

# ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES - V2

Wednesday 19th October 2022 at 1030 hours  
Held at: Conholt Road, Andover

Dated: 24th October 2022.

1. **Present:** Peter Villalard, David Gollings, Su McNamara, John Pickford, Chris Ward, Melenie McKay and Richard Selley.
2. **Apologies:** Jan Ward
3. **Chairman's Opening Remarks.** The Chairman welcomed those present.
4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 16th August 2022 were agreed and signed by the Chairman. These minutes will be published on the website.

## Action: Webmaster

5. **Matter arising:**
  - a. **Short Courses.** It was confirmed that David Beeson (Flora & Fauna) was going to run 4 short courses at his house in 2023. Each course would have a capacity of 8 students, at a cost of £10.00 per person attending (each course). It was reported that this proposal had proved popular and the courses were being well subscribed.
  - b. **TAT Proposal to increase Subscriptions Annually.** TAT have stated that they were proposing to increase their annual subscriptions payable by all U3As to £4.20 per member and then increase the fees annually in the same proportion as the rise in Old Age Pensions (up to a maximum of 5%). As directed at the last meeting, the Chairman had voted against this proposal at the recently held TAT AGM. The TAT proposal was rejected by the majority of U3As. TAT had therefore accepted that all future increases in fees would have to be agreed annually on a case-by-case basis.
6. **Deputy Chair's Report.**
  - a. **Christmas Event 2023.** The Deputy Chair confirmed that Mr Dave Moylan, the comedian who had entertained us last year and had been booked once again for Tuesday 13<sup>th</sup> December 2022. Mrs Ruth Gollings had kindly agreed to provide refreshments (attendees would collect these at the serving counter). The Treasurer agreed to procure around 10 raffle prizes, at a cost not to exceed £200.00. (The raffle should aim to be cost neutral: cost of prizes = sale of raffle tickets).

## Action: Treasurer

- b. **Monthly Speakers.** The Deputy Chair reported that the programme of speakers had been generally well received. He was aware of the need to review financial commitments and whenever possible seek to engage speakers from within a reasonable distance, in order to restrict travel expenses. There was consensus that we should also seek to restrict the number of speakers from charities. There had been a significant increase in attendees at the October monthly meeting. It was

therefore agreed that the number of chairs in each row should be increased from 10 to 12.

**Action: Deputy Chair**

**7. Treasurer's Report.**

a. **Overview.** The Treasurer gave an overview of the accounts. It was forecast that in the current financial year there would be an excess of expenditure over our income of some £400.00. There was sufficient money in the savings account to cover this. It was noted, however, that measures were being put in place to ensure that expenditure would not exceed our income in the future.

b. **TAT Magazine Costs.** The TAT magazine TAM is a significant cost driver that takes a large slice of our relatively modest membership fee. It had been suggested that members requiring the magazine should pay the additional cost over and above the standard membership fee. In essence, part of the membership was subsidising the other part, most of which is probably unaware of the costs involved. The Chairman and the Newsletter Editor were identifying and quantifying the extent of the problem and the costs involved. In advance of this it was agreed that this should be raised at a Special General Meeting prior to the monthly meeting on 17th January 2023. If the proposal was agreed, this would enable any increase to be enabled at the start of the next financial year (2023/24) (ie in time for the next membership renewal). (See attached S

**Action: Secretary**

**8. Membership Secretary's Report.**

a. **Membership.** There were now currently 408 Members.

b. **Recruiting.** Some 20 new members had joined since April 2022.

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

10. **Newsletter Editor Report.** The Newsletter Editor was congratulated on the quality of the Autumn Edition of the Newsletter. It had been very well received by the membership and the number of articles submitted was particularly impressive. The next edition would be in Spring 2023.

