

**GLOSSOP U3A
COMMITTEE MEETING, BRADBURY HOUSE, THURS 17TH NOV 2011 @ 12 NOON.
MINUTES.**

1. APOLOGIES. Denise Porter, David Woods

2. PRESENT. Rita France, Alan Conchie, Doreen Ball, Pat Manchee, Barbara Connah, Maureen Brierley, Sylvia Rogerson, Jean Cliff, Maureen Hobson.

3. CHAIRMANS OPENING REMARKS. Declaration from Head Office for newly appointed Trustees. RF to confirm with Head Office if this has to be completed and returned. **Action RF**
Letter from Head Office with info on how to use the U3A Logo. Instructions on how to download this on U3A Website.
A flyer showing details of articles which can be bought from Head Office available from RF.

4. MINUTES OF LAST MEETING. PM proposed the minutes of the last meeting of 22nd September 2011 be accepted after the words "where there is a likelihood of money/cheques needing to be exchanged" in paragraph 12 be deleted. Seconded by MB.

5. MATTERS ARISING.

i. Application form completed and approved.

ii. First induction meeting of new Trustees took place on Friday 11th November 2011. One further meeting to complete the session to take place in Jan. 2012. AC has put info on the Web Site for Trustees and gave information on how to access this page. **Action AC**

Code of Conduct – Current Trustees should be asked to accept the U3A Code of Conduct. The next committee meeting to have a formal acceptance of the Code of Conduct. It was suggested that in the future potential Committee Members be given information of their responsibilities before they accept nomination. **Action AC.**

iii. SR has issued all but one Group Leader with their Financial Responsibilities as Group Leaders. SR waiting e-mail address from PM for the remaining Group Leader **Action SR/PM**

iv. List of members of Groups now completed.

v. What is a Group - Travel, Halle, and Theatre are not Groups. Peter Laslett laid down the founding principles of what a Group is and these remain the same. Details on U3A website. Should New Members of U3A be given a time limit to join a group? After six months membership should new Members be contacted by letter to check if they have joined any groups or have any concerns etc., How to let Members know what Groups are needed? U3A Magazine could be used. How to inform new Members that they could start up new Groups. AC suggested using the data base to pass on this information. Ask at Coffee Mornings what groups Members want – and has anybody got an interest or knowledge of any such subjects. **Action – committee**

Groups to be put into categories – (a) Activity (b) Study (c) Social **Action AC/SR**

vi. Philip Rogerson to be co-opted onto the Committee. Proposed by RF and Seconded by AC

6. CORRESPONDENCE.

Letter from Neil Manchee requesting the purchase of up to date computer. Present computer purchased in 2004 and will not read memory sticks which causes problems with presentations etc., After much discussion AC and A.Manifold are to research computers and report back to the Committee. Proposed by MH and seconded by MB. A ceiling of £500 was unanimously agreed by the Committee for the purchase of a new computer. BC requested MB uses present computer to do U3A Accounts. **Action AC/AM**

7. TREASURERS REPORT.

MB produced Report showing the present state of finances. MB will show these reports at regular intervals. Building Society requires the signatures updating. **Action MB**

MB wished to thank Graham Sharratt for his help and advice on her taking on the role of Treasurer and these thanks were echoed by the Committee who also thanked MB for taking on the role of Treasurer.

BC has liaised with Tony Dewberry regarding receipts being given for money collected on Thursday mornings. BC and TD have agreed this is not a viable action and will not now be done. Proposed by MH and seconded by AC **Action MB/BC**

BC concerned about how much money she has to carry home on Thursday mornings. Announcement to be made on Thursday morning meetings leading up to Christmas that if possible all payments for outings etc., be made by cheque **Action RF**

8. COMMITTEE SECRETARYS REPORT - Nothing to report

9. MEMBERSHIP SECRETARYS REPORT - Still subs outstanding PM following this up. PM requested that at AGM in 2012 date for subs to be paid by be clearly indicated. U3A Magazine - can this be sent out by post from Headquarters to members. PM to make enquires and report back to Committee. An up to date list of members to be e-mailed to all Committee Members **Action PM**

10. EVENTS CO-ORDINATORS REPORT - DB requested that all Group Leaders let her know of any forthcoming events.

11. GROUP CO-ORDINATORS REPORT

(a)The new Flower Arranging Group is going well.

(b) Sacred Geometry Group being set up. to be announced at December Coffee Morning.

© Showcase 14th March 2012 - 15 groups are involved to date.

(d) At Coffee Mornings what can be done to discourage the saving of seats for friends. An announcement to be made that if people are standing and seats are being saved they are to be given up. **Action SR**

12. THURSDAY GROUP – Letter from Kathleen Gorman with agreement of shared time after 11.a.m. and the sharing of cost of this time. To be reviewed after six months. Thursday Group to invoice Committee monthly and Treasurer to transfer amount to Thursday Group. Proposed by PM seconded by JC.

AOB -

(a) S.Redfern fell on trip to Sister Act and Norma Wright went to MRI with her. Arrangements to get home for carer to be paid for by U3A and Ticket and Transport costs also to be refunded Proposed PM seconded DB.

(b)December 15th Coffee Morning – mince pies to be supplied for members and paid for by Welfare Group.

(c)Is there a record of equipment belonging to U3A - Who has it? who looks after it? to be discussed at next Committee Meeting.

(d)Reserves Policy - How much money is held by Groups. Money held for Groups in Bank. What amounts are regularly paid into Bank by Groups, this information to be got from Bookkeeper. Requires clarification and discussing further at next Committee Meeting.

(e)Individual Committee Members to have ability to put issues/subjects on Agenda. Minutes Secretary to send out e-mail to Committee Members prior to drawing up agenda for any additions. Proposed AC seconded PM.

Meeting Closed 1.50.p.m.

Next Committee Meeting 9th February 2012. at Bradbury House.

Jean Cliff.

