

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Monday 27th February 2023 at 1030 hours
Held at: 57, Conholt Road, Andover, SP10 2HS

Dated: 15th March 2023.

1. **Present:** Peter Villalard, David Gollings, Su McNamara, Melenie Mackay, John Pickford, Chris Ward, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** Jan Ward
3. **Chairman's Opening Remarks.** The Chairman welcomed those present and stated that this would be the last committee meeting before the AGM in May 2023. He informed the meeting that nationally, the overall membership of the U3A had fallen to about 388,000, post pandemic. (For comparison the WI had a current membership of around 200,000.) As a result, TAT had a funding shortfall of some £173,000, which would have to be met from their reserves.
4. **Minutes of the Previous Meeting.** The Minutes of the 2 previous meetings held on 19th October 2022 (by Zoom) and 06th December 2022 were agreed and signed by the Chairman. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Special General Meeting (SGM).** A SGM had been held on the 17th January 2023, prior to the monthly meeting. The purpose of the meeting was to propose a new 2-tier charging system to cover the cost of providing hard copies of the Third Age Matters (TAM) magazine by post to those who wished to receive it. The proposal had been agreed unanimously by the quorum of members present. The minutes were displayed on our notice board in February. These minutes will also be sent to members. The membership secretary was now implementing the 2-tier charging system.

Action: Membership Secretary

- b. **Membership Audit.** It was agreed some time ago that Membership Audits, would be conducted by Group Leaders, assisted where necessary by the Membership Secretary, on an annual basis. Group Leaders would be reminded to do this at the next Group Leaders Meeting, (which would be after the next round of membership renewals).

Action: Groups Coordinator

- c. **Internet Security.** The Zoom meeting in October dealt with the subject of internet security in some detail. The Webmaster had implemented a number of changes to ensure that members were safeguarded as much as possible. This action was now complete.

- d. **Groups Coordinator Display Board.** Following on from 5c above the Groups Coordinator display board no longer displayed personal email addresses and now showed, "appointment@Andover U3A".
- e. **Gift Aid.** Last year we experienced a significant drop in our income from Gift Aid. It was confirmed that notwithstanding our 2-tier charging system, we can only claim Gift Aid on £11.00 for each eligible member. (See Membership Secretary's Section below).

6. **Deputy Chair's Report.**

- a. **Christmas Event 2023.** The Christmas meeting for 2023 was discussed. It was agreed that this year there would be speaker with a topic on a, "Christmas Theme".

Action: Deputy Chair

7. **Treasurer's Report.**

- a. **Account.** The Treasurer gave an overview of the account. This is summarised on the attached sheet. It was estimated that we will end the FY with a deficit of £704.16. This was fully expected. The proposed increase in membership fees and the new 2-tier membership charge should address this in the coming year and the situation would be kept under constant review.
- b. **Gift Aid.** This year had seen a significant drop in the amount of Gift Aid, £232.49, a reduction from the previous year of £400.02, a significant sum. (See Membership Secretary's Section below).
- c. **Jean Owen's Bequest.** The Jean Owen's Bequest of £1250.00 is ring-fenced for capital expenditure on equipment for the various groups. A number of items had already been purchased and the fund currently stood at £995.54. This money is not held in a separate account. It was agreed that the Treasurer would devise a simple system to show how the original £1250.00 had been spent.

Action: Treasurer

8. **Membership Secretary / Newsletter Editor's Report.**

- a. **Membership.** There were currently 432 members, of whom 11 have joined since the 1st of January 2023. There appeared to be a constant trickle of new members.
- b. **Membership / Gift Aid Forms.** The significant drop in the amount of Gift Aid income had been highlighted. The Membership Secretary had examined the issue and had offered a solution. (See attached sheet). Essentially, forms and publications fell into 3 categories. It was proposed that the following methods would be used to disseminate this information:

- (1) AGM Calling Notice)
- (2) Previous AGM Minutes) By e-mail
- (3) SGM Minutes)
- (4) Membership Renewal Forms)

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| (5) Gift Aid Forms |) By Post |
| (6) Andover U3A Newsletter |) By e-mail where possible,
) Remainder by Post |

All eligible U3A members would be encourage to claim Gift Aid. It was hoped that receipt of a physical form would encourage them to do this. The Membership Secretary's proposal was accepted. Every effort would be made to reduce the amount spent on postage.