**Action: Newsletter Editor**

**11. Groups Coordinator's Report.**

a. **Update of Group Web Pages.** GLs had been requested to check and update their group's webpages on the website, in particular some photographs needed to be updated. All new and / or amended details had been forwarded to John Pickford and an updated, "Groups List" sent to all Committee Members

b. **Groups Update.**

(1) Art

(2) Croquet 1

- Group Leader - Trevor McCullough

- Group Leader - Chrissie Gore

- |                              |  |
|------------------------------|--|
| (3) Family History           | - No Group Leader - Currently Inactive |
| (4) Film Group               | - Ruth Gollings                        |
| (5) Flora & Fauna            | - David Beeson                         |
| (6) Gardens Group            | - Nomination required for Group Leader |
| (7) German Conversation Plus | - Paul Eaton                           |
| (8) Music                    | - Restarting October 2022              |
| (9) Poetry                   | - Alan Wright                          |

c. **Questers 2.** The Questers 2 trip to County Durham had been well publicised and was proving to be popular. Hopefully all available spaces will be filled.

d. **Group Leaders Meeting.** The Groups Coordinator would hold the next Group Leaders Meeting on Tuesday 15<sup>th</sup> November after the normal monthly meeting. The Chairman stated that he would like to address the Group Leaders at this meeting. General points to be raised at the meeting were discussed in outline.

e. **Membership Audit.** The annual membership audit was discussed. It was agreed that it was important to conduct this annually. The outgoing membership secretary had successfully completed this task, with just 3 groups not completed, due to extenuating circumstances. It was agreed that the next audit would be carried out after the next round of membership renewals in 2023. It was important that everyone was aware that without up-to-date membership, participants in U3A activities were not covered by the TAT insurance.

**Action: Membership Secretary**

f. **New Members.** The practicality of introducing new members to group leaders was discussed. This had been raised a number of times in the past. The logistics involved had made it impractical. It was generally agreed that most new members were introduced by a friend. There was a system in place to meet and greet new members at the Fairground Hall prior to the monthly meetings and there were usually several committee members available to answer any queries. In particular there were mechanisms in place to put new members in touch with relevant group leaders.

g. **Risk Assessments.** TAT had recently updated the 7 risk assessments. It was agreed that this should be brought to the attention of group leaders. But, it was important, however, that the whole issue was kept in perspective.

13. **Any Other Business.**

a. **Special General Meeting.** In advance of the next AGM in the Fairground Hall at Weyhill on Tuesday 16th May 2023, there would be a Special General Meeting on January 17<sup>th</sup> 2023 (See above).

b. **Additional Committee Member.** It was proposed that Mrs Ruth Gollings should be co-opted as a member onto the committee. This was unanimously agreed.

c. **Diaries.** The Secretary stated that the demand for U3A diaries had diminished significantly last year. He agreed to do one more "bulk order" of diaries. As in previous years the Membership Secretary would send out an email to establish demand. The Secretary would provide an estimate of costs: diary, envelope and postage.

**Secretary's After Note:** Last year the demand for diaries amounted to a total of 6. The cost of diaries is high at £3.50 and when the cost of posting and packing is added, the

overall unit cost was assessed as being too high. It was agreed therefore that there would be no “bulk” order of diaries.

d. **New Chair and Deputy Chair.** The posts of both Chair and Deputy would become vacant after the next AGM in May 2023. Nominations for their replacement would need to be sought. This would be an agenda item at the next AGM. However, it was agreed that the matter should be raised prior to this:

- (1) Website.
- (2) Newsletter.
- (3) Group Leader’s Meeting.
- (4) Monthly Meetings.

**Action:** Secretary / Newsletter Editor / Chairman / Deputy Chair

e. **General Dissemination of Information to U3A Members.** The dissemination of information to U3A members was discussed. This was generally done on a cascade system, ie: Groups Coordinator to Group Leaders and then Group Leaders to their members. The problem with this system is that it relies on Group Leaders; it results in members of multiple groups getting the same message multiple times and members who belong to no groups, never getting the message. It was agreed that in future information would be disseminated via a single e-mail to all members by the membership secretariat, with the proviso that this was not as straightforward as it sounds; it was time consuming and therefore information would need to be aggregated and sent in batches.

14. **Date of Next Meeting.** The next meeting would be held on **Monday 27th February 2023** at **1030 hours** at **57, Conholt Road**, Andover, SP10 2HS.

Signed .....

Dated .....

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