

ANDOVER U3A COMMITTEE MEETING MINUTES

22nd October 2018 – 9.30am

Held at Foxcotte Tower, Foxcotte

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

Apologies: Richard Selley

2. Minutes of Previous Meetings: The Minutes of the meeting held on 13th August 2018 were agreed and signed by the Chair.

3. Matter arising: Matters arising are dealt with in the agenda.

4. Treasurer's Report:

- a. All groups are now following the new financial procedures.
- b. The Gift Aid application has not yet been submitted.

5. Secretary's Report:

- a. No notes from TAT other than a response on insurance cover explaining that the cover from one U3A covers activities undertaken with another U3A.
- b. The policy documents were reviewed:
 - (i) Constitution. Published on website. Note: The Constitution will be reviewed in the New Year in time for the AGM on 21 May 2019.
 - (ii) Group leaders' advice and guidance. To be published dated 22 Oct 2018.
 - (iii) Data protection policy. Published on website as at 24 May 2018.
 - (iv) Privacy policy. Published on website as at 24 May 2018.
 - (v) Finance policy. Published on website as at 31 May 2018.
 - (vi) Committee members' job descriptions. To be published as and when completed.

6. Membership Secretary's Report:

- a. Membership 491.
- b. 33 of the 44 groups have completed their membership audit.
- c. The committee agreed not to pursue Fulfilment companies for the production and distribution of the Newsletter. The distribution of the Newsletter will be kept under review with a view to cutting paper wastage and the expense of postage. More use of the website will be encouraged.
- d. The ability to pay subscriptions by direct bank transfer is under further investigation by the Membership secretary and treasurer.

7. Website Report:

- a. The committee minutes will be published on the website once signed off.

- b. Appropriate adverts, as vetted by the Editor/Webmaster, will be posted on the Grapevine page of the website.
- c. All non U3A information will go on the Grapevine page.
- d. The new website will go live by 31st October 2018.
- e. The Webmaster would obtain the SSL licence.
- f. All committee minutes following the 2018 AGM will go on the website once approved.
- g. The committee unanimously thanked the Webmaster for all her hard work in updating the website.

8. Newsletter Report: The Editor will take responsibility for the content of the news section of the website, stop press and Grapevine. He would develop the Newsletter and the website in tandem as far as possible.

9. Groups Coordinator's Report: Following the group leaders' meeting on 16th October 2018 the committee agreed not to pursue the issue of new membership cards.

10. Any Other Business:

- a. It was agreed that the Secretary and the Groups Co-ordinator would visit Andover Chantry Lodge to discuss their offer of providing a meeting venue which might be of suitable for interest groups.
- b. Christmas lunch. Responsibility for organising the lunch has been taken by the two committee members without portfolio, with assistance from other committee members where required.
 - (i) 56 tickets bid for, 33 paid for.
 - (ii) There is a need to pre-order the meals which will be done at the November meeting and menus and other information will be available on the website.
 - (iii) The following to be checked: place names & menu choice, water jugs, wine glasses, napkins, crackers and floral displays.
 - (iv) Entertainment, if any, to be self-help.
 - (v) The raffle has a £100-£120 budget.
- c. In future all cheques must be made payable to **Andover U3A Events Account** for outings, functions and group activities. Cheques for membership fees are to be payable to **Andover U3A**.

11. Date of next meeting: 14th January 2019 at Foxcotte Tower commencing at 9.30am.

Signed: *Original Signed*

Dated: 14 January 2019