

Minutes of a Meeting of Great Glen U3A Committee held on May 7th 2019

1. Present: Peter and Sue Russell, Janet Fanko, Roger Edwards, Bill Maxted, John Johnson, Stella Orbell, Lynda Williams, Robert Mansfield.

2. Apologies; Rachael Snashall, Patricia Mansfield.

3. The Minutes of a meeting held on April 2nd were agreed as a true record and there no matters arising not on the agenda.

4. A.G.M.

- The Writing for Pleasure group is unable to contribute to the entertainment so more films by Toni Smith will be added.
- 60 copies of the accounts to be made available. 1 on every other chair. 2 large print copies. (Roger) Peter to bring some agendas.
- The Annual Report is available on the website and will go in the newsletter. 10 copies to be available at the meeting + large copy.
- Refreshments by the Quiz Group.
- Robert to provide microphones and Toni's projector to be used.

5. Correspondence.

- Various items from the national newsletter were drawn to the attention of the committee: Volunteers Week 1 - 7th June, Questionnaire re Cinema Visiting, How to publish your written work on TAT website and other ways, and advice to visit your subject advisors website.
- Info re election of board of directors of TAT 2019. No new trustee for us and so no vote required.
- Third Age Trust new trading arrangements with the possibility of offering opportunities to commercial companies of advertising their goods and services to us.
- Charge sheets for TAM subscriptions will have new bank account number - Roger please note.
- Payment to TAT always to be online if possible, avoiding cheques.

6. Finance

- £9,000 in bank after rents paid.
- Patricia is now able to access Building Society Account if required to do so.
- New financial advice from TAT was summarised as follows:

Advice re trips offered as packages more than 10 times a year (not applicable at the present time); our U3A should be showing our charitable status on all financial

documents, cheque books, emails and websites etc.(group leaders to be informed at Group Leaders Meeting); Asset Register to be uploaded to Dropbox; Gift Aid form to be reviewed annually and all correspondence to be kept indefinitely; Great Glen U3A to continue policy of not putting any donations to other charities through the accounts but through individual private arrangements.

- Signatories for the bank to be changed from the date of the AGM to Robert Mansfield, Roger Edwards, John Johnson, and Bill Maxted.

7. Membership and Renewals.

- 356 people have renewed. 36 have not done so and a few have been removed altogether.
- There have been 23 new members this year (4 from April)
- 43 people pay reduced membership and 76 have refused the TAM magazine.
- The new list of members will now go out to group leaders, showing full name, number and 1st line of address. Leaders to be requested to ensure all attendees are members.

8. Gift Aid

Almost completed for financial year 2018-19. Claim will be for approx.. £3,000. Special thanks were offered to Bill for his excellent work.

9. Group Co-ordinator Report.

- John to attend a training day in Lincoln on 29.05.19
- Writing for Pleasure group on hold until the autumn due to lack of support for various reasons not related to the subject matter.
- Astronomy group struggling for numbers also.

10. Group Leaders Meeting.

- It is hoped to arrange this for June 14th 12 - 2 p.m. (Robert to book if possible and to investigate an M & S buffet lunch)
- Possible items for discussion: Group Co-ordinator role, Resource Centre use (this could be displayed electronically), Open Day arrangements, Safeguarding, Privacy Policy.

11. Newsletter.

90 to be printed. Lynda has produced the newsletter for the first time.

12. Privacy Policy and Lawful Basis.

- Peter proposed and it was agreed to adopt the TAT suggested Privacy Policy.
- The lawful basis for our data protection is to be legitimate interest. This is to be published on the website.

13. Other Business

- The new committee roles will be published in the June Newsletter following election at the AGM
- Discount software. Peter has made further enquiries and has registered with the website. Any possible benefits are still not clear but research is ongoing.
- Open Day. Due to the Sports Hall not being available in August it was decided after discussion to offer Tuesday September 3rd as a possible date. Group Leaders are to be consulted to find out the level of support for this. We would not meet in August if this were to be agreed.

14. Broadband cover.

Cost and usage were discussed. Roger to investigate alternative providers and to find out if there would be a reduced price if it was to be in the name of the church instead of the U3A.

Learn Something New.

Sue is prepared to continue organising these events if subjects are brought forward.

At the end of the meeting Peter was thanked for his work as Chairman of the committee

Next Meeting Tuesday June 4th 2.15 p.m.