

Minutes of a meeting of Great Glen U3A Committee held on 6th November 2018

1. **Present:** John Johnson, Bill Maxted, Roger Edwards, Sue and Peter Russell, Patricia and Robert Mansfield, Stella Orbell, Rachael Snashall. Visitor Janet Fanko who has agreed to take over as Membership Secretary.
2. **No Apologies**
3. **The Minutes of a Meeting held on 2nd October 2018** were agreed as a correct record.
4. **Matters Arising.**
 - Under No 5. Bill enquired whether, under Safeguarding, we should be concerned re a member who had been compulsorily re-housed. It was felt that we should restrict our concerns to those active in the organisation.
 - Under No 7. Joan Stephens (French Group) is now a member.
5. **November Main Meeting.**
 - The Professor who was booked is unable to come but he has found a substitute speaker - Prof. Mark Fins. He needs all the equipment.
 - Tickets for 'Christmas Crackers' will be available at £2 each and buffet offers will be requested and 'Reminder' tickets distributed. People to be reminded also that we start at 10 a.m.
 - Refreshments for November - Luncheon Group members.
6. **Finance** No change in money at the bank. Rents paid £1300
7. **Christmas Meeting**
 - Programme distributed with approximate timings. Chairman to act as compere.
 - Arrangements for the buffet explained and Committee members asked to act as waiters/resses.
 - People to be asked to sign up for offers of food and to bring them on the day so that they can be arranged on 2 tables - front and back of hall. Drinks to be available in the usual place after most of the food is finished so that people do not have to juggle both plate and cup and saucer.
8. **Group Co-ordinator Report.**
 - 1st Walk completed by Walking without Stiles. No charge but a list of those participating over the year to be kept for record purposes.
 - Astronomy Group meets on Monday for the first time.
 - Nov. 21st Learn something New - Rag Wreath.
 - New Writing Group has started with 6 participants.
 - Thursday Book Group now has 13 members.
 - Flower Arrangers now have very low numbers, and Croquet also needs new people.
9. **Membership** now stands at 381

- Janet will begin processing new members from January 1st and will shadow Sue re renewals. Schedule for renewals to be discussed at our next meeting.
 - CAF Bank paying in envelopes for the Post Office are required. Roger to pursue. Janet to be included in paying in system.
10. **Gift Aid.** Bill has identified 1 or 2 people on registers who do not appear to be members. Group Leaders to be contacted. Bill to take over Gift Aid analysis spreadsheet.
11. **New Members Meeting. Friday November 30th 10.30 a.m.**
- All new members have been invited. 10 have accepted, 2 'maybes' and 4 No thank yous. Others to be reminded re a response.
 - Group Leaders attending so far are Eric, Stella, Rachael and also Robert..
 - Toni's DVD to be shown. Cake to be provided.
12. **Newsletter.** A few copies left from last month. A further person has not ticked the 'contact' box on the membership form - to be asked whether this was an oversight or not.
13. **Correspondence.**
- October National newsletter. A number of anti-fraud websites are listed which can go into the newsletter. Otherwise not a lot of interest to us.
 - Various e-mails received and passed on including suggested speaker and letter from new East Midlands Representative.
14. **Committee Vacancies.** No progress re Newsletter Editor. To be mentioned at the New Members Meeting and the main meeting. It was suggested that a month without one might concentrate a few minds.
- a. Peter is willing to continue as Web Master next year.
15. **Committee Regular Tasks List.** Roger has compiled a list of regular Committee tasks with approx.. dates when they need to be addressed - see Dropbox. Other items may be added.
16. **Safeguarding Policy.** Model policy was distributed. Members of committee to receive the whole policy not just the first page, in order to adopt it.
17. **Security re Screen in Village Hall.** Peter/Sue to clearly label the newest one. Bill to store the old one at home in case of need.
18. **School Readers Request.** We have been asked to publicise the need for helpers. There is an Oadby School in our area and various ones in Market Harborough. To go on website.
19. **Other Business**
- Funeral 15.11.18 Art cancelled.
 - Network Meeting 23.11.18 Peter to attend.
 - Generic e-mail addresses may be subject to spam. Watching brief.
 - Updated timetable for groups now available.
- Date of next meeting Tuesday December 4th 2.15 p.m.**