

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Tuesday 15th February 2022 at 1500 hours
Held at: Fairground Hall, Weyhill

Dated: 20th February 2022.

1. **Present:** Peter Villalard, David Gollings, Gail Hunter, Su McNamara, Melenie McKay, John Pickford, Chris Ward, and Richard Selley.
2. **Apologies:** Caroline Mills and Eleanor Wright,
3. **Chairman's Opening Remarks.** The Chairman welcomed John Pickford, who had now taken over as the Webmaster and Melenie McKay, who had taken over as the Groups Coordinator. Their appointments would be confirmed at the next AGM in May 2022.

Action: Secretary

4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 16th November 2021 were agreed and signed by the Chairman. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **New Auditor.** It was confirmed that Mr John Reid had agreed to take over as the auditor. Appointment to be confirmed at the AGM in May.

Action: Secretary

- b. **Provision of a Debit Card.** The Treasurer confirmed that she now had a debit card for use with the events account.
 - c. **Weyhill Fair Hall Rental.** The invoice for the Weyhill Fair Hall fees has now been received. We have been invoiced at £30 per meeting which is less than previously. There is no explanation for the reduction. As was previously agreed we had not been charged for September 2021.
 - d. **Recruitment of a Groups Coordinator.** See above.
6. **Deputy Chair's Report.**
 - a. **Christmas Event 2022.** The Deputy Chair stated that he was keen to address the requirements for this year's Christmas event. It was agreed that the comedian who entertained us last year was very good and had proved a popular choice with those members who attended. It was agreed that he should be booked again for this year.

Action: Deputy Chair

7. **Treasurer's Report.**

- a. **Donation.** We have now received the £1000 donation in memory of the late Mrs Owens. A claim was put in for gift aid. Together with some other minor amounts claimed, we have received an additional £277.50.
- b. **Gift Aid Forms.** There is some doubt about the length of time our gift aid forms are valid. Having checked with HMRC it is confirmed that our gift aid forms are only valid for the current financial year. If it were continuous then the form would need to be retained all the time the person was a member and then for 6 years after they ceased being a tax payer or member as per current regulations. The outgoing webmaster has put an explanatory note on the web. Members renewing their membership have been asked to complete a gift aid form with the membership forms. Indications are that this is now being done.
- c. **Third Age Matters (Magazine).** We also had an invoice from TAT for the TAM magazine which was £609.46.
- d. **Forecast of Expenditure.** Our current account has a reasonable balance. We have sufficient funds to cover our anticipated expenditure for the coming year. In addition, we have received the (£1000) donation together with gift aid (£277.50), although this has been earmarked for capital projects, rather than our day to day running costs.
- e. **Membership Fee.** At the previous meeting it was agreed that the fees for this year 2022/23 would remain at £10.00. An increase in the membership fee for future years was discussed again. It was agreed that although the account was currently very healthy with sufficient funds to cover the anticipated forecast of expenditure for the coming year, it was clear that general economic costs were going to increase. It was agreed, bearing in mind that our annual fees are very low compared to other U3As that in the next Financial Year 2023/24 the membership fee would be increased from £10.00 to £11.00. This would be an agenda item at the AGM in May 2022.

Action: Secretary

8. Membership Secretary's Report.

- a. **Current Membership.** Our current Membership stands at 473.
- b. **Group Leaders' Membership Returns.**
 - (1) All Group Leaders except one have provided lists of their group members. The membership database has been updated accordingly. The response from GLs has been very positive both to the request for their group lists and to the revised renewal process.
 - (2) The GLs for: Exploring Villages, Fauna & Flora and Spanish Beginners have confirmed that they currently have no members. Some groups are currently in suspended animation pending recruitment of a new GL.

Secretary's Afternote: At the time of the meeting the information above was correct. Following the meeting the Membership Secretary had received a membership list from the Flora and Fauna group and a list from the Exploring the Villages group was imminent. As to the Spanish group the GL confirmed that he ran a short language course of 12 weeks and that presently he had no members.

c. **Statistics.** Statistics for the membership of groups are as follows:

174 members do not belong to any group.
142 members belong to one group.
79 members belong to two groups.
42 members belong to three groups.
23 members belong to four groups.
8 members belong to five groups.
3 members belong to six groups.
1 member belongs to seven groups.

d. **Renewals.**

(1) All members (single & Joint) that have provided an email address were sent the renewal notice (347) and notices were posted to those with no email address.

(2) All members whose email addresses 'bounced' were sent the notice by post.

