



Chester U3A
Minutes of the Committee Meeting held on Wednesday 12th September 2018 at
St Columba's Hall Chester at 10.00am.

Present:

Jenny Carley	Chair	Angela Tindall	Committee Secretary
Laurence Cole	Business Sec.	Ken Bramham	News Liaison
Mal Waite	Vice Chair	Judy Anderton	Membership Secretary
Liz Flanagan	Social Secretary	Pat Gifford	Bob Davies GDPR

1. Apologies for absence:

Kay Lunt, Gary Nye, Graham Proctor.

2. Minutes of last meeting.

- (i). Bob Davies to be added to list of attendees. Otherwise agreed as correct and signed off by the Chair.

3. Matters arising not covered elsewhere.

- (i). Sue Foy attended this part of the meeting for clarification of the role of Speaker Secretary. The committee clarified that there was a budget of £1000 per annum for Speakers. This was spent at the SS discretion but limited to a maximum of £100 per person unless agreed prior to booking with the Chair or Vice-Chair. This was to allow for exceptional speaker bookings. The average cost over the last couple of years was estimated at £60 per Speaker as some had no cost.
- The quality of the sound system at the hall was discussed. It was agreed that the quality of the sound from the head mike was poor with problems with crackle and feedback. SF has a contact with expertise in this field and it was agreed that she would request him to visit the hall and check the equipment and give feedback on how it can be improved. The hearing loop will also be checked. Time to be agreed when convenient for all parties.
- JC asked SF if she wanted to be nominated for the committee. She said that she would agree to be nominated. JC stated that she would send a summary of discussion to SF.
- SF then left the meeting.

4. Chair's Items.

- (i). AGM. Constitution change. As previously agreed we need to change clause 3 (ii) to the agreed Charity Commission approved wording. The amendment will be presented at the AGM and advertised in Newsletters and e-mails to members. Action JC.
- (ii). Our website needs an AGM and nomination tab. JC to ask John Hammond to action.
- (iii). Nominations for the committee need to be received by LC at least 14 days before the AGM.

- (iv). A member has volunteered to run Thursday meetings. He has submitted a nomination form for the next committee.
- (v). There is a member willing to organise occasional discrete events. JC will enquire whether she will organise the annual New Members Lunch.
- (vi). The national Resource Centre is being revamped with more information.
- (vii). A Keep It Legal workshop is available on 27th September in Warrington.
- (viii). Trustees must give their official legal names to the Charity Commission. The current form CSD1382-Declaration of eligibility for newly appointed trustees does not state this as a requirement. Nor does it request D.O.B. which is also a requirement on the CC website. New BS to ensure trustees give correct information before submitting it to CC. (LC will advise new BS, and destroy old forms in compliance with GDPR).
- (ix). JC has been invited to Japan to talk about setting up U3A's as they are following a similar model to the UK's. All expenses will be paid by the Japanese.
- (x). TAT Existing U3A's model constitution. Although new U3A's now have a model constitution to follow existing U3A's model is still not written. Chester U3A has been asked by TAT to look at the model and comment back. We did quite a lot of work on this last year when it was first proposed. The committee discussed the work involved and decided that this was best undertaken by the new committee. The undertaking was approved by the committee.

5. Business Secretary's items.

- (i). Tuesday Attendance. There were 147 members at the last Tuesday meeting. With the membership now standing at 1140 we need an attendance of 171 members to be quorate at the AGM. LC will enquire whether the Church is available if the attendance exceeds 250.
- (ii). Nominations for the Committee. No applications have been received by LC as yet.
- (iii). Annual reports only go up to 2009, well before current BS in position. If required to be discussed by new BS and Chair.

Six. GDPR.

- (i). Two meetings have been held with co-ordinators. The general reaction was not positive. People still not sure on what to do. 50% of co-ordinators attended meetings so many still not aware.
- (ii). BD is writing two papers for co-ordinators. First is for fixed venue groups, second for those who meet in different places. These latter groups will may need to agree to exchange contact details. Co-ordinators must make clear that they cannot share information such as phone numbers without consent.
 - (i) BD will explain GDPR requirements at the co-ordinators lunch meeting.
 - (ii) Safeguarding Policy is still in progress.

7. Beacon.

- (i). None (GN holiday).

8. Treasurer's Items.

- (i). This years accounts can be examined in-house as we are still under the limit for external examination. GN to re-format accounts for legibility. Committee will then formally approve.
- (ii). Group accounts are required by the end of September.
- (iii). 80 diaries have been ordered.

(iv). Line Dancing group DVD player use is resolved in line with original approval.

9. Membership Secretary's Items.

- (i). JA reported still having problems with mail going to the Countess. After complaining to Royal Mail they, in line with terms and conditions, changed the post code for the P.O. box. Website has been altered, forms are being manually changed. Address details on newsletter still to be changed. JA to get changed.
- (ii). Membership as at 31st July is 1140. At 11th September 847 have renewed and there are 31 new applications. Beacon shows 314 still to renew but this includes lapsed members so unable to confirm actual number to renew. Beacon also keeps data for 6 years so not GDPR compliant. JC to meet GN to discuss.
- (iii). Collection of membership cards. People are still phoning or e-mailing asking where is my card? Some questioning because sight of card is required by co-ordinators. Some question what is point of paying on line if still have to collect card from meeting. Possible solution is increasing subs by 50p to £1 to cover cost of posting every card out. With so many members this would have to be automated as much as possible. Additional printing hardware may be required. Else it is possible to print out own card via Beacon. It was agreed that there would be a complete review next year. Chair stated that membership cards couldn't be posted out until after the Tuesday meeting on 2nd October.

10. Monthly Meeting Items

- (i). Sue Foy has now taken up the role of Speaker Secretary.
- (ii). The U3A cupboard in the hall needs sorting with unused items removed/sold to enable storage of projector/laptop. BD will swap around laptops so Windows 10 available in hall.
- (iii). Church to be asked on progress if any in fitting ceiling OHP. Action LC.

11. Group Items.

- (i). Co-ordinators Lunch Meeting will be on 20th October. There will be speakers on GDPR, Beacon and Group Fairs.

12. Communication Items.

- (i). Of the 800 e-mails sent out by Beacon 670 were opened. 165 members clicked on the link.

13. Social Items.

- (i). Lloyds Bank Social Account now operating. GN to enquire whether copy statement of account can be sent directly to LF.

14. A.O.B.

- i). None.

15. Date of next meeting.

- (i). The date of the next committee meeting is 17th October.

Meeting closed at 12.15pm.

Summary of decisions.

1. Hall sound system to be checked by external expert. SF/JC
2. Constitution Clause 3 (ii) amendment to be presented at AGM. JC
3. Website AGM tab addition. JC.
4. Existing U3A's model constitution to be reviewed at request of TAT. JC.
5. Post code change to be advertised in Newsletter. JA.
6. Beacon GDPR compliance to be reviewed. JC/GN.
7. Collection/posting of membership cards. Whole process to be reviewed. 2019.