

GLOSSOP U3A

COMMITTEE MEETING 19TH July 2012, BRADBURY HOUSE, GLOSSOP.

1. **APOLOGIES** - Denise Porter
2. **PRESENT** - Rita France, Doreen Ball, Philip Rogerson, Sylvia Rogerson, Pat Manchee, Alan Conchie, David Woods, Barbara Connah, Jean Cliff, Maureen Hobson, Maureen Brierley.
3. **CHAIRMAN'S OPENING REMARKS** – Rita confirmed this was her last meeting she would chair as Chairman and thanked all the Committee for their hard work. A vote of thanks to Rita was proposed by M.Hobson seconded by J.Cliff and agreed by all Committee. Rita confirmed that the Chairman, Vice Chairman and Membership Secretary would also be standing down.
4. **MINUTES OF THE LAST MEETING** – AC proposed the minutes of the last meeting of 31st May 2012 be accepted and seconded by MH and agreed by all
5. **MATTERS ARISING –**
 - (i) BC has now signed the Code of Conduct
 - (ii) AC checked the Computer but no fault found.
 - (iii) DB will take on Door Duties at the next coffee morning on 6th September 2012
Collection of Subscriptions – AC and JC to assist PM with this
 - (iv) PAT tests - Awaiting information from Bradbury House.
 - (v) New Members working Group – AC confirmed the Insurance Cover for prospective members to attend taster groups. The Group put forward having temporary membership cards for prospective members covering a period of 2 months during which time the prospective member to join a group to enable him/her to become a member of Glossop U3A. The Assistant Group Co-ordinator to monitor prospective members to ensure the joining of a group. On joining a group the prospective member will pay the yearly subscription to the Membership Secretary and become a member of Glossop U3A. It was also put forward that all Members of U3A receive a laminated Membership Card. **PR** to produce specimen temporary membership cards. **RF** has information regarding membership cards from U3A Trust and will forward this to AC. The Committee agreed with these proposals. **ACTION RF/PR**
 - (vi) Letter from Clive Robinson. **RF** read out this letter to the Committee. Committee all agreed that the Transport Visits do not fit into a U3A Group. It was also agreed that all outings arranged by Clive be referred to as Visits. **JC** to reply to Clive informing him of the above and thanking him for all his hard work. All Committee agreed to this action. **Action JC**
6. **CORRESPONDENCE –**
 - (a) Information from U3A Headquarters re Annual AGM
 - (b) Order forms for Calendars and Diaries
 - (c) Information sheet on Package Holidays
 - (d) Study Meeting in London for members to attend – Discovering Britain
 - (e) U3A Information Sheet on Members waiting lists
7. **TREASURERS REPORT**

A balance sheet was submitted to the Committee showing a deficit of £700. £200 has been paid out For next years' diaries. MB has requested all Group Leaders to let her have their financial statement For the current year by the end of July or August if the Group is meeting in August. MB has produced a Financial statement for Group Leaders to use, feedback please. It was also discussed

that a Completed Group Financial Statement be shown to all Group Members at their next group meeting.

8 COMMITTEE SECRETARY'S REPORT - Nothing to report

9 MEMBERSHIP SECRETARY'S REPORT – **PM** confirmed she will be standing down at the AGM. Pat expressed how she had enjoyed her role as Membership Secretary. Pat was thanked by all the Committee for the hard work she had undertaken during her term of office.

10. EVENTS CO-ORDINATORS REPORT Everything is working well

11. GROUP CO-ORDINATORS REPORT SR to chase up Group Leaders yearly reports.

Health and Safety – It was asked who monitors accident forms. SR has the forms and when completed they should be given to the Membership Secretary who will complete the Accident Book. Group Leaders to be informed that the Membership Secretary collates this information. **Action SR**

12 AOB

(A) BC asked if it would be possible to have a person nominated to take over the banking, giving of receipts etc., during holiday times or other times when she can't attend meetings. The Committee discussed this proposal and it was unanimously agreed to ask Graham Sharratt and Kath Shaw if they would be willing to take on this duty and to inform committee of their response. **Action BC**

(B) At present BC has not given receipts for surplus monies banked by Groups. This was discussed by the Committee and unanimously agreed to implement the issue of receipts for these monies with immediate effect.

(c) It was proposed by MH seconded by SR and agreed by all the committee that in future a coffee morning would be held every month of the year.

(D) DB volunteered to arrange the Door Rota for future Coffee Mornings - Proposed by MB seconded by PM and agreed by all.

(E) AGM - All papers now ready . Confirmation that postal votes are available. All envelopes have been made ready and Thursday Group Members envelopes will be taken to the meeting on Thursday 26.07.2012.

Meeting closed at 1.p.m.

Jean Cliff

Date of next meeting - AGM 20th September 2012.