

ANDOVER U3A COMMITTEE MEETING MINUTES

14TH January 2019 – 9.30am

Held at Foxcotte Tower, Foxcotte

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

2. Minutes of Previous Meetings: The Minutes of the meeting held on 22nd October 2018 were agreed and signed by the Chair.

Action: To be put on web-site.

3. Matter arising:

a. The Christmas Lunch was deemed a success thanks to the hard work by Caroline and Eleanor. It was agreed to canvas opinion as soon as possible for the format of the 2019 lunch.

b. The 9 Dec 2018 draft of the constitution was discussed and will be circulated as a stand-alone document. It is planned to have the final draft available on the web-site by 31st January for comments by 31st March 2019.

4. Treasurer's Report:

a. Next year's dates have been agreed with the Fairground Hall.

b. Spending is slightly ahead of income but still within our capital.

c. A proposed cancellation policy for refunds on trips, events etc is attached for members' comments and approval.

Action: All committee members to comment if necessary but also give their approval to the document.

d. It was agreed that a refund of £10 be made to a member who missed the Christmas lunch due to a sudden illness.

5. Secretary's Report:

a. The annual insurance cover notes have been received.

b. The Andover U3A policy documents are now complete less for the cancellation and refund policy.

c. The secretary explained the difficulties he has had updating our information with the Charity Commission and in registering the new Object of the U3A.

After note: TAT has stepped in and will administer our return to the Charity Commission.

6. Membership Secretary's Report:

a. Membership 511.

b. 36 of the 44 groups have completed their membership audit.

c. The annual forms to be distributed with the subscription renewal notice were discussed. It was agreed that committee details would not be included on the

membership card as they would not be accurate in advance of the AGM. The card would give details on where to find Committee members contact details.

Action: A review of the membership application & renewal process would be undertaken by the Chair, Treasurer and Membership Secretary.

7. Website Report:

- a. Job descriptions and committee meeting minutes are now on the web-site.
- b. Viewing figures are about 20 a day.
- c. The site is now registered with Google.
- d. The Webmaster gave a short brief on the Beacon system. It is under review by TAT and is due an update in 2020. It was agreed we would take no further action in advance of that review.

8. Newsletter Report:

- a. The next edition will be issued on 16 April with contributions required by 12 March.
- b. The Editor is looking at an all informed e-mail system for all members.
- c. The Editor is also looking into the practicalities of distributing the Newsletter by email and whether we should put the Newsletter on the website.

9. Groups Coordinator's Report:

- a. Explore the Villages Group 1 is without a leader.
- b. The Theatre Group is poised for action following about a year without an event.

10. Any Other Business:

- a. The Chantry Lodge and Rothsay Grange offers to host meetings would be put on the web-site.

Action: Secretary, Groups Co-ordinator and Webmaster.

- b. The Chair said that she did not intend to stand for any other position on the Committee at the 2019 AGM in order to open up space for new Committee members. The Secretary confirmed that he would stand for election as Chair. If elected this would produce other vacancies on the Committee which will now be advertised.

11. Date of next meeting: 1st April 2019 at Foxcotte Tower commencing at 9.30am.

Signed: *Original Signed*

Dated: 1 April 2019

Attachment:

Draft Andover U3A cancellation and refund policy for trips, outings, holidays and other events. (Now retained in the Policy folder, and published on the website at <https://www.andoveru3a.co.uk/cancelpol.html>)