Secretary's Afternote. Following further discussions, the following compromise has been agreed. Those members who receive their Newsletter by e-mail will be sent their renewal forms by post after mid-March. Those members that receive their Newsletter by post will have their renewal forms included in the envelope and as a result should get them in early April. This should ensure that as many members as possible complete Gift Aid forms.

c. **Spring Newsletter.** The Newsletter Editor was now starting the process for the production of the Spring Newsletter. Group Leaders would be asked for input in March.

Action: Newsletter Editor

d. **Address Update Returns.** We used to get regular requests from TAT for address updates for the posting of the TAM magazines. This does not appear to have happened for some time. The Secretary agreed to examine this further.

Action: Secretary

9. **Webmaster Report:** The website was working well. There was nothing specific to report.

10. **Groups Coordinator's Report.**

a. **Groups Coordinator Display Board.** All the personal e-mails displayed had been replaced with "appointment@Andover U3A". Group Leaders had also been asked whether their home phone numbers could be displayed. All except one were happy for these to be shown on the board. (They will not appear on the website).

b. **Groups Update.**

(1) **Questers 3.** Bob Briggs had stepped down as the 2nd coordinator of Questers 3. A replacement was still required. The post had been advertised on the board / newsletter / within the group. Kath Catchpole would put an idea to the members of Questers 3 at their next meeting on 20th April 2023.

(2) **Strollers 1.** Gloria Birch had stepped down; Vanessa Knott has taken over as group leader.

(3) **Beginner's Spanish.** Pedro Battle has restarted Beginner's Spanish.

(4) **Nature Group.** Jill Hannington has stepped down; Roy and Zena Turner have taken over as group coordinators.

(5) **Sunday Lunch Group.** Jill Hannington has relaunched the Sunday Lunch Group. This group will meet on the last Sunday of every month. The membership was currently full (16).

(6) **Short Courses.** David Beeson's programme of short courses will not go ahead. There had been insufficient take-up.

(7) **Currently Inactive Groups.** The following groups were currently inactive:

Family History Group.
Gardens Group.

c. **Group Leaders Meeting.** The Groups Coordinator will hold the next Group Leaders Meeting in June / July 2023. The Groups Coordinator agreed to discuss the requirement for Group Leaders to hold emergency contact details for their members, particularly those groups who go away from Andover (visits, walks).

Action: Groups Coordinator

11. **Any Other Business.**

a. **Annual General Meeting.** The next AGM would take place in the Fairground Hall in Weyhill on Tuesday 16th May 2023. There would be a speaker as normal following what is usually a very short AGM.

b. **Election of Chair and Deputy Chair.** David Gollings was putting himself forward for election as Chair. There were to date no nominations for Deputy Chair.

c. **First Aid Kits.** It was agreed that 5 new first aid kits would be purchased, using the Jean Own Fund. These would be issued to the 5 walking groups. The Treasurer agreed to purchase the kits at a proposed unit cost of around £20.00.

Action: Treasurer

d. **Surplus Equipment.** Andover U3A holds a number of items, which are surplus and no longer used. It was agreed that these should be disposed of, either by selling them or gifting them. It was also agreed that in the interests of data security the lap top should be destroyed and not passed to a third party.

Action: Deputy Chair

Secretary's Afternote:

The Vice Chair has indicated that he was holding a substantial amount of obsolete equipment which was still accounted for on the asset register. This was as follows:

(1) **Projector.** The projector was now held by the Photography Group on permanent loan.

(2) **Two Sets of Microphones.** The 2 sets of microphones will be passed to The Quiz Group leader, who has agreed to take them on permanent loan.

(3) **Obsolete Laptop.** The obsolete laptop will be disposed of by the Vice Chair.

(4) **Extension Lead.** The only item maintained by the Vice Chair is now the electrical extension lead.

Action: Treasurer: Please amend the asset register to reflect these changes.

12. **Date of Next Meeting.** The next meeting would be held on **Monday 26th June 2023** at **1030 hours** at **10, Queen's Close, Ludgershall, SP11 9SN.**

Signed

Dated

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