(3) The Renewal Form and Notice went live on the website at the beginning of February. The Gift Aid form has been redrafted and following prompt action by the outgoing webmaster uploaded onto the website.

e. **Non-Renewals.** Some 14 members have so far notified me that they do not wish to renew their membership.

f. **Renewal Database.** The Renewal database is ready and updated with the 10 members who have renewed to date. I have advised each of them that their cheques will not be cashed until 1st April 2022 (compliments slip sent with their membership card & programme). However, I have assured them that they have renewed. I have received a further 5 renewal forms yet to be actioned plus those who handed in their forms and fees at today's meeting.

g. **Membership Cards.** The new membership cards are credit card size and show the name and membership number.

h. **Monthly Meeting Programme Cards.** Apologies but guest speaker names have been excluded from the Monthly Meeting Programme Cards.

i. **Membership Numbers.** All members have been allocated a membership number which is now on the cards ready for issue.

j. **Expenditure.** Expenditure associated with the renewal process to date is £247.91 (printing, envelopes, stamps, paper & ink). Maximising the use of the website and email has dramatically reduced these costs compared to previous years.

k. **New Membership Application Form 2022-23.**

(1) The Webmaster has been asked to upload the new Membership Application Form 2022-23 onto the website wef: 1st March 2022 and remove the 2021-22 form.

(2) **Taster Session.** We offer new members a taster session so I propose that any new member joining during March will pay the £10 joining fee (paid into the bank on 1st April 2022) and will be full members until 31st March 2023. (See Below).

- i. **Part Year Membership.** The difficult subject of part year membership was discussed again. A number of options had been considered. It was agreed that new members joining before 31st December would pay the full £10.00 membership and then be required to renew their membership at the end of March. Those joining after 01 January would also pay £10.00, but this would cover their membership until the end of March the following year (essentially, they would get 15 months membership for the standard fee). It was agreed that this was a reasonable compromise, that was simple to administer. Our fees are low and individuals can decide for themselves whether they wish to join or not.
- m. **“Period of Grace”.** Currently members have a 3-month “period of grace (from: the 31st of March to 30th June) in which to renew their membership. After this time, they are no longer considered to be members. TAT had confirmed during this period members would still be insured. It was agreed that there was therefore be no need to change the membership criteria described in the current Andover U3A Constitution. Notwithstanding this, all members are being encouraged to renew their membership by 31-Mar-2022.

Action: All

9. **Webmaster Report:** John Pickford had concluded a successful handover from Jan Ward
 - a. **E-mail Addresses.** The Webmaster was keen to implement a system where committee members and group leaders did not have their personal e-mail shown in open-source material. E-mails would be forwarded to the relevant personal e-mail address. The recipient could then decide whether to respond to the sender and thereby divulge their personal e-mail address.
 - b. **Vacant Group Leader Posts.** The Point of Contact for the vacant group Leader posts should now be Melenie McKay, our new Groups Coordinator.

Action: Webmaster / Groups Coordinator

10. **Newsletter Editor Report.** The Newsletter Editor he was about to start the process for the next Newsletter. He would be inviting Group Leaders to submit their content on 28th February, asking for returns by 20th March.

Action: Newsletter Editor

11. **Groups Coordinator’s Report.**
 - a. **Group Leader’s Meeting in January 2022.** The Chairman reported that we had held a successful group leader’s meeting in January. (Separate minutes had been produced). Some 14 group leaders had attended. The main aim of this meeting was to give the Membership Secretary an opportunity to outline the new renewal system. These proposals were well received, which is evident by the way that renewals are now progressing.

b. **Groups Update.** A number of groups currently had no leader:

- Theatre Group.
- Golf.
- Sunday Lunch Group.
- Family History.

Members are still playing golf. One of the Questers Groups has organised a theatre visit. Members are still meeting for Sunday lunch, albeit not under the umbrella of the U3A. It was agreed therefore that these groups should be allowed to lapse.

- c. **The Villagers Group.** The Villagers Group now has a new leader (Bridget Rawlings) and will now be informing previous members and recruiting new members.
- d. **Family History Group.** The Family History Group currently needs a new leader.
- e. **Cinema Group.** The Odeon Cinema in Andover has not resumed "The Silver Screen" following the relaxation in COVID rules. Consequently, the cinema group has ceased to meet. However, there are indications that "The Silver Screen" may start up again, in which case the cinema club may resume their activities. The Groups Coordinator will contact the Group Leader for an update.

Action: Groups Coordinator

- f. **Rummikub Group.** It was confirmed that the Rummikub Group is now active and led by Steve Baldwin
- g. **Flora & Fauna Group.** The new Flora & Fauna Group led by David Beeson will be starting activities shortly.

12. **Any Other Business.**

- a. **Annual General Meeting.** The AGM would take place in the Fairground Hall at Weyhill on Tuesday 17th May 2022. There would be a speaker as normal following what is usually a very short AGM.

13. **Date of Next Meeting.** The next meeting would be (provisionally if there is anything significant to discuss) held on Tuesday 19th April 2022 at 1530 hours at the Fairground Hall after the monthly meeting.

Signed

Dated

The Andover U3A is a Registered Charity, No. 1072274.