussing our suggestions idc & will report back.
 - 2.4 It was agreed that a date would be fixed at the next Trustee meeting for BC, PC, JK, JJ to review the Malvern Branch Constitution in time for the next AGM
 - 2.5 Brian had attended the Cotswold Link meeting –
 - (a) They require a new Treasurer
 - (b) A meeting of U3A choirs is to be held in Malvern in May
 - (c) Next meeting is Thursday 4/10/2018 in Gloucester. The AGM is in Bromyard.
3. **Cube Meeting**

This has not yet been held but, Brian & John are going to discuss invoicing. Peter suggested they also take the Cube/U3A agreement for discussion.
4. **Finance/Funding bids**
 - 4.1 There are no funding bids
 - 4.2 John had written & circulated new procedures for subsidiary accounts which had been accepted by Trustees & Group Leaders. The Group Leaders document will have to be rewritten re new arrangements. Roger thanked John for all the work and time he had put into this.
 - 4.3 John E said that he may have a new Treasurer for the Branch who is a retired accountant.
5. **Membership Report**
 - 5.1 Brenda said that we currently had 1591 members. It was also confirmed that members from other Branches can only attend one of our groups.

- 5.2 Linda said that we had had 247 new members. 131 joined by using Paypal and therefore didn't get a Group Directory ie only if Membership card is posted then a Directory is included. It was agreed that one should be posted to all new members from now on.
- 5.3 Brenda asked for confirmation that £7 reduced subscription was for new members only. It was confirmed that the reduction was for any member that applied for membership from March onwards.
6. **Technical Report**
- 6.1 The booking system for equipment is going well
- 6.2 Peter suggested that he put a piece in the Newsletter – 'A day in the life of...' in order to see whether it would encourage someone to take over from him at the AGM.
7. **Newsletter Report**
- 7.1 Some discussion followed about what should go into the Newsletter/be circulated to members as lots of correspondence, emails etc are received by Trustees. It was agreed that anything overtly commercial should not be circulated by us as a Charity. Sue said that common sense should prevail & some items could just be sent to relevant interest group(s).
- 7.2 Copy date for May issue is 23rd April
8. **AOB**
- 8.1 John E had been asked by the Geology group to subsume their website but it is too large and so will remain separate. It was agreed though that assistance & advice would be given to enable it to be updated.
- 8.2 New teapots & locks for cupboards have been bought by Sue.
- 8.3 Annette told the Trustees that she has decided to stand down at the next AGM after four years as Group Leader Co-ordinator. Sue thanked Annette for all her hard work. Her post will be advertised in the Newsletter.
- 8.4 JJ will report back idc following her attendance in B'ham at the National U3A workshop day on 30/4

NEXT MEETING FRIDAY 18/5/2018: 10am The Cube

Signed _____ Sue Lambert