



SANDBACH AND DISTRICT U3A

U3A Committee Meeting 19/11/18

1	PRESENT Arnie Laing, Pam Thomas, Isabel Carraher, Paula Reilly-Cooper, Tony Richards, Alan Casey, Don Rickards, Kevin Dean, Sandy Boyle John Roome. Richard Thorne APOLOGIES Sam Boardman, Barrie Hacking, Alice Holmes	
2	MINUTES Minutes of 15/10/18 were accepted as a correct record and signed	
3	MATTERS ARISING - Members' meetings. List of 10 speakers formulated for the year 19/20. Kevin, Arnie and Tony to discuss dates	Kevin/ Arnie/Tony
4	<p>CORRESPONDENCE</p> <p>a- British legion Poppy Ball nov 24th - possibly now cancelled because of poor response</p> <p>b- Photocopying at CVS . the CVS team will now need advance notice of photocopying. Paula has circulated group leaders about this and a reminder will be put in the diary update. A register to be provided for leaders and members to fill in when they request photocopies so that a record of cost is available</p> <p>c - Dementia Friendly Sandbach lunch Dec 10th 1pm - 4pm Masonic Hall</p> <p>d - Annual Return for Third Age Trust - Kevin to complete</p> <p>e - Bannatyne's are offering free sessions to Sandbach U3A members Mon Dec 3rd to Fri Dec 7th . Advanced booking required. To be added to diary update</p> <p>f - Email from member Jane Walton expressing concern re U3A visit to Trafford Centre. She felt we should show support local retailers, Arnie has responded. the trip was organised at the request of members.</p> <p>g - Email from Ann Macauley who will no longer be organising new members' mornings. An additional new members' morning has been arranged for Dec 10th at The Old Hall to cover those members who joined between March and August this year. Volunteers required. The price at the Old Hall will be going up after the Dec meeting to £5.95. The Wheatsheaf could do it for £3.95. Barrie, Sandy and Arnie to discuss Dec meeting. Viability/necessity of future meetings to be discussed in January</p> <p>h - Email; from member Susan Roberts requesting minutes of committee meetings for past 12 months. Sent out. Agreed minutes should be placed on the website in addition to the hard copy on the library notice board.</p>	<p>Kevin/Paula</p> <p>Kevin</p> <p>Barrie/ Sandy/ Arnie</p> <p>Alan</p>

5	<p>TREASURER'S REPORT Prepared by Geoff Caldwell as outgoing Treasurer and previously circulated by Isabel. she will shortly be a signatory on the accounts and a debit card is to be requested for ease of payments</p>	
6	<p>MEMBERSHIP Membership report previously circulated. Barrie would like a volunteer to act as assistant membership secretary, particularly to cover his absence in the summer. Sandy to look at volunteers list</p>	Sandy
7	<p>PROGRAMMES AND VENUES Yoga will run on 19/12. Update list to be sent regularly to Treasurer</p>	Don
8	<p>GROUP CO-ORDINATOR Report previously circulated. the potential new group, Competitive Table Tennis does not have enough members. 9 are interested and 12 is the minimum number required. To be included in diary Update, John Roome will also discuss with other table tennis leaders Latin group will not run this term. Machine sewing group have requested an additional hour at the fortnightly meeting at the Wesley Centre. Room available but concerns re car parking (also a concern for the choir) and venue costs. Members have offered to pay £2 a session. decision that the group should be allowed coextend their time from Nov 28th to run from 9.30 to 12.30 at the Wesley centre. Session fees to be increased to £2. Group to be made aware that the fees group is still deliberating and fees may change in future. Paula will contact the group leader. Paula has run a new leaders' induction session recently and has produced a new Leaders' handbook (previously circulated).to be placed on website, additions and adjustments to be made as needed. There will be an annual group leaders' lunch and training session Sat 9th Feb 2019. Don to send out invitations Reminder to go into diary update and newsletter that if members fail to attend a group on 3 consecutive occasions without excuse their name will be removed from the list. There was a discussion about the way in which expenses for materials and equipment are claimed following an enquiry from a group leader (Bridge 2). Paula to contact the leader Alan is still waiting for a price from CVS for the hire of the half size committee room for his group. Don to contact Tina Cartlidge Some members have not filled in emergency contact details and some are unwilling to do so. Barrie has agreed to put the details on members' profiles if they contact him via the library post box. Short article to be put in newsletter.</p>	<p>Kevin/John Roome</p> <p>Fees Group</p> <p>Alan</p> <p>Don</p> <p>Kevin</p> <p>Paula</p> <p>Don</p>
9	<p>SWISH Report previously circulated. 121 members have lapsed and been removed from the groups.GL training held on 22/10/18 and instructions issued to leaders and buddies. 60 groups are submitting monthly finance reports. There are still occasional problems with BT internet blocking our emails. Alice will join the SWISH team to assist with online booking for trips and social events. There is growing confidence in the use of SWISH and its functions.</p>	
10	<p>MEMBERS' MEETINGS See matters arising. Sept 19 history of Diabetes, Oct 19 ANSA, Dec19 Brass Band. Other dates to be filled from the list of speakers.</p>	

