

# ANDOVER U3A COMMITTEE MEETING MINUTES

1st April 2019 – 9.30am

Held at Foxcotte Tower, Foxcotte

**1. Present:** Pauline Eaton, Jean McLeod, Caroline Mills, David Rae, Richard Selley, Chris Ward, Jan Ward and Peter Villalard.

**Apologies:** Eleanor Wright.

**2. Minutes of Previous Meetings:** The Minutes of the meeting held on 14<sup>th</sup> January 2019 were agreed and signed by the Chair.

**Action:** To be put on web-site.

### 3. Matter arising:

- a. The review of the application & renewal process was successfully carried out by the Treasurer and Membership Secretary.
- b. Rothsay Grange is now being used by groups.

### 4. Treasurer's Report:

- a. Our accumulated fund runs at 52% against our annual expenditure. The £10 subscription will return the fund to a more comfortable level.
- b. Groups have been advised to use the cashier at the bank when paying in cheques.
- c. In exceptional circumstances, where card payment would be the only acceptable payment to a venue, group leaders should seek prior approval from the Treasurer before using their own card. The transaction needs to be reported in the U3A accounts.
- d. Group leaders need to send in their annual return, including nil returns, for the end of the financial year.
- e. Paying subscriptions using BACS is under review.

**Action:** The financial policy has been updated as at 21 March 2019. Group leaders' guidance policy to be updated.

### 5. Secretary's Report:

- a. The latest TAT information was given. The annual broadcast and streaming licences have been received.
- b. The Charity Commission has approved the previous amendments to the Constitution.
- c. The job descriptions for the Vice-Chair and Secretary have been divided as the current appointments are held by the same individual.

### 6. Membership Secretary's Report:

- a. Membership as at 31 March 2019 is 530.

b. The majority of the paperwork to accompany the Spring Newsletter has been printed.

**Action:** Secretary to produce AGM agenda and previous AGM minutes.

c. The database has been finalised as at 31 March 2019.

#### **7. Website Report:**

a. Website usage has increased from 867 between Jan and Feb to 1146 between Feb and Mar.

b. Group leaders are to maintain a watching brief over their web page to ensure that the content is correct.

**Action:** Group leaders to confirm to the Webmaster that their content is correct. Nil returns are also required.

c. GDPR. We are compliant with TAT advice.

d. It was agreed that we would wait until Beacon 2 was a proven success before we considered its usage.

**Action:** Webmaster to register our interest with TAT and request updates.

#### **8. Newsletter Report:**

a. The next edition will be issued on 16 April.

b. The Editor will visit the printers to review their capabilities, requirements and costings.

c. The Editor and Membership Secretary will meet to discuss the Autumn Newsletter and distribution system.

#### **9. Groups Coordinator's Report:**

a. Explore the Villages Group 1 remains without a leader.

b. The passage of information is good and group leaders are more aware of the website.

#### **10. Any Other Business:**

a. Content of advertisements on the website is to be policed by the Webmaster and Editor. If there is any doubt they are to consult the Secretary.

b. Groups are to be encouraged to have an exhibition at the AGM or provide some information posters.

c. The Committee agreed to consider an annual meeting for new members.

**11. Date of next meeting:** 18<sup>th</sup> June 2019 at the Fairground hall following the monthly meeting.

Signed *Original Signed*

Dated 18 June 2019