



Minutes of Trustee meeting Monday 18/6/2018: 10am @ The Cube

(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; Jeffery Thorogood.

**Visitor –** \*(11am) Member Dina Murdie re purchase of table tennis tables

1. **Minutes** 18/5/2018 approved

2. **Matters Arising**

- 2.1 Sue reminded everyone that they had been sent a proposed new branch constitution & asked for comments. There were no additional comments so it was agreed that this new document would be sent to members for their consideration with AGM papers. Sue thanked Brian Chesney, Peter Corfield, John Knee & Jenny Jackson for their time on this.
- 2.2 Jenny wanted to check whether any other questions had arisen re the recent Government GDPR changes (from 25/5/2018). There were none.
- 2.3 The meeting with Cube management had been held & a new agreement was in place which would be circulated to Trustees by Peter.
- 2.4 The funding of new table tennis tables was discussed before Dina's arrival. Subject to her comments John Knee suggested funding @ 800 leaving the group to fundraise the rest of the cost. This was agreed.
- *Dina arrived & explained that she considered one of the tables to be a serious Health & Safety risk & was not in use. Ideally two tables are needed @ a cost of 1100. Sue advised Dina of our decision to contribute 800 & she agreed that the group would fund the balance of 300*
- 2.5 Jenny referred to the letter received from The Malvern Hills Trust that she had circulated to the Trustees. Roger said that the trip had taken place & the relevant forms had been completed. It was decided to let the matter rest.

3. **Finance/Funding bids**

John said that his report was as the last meeting & the only funding bid he was aware of was for the table tennis tables

4. **Technical Report**

Nothing to add re equipment but Peter did circulate a copy of the proposed new Groups Directory. There were a few minor adjustments made and the final copy will be circulated to the Trustees in due course.

## **5. Planning for the Groups Fair – Monday 3<sup>rd</sup> September 2018**

- 5.1 Annette will arrange a meeting with Malvern Theatre staff
- 5.2 Tessa Hartog, John Knee, Sue Lamberton, Jeff Thorogood volunteered to be marshalls. Annette, John Eldridge, Brenda & Linda will assist with the Help Desk.
- 5.3 The purchase of 'High-Vis' jackets with U3A on them was approved.
- 5.4 Jeff will assist with publicity re Malvern Gazette
- 5.5 Peter will update the signage at the theatre.
- 5.6 Putting up a floor plan was suggested and it was agreed that a magnetic board should be purchased at a maximum cost of 150.
- 5.7 Annette will contact group leaders to remind them of the date, time etc.

## **6. AOB**

- 6.1 Brenda said that membership was currently 1611
- 6.2 Brenda said that she was unsure when the details she held should be deleted when a member dies. It was agreed that information should be deleted after 18months & John Eldridge will set up an automatic deletion.
- 6.3 Annette suggested that Sue should issue an email to group leaders highlighting Trustee vacancies & asking them to advise their group members in the hope that we can fill vacancies. (To date - New trustees as Treasurer & Group Co-Ordinator probably found but not for Technical Officer role).
- 6.4 Annette advised the meeting that the Group Leaders Meeting will be at the Cube on Tuesday 30<sup>th</sup> October @ 10am should any of the Trustees wish to attend.
- 6.5 Jeff asked for confirmation that on the 27<sup>th</sup> November the business of the AGM happens first & that the speaker for that day was needed at 3pm approx. Agreed

*NEXT MEETING FRIDAY 24/8/2018: 10am The Cube*

Signed \_\_\_\_\_ Sue Lamberton