

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

Monday 26th June 2023 at 1030 hours
Held at: 10, Queen's Close, Ludgershall, SP11 9SN

Dated: 28th June 2023.

1. **Present:** David Gollings, Su McNamara, Melenie Mackay, Chris Ward, Ruth Gollings, Dorothy Connor and Richard Selley.
2. **Apologies:** Jan Ward, John Pickford
3. **Chairman's Opening Remarks.** The Chairman welcomed those present and stated that he was looking forward to being the chair of Andover U3A. He was sure that the committee would respect the views of all their fellow committee members and on those occasions where there was not universal agreement, a decision would be made by democratic vote.
4. **Minutes of the Previous Meeting.** The Minutes of the previous meeting held on 27th February 2023 were agreed and signed by the Chairman. These minutes will be published on the website.

Action: Webmaster

5. **Matter arising:**
 - a. **Two-tier charging system for membership FY 2023/24.** The two-tier charging system had now been implemented. There had been no problems experienced. It was of note that the percentage of members electing to take the Third Age Trust Magazine (TAM) had fallen from 57% to 19%.

Action: Membership Secretary

- b. **Jean Owen's Bequest - Ongoing Expenditure Summary.** The treasurer gave an update on the Jean Owen Fund. The fund had started at £1250. Capital expenditure of equipment totaled £343.75, leaving a current balance of £906.25. The money was presently held in the current account. It was agreed that this should be transferred to the deposit account.

Action: Treasurer

- c. **Surplus Equipment.** The Chair confirmed that all the issues identified at the last meeting concerning surplus equipment had now been resolved. The only item still held by Chair was now the electrical extension lead.
6. **Treasurer's Report.**
 - a. **Account.** The Treasurer gave an overview of the account. This is summarised on the attached sheet. It was currently estimated that we could again end the FY with a deficit of some £440.
 - b. **Gift Aid.** On a brighter note, however, there had been a much higher uptake

of Gift Aid Forms. This had increased from only 22% last year to 60%. The money this would accrue had yet to be claimed.

Action: Treasurer

- c. **Replacement Treasurer.** The Treasurer had given notice that she would not be seeking re-election at the next AGM. It was agreed that Treasurer post should be widely advertised now (on the website and at the monthly meetings). The Chair had produced an advert for the post. It was agreed that a prospective volunteer would shadow Su Macnamara for the rest of the year and be co-opted onto the committee.

Action: Webmaster / Chair

- d. **Way Ahead.** It was agreed that the ongoing finances needed to be reviewed closely. This might be our third consecutive year of deficit. Once Gift Aid had been claimed we would have a more accurate assessment of our financial state. If there was another deficit forecast it would be necessary to once again review the cost of individual membership. If an increase was to be implemented in FY 23/24 it was agreed that we would need to hold another Special General Meeting (SGM) in January 2024 to agree any increase for FY 24/25.

Action: All

7. Membership Secretary / Newsletter Editor's Report.

- a. **Membership.** There were currently 385 members (some 4 less than the same time last year. Fortunately, there has been a constant influx of new members, 42 of whom had joined since 1st January 2023.
- b. **Membership / Gift Aid Forms.** The membership secretary was to be congratulated on implementing a system to address the drop in the amount of Gift Aid. All eligible U3A members had been encouraged to complete the Gift Aid form and as stated there had been a threefold increase. Inclusion of a physical Gift Aid form had certainly encouraged them to do this.
- c. **Spring Newsletter.** The Newsletter Editor had successfully sent out the Spring Newsletter.

8. Webmaster Report: The website continues to work well. All the personal e-mails displayed had been replaced with "appointment@Andover U3A". The publishing of personal telephone numbers on the website was discussed. It was agreed that all personal telephone numbers would be removed from the website with the exception of the Chairman's. (Note: personal telephone numbers would continue to be shown on the Group Coordinators display board, where Group Leaders had agreed to this).

Action: Webmaster

10. Groups Coordinator's Report.

- a. **Groups' Update.**

(1) **Questers 3.** At the Q3 meeting held on 20th April, it was decided that members would volunteer to assist Kath Catchpole at the quarterly meetings. Frank Morton will join Kath as joint coordinator for the July meeting.

(2) **Strollers 2.** Kath Lucas and Diane Merry had stepped down as Group Leaders. John Howard and David James had replaced them as the new joint coordinators.

(3) **Gardens Group.** Gill Todd has relaunched a Gardens Group. It had now been renamed as the, "Gardens Visiting Group". Pam Henley was the second coordinator.

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

Family History Group
Reading Group

b. **Updated Groups List.** An updated groups' list has been sent to all Andover u3a committee members (dated 24-Jun-23)

c. **Group Leaders Meeting.** It was agreed that Group Leader's Meetings would continue to be held in the Fairground Hall, after the monthly meeting. This was administratively simple and was likely to ensure the maximum attendance. It was agreed that a proposed August meeting would be delayed. The Groups Coordinator could currently deal with outstanding issues by email. These were:

(1) Group Leaders to inform the Groups Coordinator of any relevant changes so that the website could be updated with the new information.

(2) Encourage groups to display (if relevant) a 'programme of events' on the Andover u3a website and keep it up to date.

Action: Groups Coordinator

11. **Any Other Business.**

a. **Zoom Account.** It was agreed that the Andover u3a Zoom account should be kept. The cost was modest and it offered a useful facility.

Action: Treasurer

b. **Andover u3a - Committee Appointment Lanyards.** It was agreed that at the monthly meeting committee members should wear their lanyards and name cards. The Chair agreed to procure spare lanyards and card holders and to get the relevant name cards produced.

Action: Chair

c. **Christmas Raffle.** The raffle at last year's Christmas meeting had made a small loss. This was due to a number of factors. It was agreed that we would have a raffle this year at the December meeting, but no more that £100.00 would be spent, on not more that 12 prizes.

Action: Treasurer

d. **High Visibility Jackets.** It was agreed that the Groups Coordinator would purchase and hold an additional 8 high visibility jackets. These would be funded from the Jean Owen's Fund and distributed as necessary.

e. **Additional First Aid Kits.** It was agreed that the Chair would purchase an additional 2 First Aid Kits. One would be offered to the Nature Group. The second would be held in reserve by the Groups Coordinator. These would also be funded from the Jean Owen's Fund.

Action: Chair / Groups Coordinator

d. **Membership Audit.** It was agreed that all Group Leaders would be asked to carry out a membership audit. This was to ensure that all those people attending Andover u3a activities had paid their membership fees and were therefore covered by u3a insurance. As in previous years, group leaders should submit their list of members to the Membership Secretary who would confirm membership or otherwise. Anybody without up-to-date membership would be encouraged to renew promptly.

Action: Groups Coordinator

e. **Car Sharing.** Attached is a statement setting out information about car sharing. This was intended to be for guidance and does not seek to deter or encourage reimbursement for car sharing between members. It was agreed that it should be put onto our website.

Action: Webmaster

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

Signed

Dated

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