11	<p>DIARY UPDATES</p> <p>The next update will include information on photocopying at CVS, request for expressions of interest in Competitive table tennis, waiting lists and removal of 3x non attenders, obligation for leaders to pay £10 membership fee from Sept 2019. There will be no further promotion of charity events or commercial interests. Following an enquiry from a member seeking a cycling buddy it was decided to ask if any members would be prepared to run a Facebook group as a noticeboard from members.</p>	Kevin
12	<p>SOCIAL EVENTS</p> <p>Feb 25th - Boundary Mill, March 14th Grosvenor/the Mill (possibly 2 trips) April 10th Bury Market and steam train, May 1st The King and I, May 7th York, June Highgrove date TBA, July Llangollen date TBA, Aug Southport Flower Show date TBA, Sept British ironworks date TBA, Oct Masson Mill/ Tram Museum date TBA</p>	
13	<p>AOB</p> <p>a - Data protection. Kevin has looked at the Third Age Trust document. Personal information should not be sent via email. Data should be shared via dropbox, googledrive or similar and secure passwords are required. He will continue to investigate. Alan has removed ex committee members from access</p> <p>b- AGM Draft of minutes to be circulated and tabled for discussion at the Jan committee meeting</p> <p>c - Cycling Buddy request (see Diary updates) Paula to contact the leader of the cycling group to ask him to speak to the member concerned.</p> <p>d - Postal votes. The informal system of postal votes which was allowed for the EGM and recent AGM will be discontinued following challenge from members</p> <p>e - Sign up day Deferred to Jan meeting</p> <p>f- New members' mornings - (See correspondence)</p> <p>g - Vice Chair - Alan Casey has agreed to take this position in a temporary capacity</p> <p>h - Policy on GLs claiming expenses - Defer to December meeting. will go in group leaders handbook. Isabel to ??? and report</p> <p>i - Many factors need to be considered in addition to cost of venue and session fees received. Kevin will contact B Simmington to ask for his input. Isabel has recently received paperwork from Geoff. she will be able to provide figures relating to total deficit and surplus for groups shortly.</p> <p>j - Library rota. The library desk sessions are covered until the end of the year but there are many gaps next term. Jan 9th (1 needed), Feb 13th, 27th, March 13th April 10th (1 needed) April 24th, May 8th, 15th, June 12th.</p> <p>k - Charity Commission annual report to be completed</p> <p>l - New committee members induction will follow the next committee meeting 17/12/18. Paula has documents and will circulate</p>	<p>Kevin</p> <p>Sandy/Sam</p> <p>Isabel/Arnie</p> <p>Kevin/Isabel</p> <p>Pam/All</p> <p>Arnie</p> <p>Paula</p>
14	<p>Deferred items to be tabled</p> <p>GLs claiming expenses - DEC</p> <p>Sign Up day - DEC</p> <p>AGM - JAN</p> <p>New Members' meetings - JAN</p>	Sandy/Sam
15	<p>Next meeting - Monday Dec 17th 9.30 CVS Hope Street</p>	
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Signed Date