

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 4 August 2017 at 2.00 pm

Item	Subject	Action
1	Present: Jennet Lambert (Chair), Bernard Crowell (Secretary), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), John Fairbairn (New Member Contact), Eileen Lancaster (Membership Secretary), Bud Thornley (Publicity Organiser), Ron Watson (Active News Editor). Helen Heatley was welcomed as a future Programme Co-ordinator, replacing John Maynard who has stood down. Her co-option onto the Committee was proposed by Jennet Lambert and unanimously agreed by all.	
2	Apologies: Jan Harris (Treasurer), Janice Miller (Vintage Brass Representative), Margaret Norris (Venues Secretary), Norman Richards (President). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 23 June 2017 The minutes were accepted as a true record. Proposed by Jennet Lambert, seconded by Dee Collins and agreed by all.	
4	Matters Arising There were no matters arising which are not covered under Actions.	
5	Actions Action: Jan/17/1 - Revised Constitution Section 2– Removal of age restriction A minor change was agreed – the word ‘sports’ to be replaced by ‘sporting’. Section 4 – Management It was agreed that the position of Vice Chair could be combined with other duties. Bernard considered that any Committee member could hold more than one post. John Fairbairn pointed out that this could lead to only a few Committee members. Jennet said certain positions (such as Finance) were essential. The proposed amendments to Section 4 were agreed. These two amendments will be proposed at the AGM.	Action: Jan/17/1 Closed
	Action: Jan/17/6 - Can Christchurch U3A be Improved? Item No. 29 The comparison of venue costs is ongoing (Jan Harris or Margaret Norris not at the meeting to report).	Action: Jan/17/6 Jan Harris & Margaret Norris Ongoing

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	<p>Action: Feb/17/2 – Vacant Committee Posts, October 2017</p> <p>The Programme Co-ordinator and Speakers’ Secretary rôles have been filled by Helen Heatley and Jennet Lambert respectively. A mailchimp has been circulated in respect of the replacement Chair vacancy.</p>	Action Closed
	<p>Action: Feb/17/2a – Christchurch U3A Logo</p> <p>The Committee voted (8 for and 1 against) to accept the new logo, with one modification – the word ‘the’ to be omitted.</p>	Action Closed
	<p>Action: May/17/1 – Protocol for Circulating Mailchimps</p> <p>It was decided that the Committee should have the authority to send out mailchimps. Anyone else should request permission from either Eileen Lancaster or other relevant member of the Committee.</p>	Action Closed
	<p>Action: May/17/2 – Members Advertising</p> <p>This arose as a result of a member circulating a mailchimp advertising tickets for sale for a non-U3A related show. This could set a precedent for anyone to advertise via the mailchimp system and so not considered a good idea. However, it may be that a section could be set aside on the website, perhaps under the Local Events section for members to be able to advertise items for sale. It would, however, need monitoring. Jennet to discuss with Chris Powell. This is still ongoing.</p>	Action: May/17/2 Jennet Lambert
	<p>Action: May/17/3 – Post-Specific Nominations</p> <p>The relevant forms have been amended to reflect the “Policies” document stating that “Only the Chair will be elected by members at the AGM or Special General Meeting, all other committee posts will be decided at committee”.</p>	Action Closed
	<p>Action: May/17/4 Epicentre Closed in August</p> <p>The Epicentre is to be open on some days in August.</p>	Action Closed
	<p>Action: June/17/1 – Inclusion of a member’s achievements in Active News</p> <p>The inclusion of an article in Active News has been arranged.</p>	Action Closed
6	Chair’s Report (Jennet Lambert)	
	Nothing to report.	
7	Secretary’s Report (Bernard Crowell)	
	The revised Constitution was discussed (Action: Jan/17/1).	
8	Treasurer’s Report (Jan Harris)	
	Report is attached.	

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8.1	<u>Third Age Film Bank Account</u>	
	<p>Rather than using the U3A account, Third Age Films have opened a bank account which is, therefore, not audited. Jennet has contacted Roger Williams who said that those members able to pay did so. The account, with only £10 in it, was opened to facilitate applying for a grant. The Committee generally considered that there should be some visibility of moneys received and paid. Bernard pointed out that no group was under any obligation to contribute to U3A coffers.</p> <p>Jennet will speak to Anne Hewetson regarding how the Christchurch U3A choir manages its finances, and liaise with Jill Dale.</p> <p>[Post-meeting note: Sheila Harley has contacted Jan Harris regarding the choir finances as she is handing over to a new choir treasurer. Jan will propose that choir finances are handled through the Social and Fundraising account in the future.]</p> <p>Jan Harris tabled a proposal that any group that advertises an event or who incurs income and expenditure under the umbrella of U3A and receives monies over £500 should be accountable to U3A. Bernard suggested that this amount was too low and should be increased. This is to be open to future discussion.</p>	<p>Action: Aug/17/1 Jennet Lambert Action: Closed</p>
9	New Members Contact Report (John Fairbairn)	
9.1	<u>New Members Coffee Morning</u>	
	<p>This is to take place on Saturday 18 November 2017 at Homelands Community Centre. Due to Chris Powell's absence, Bernard Crowell offered to organise the presentation.</p>	
10	Membership Secretary's Report (Eileen Lancaster)	
	<p>Report is attached.</p> <p>Both membership and group numbers are down from last year. Two reasons were given: 1) Loss of members due to specific groups finishing (in particular the History group) and 2) Lack of advertising promotions.</p> <p>Promotion opportunities are to be investigated. The Committee agreed that publication of the programme should be brought forward to 1 July next year. Term dates to be placed at the beginning of the programme. Helen Heatley said prospective new members are more likely to be found on line rather than through printed programmes. Jill Dale agreed there should be more group information on the website.</p>	
10.1	<u>Epicentre</u>	
	<p>Bernard suggested an Epicentre revamp, to include disabled access. This would be subject to permission from Christchurch Housing Association. This is to be written up, as a valid proposition, by Bernard.</p>	<p>Action: Aug/17/2 Bernard Crowell</p>
11	Programme Co-ordinator's Report	
	<p>Nothing to report.</p>	

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12	Assistant Programme Co-ordinator (Dee Collins)	
12.1	<u>Garden Party</u> Dee suggested a possible garden party for members to take place on 30 June 2018. The venue is to be confirmed; Priory House gardens would be suitable. The 2018/19 programme could be distributed at the party, thus saving money on postage.	
13	Group Co-ordinator's Report (Jill Dale) Jill said there are two new groups in the pipeline.	
14	Venues Secretary's Report (Margaret Norris) Nothing to report.	
15	Publicity Organiser's Report (Bud Thornley) Bud has used magazine adverts, monthly programme flier distribution and speaking at different groups to publicise Christchurch U3A.	
15.1	Tent/Gazebo for publicity events Bud is to provide a valid proposition for a U3A tent to be used for promotion purposes at local shows	Action: Aug/17/3 Bud Thornley
16	Active News Editor's Report (Ron Watson) Report is attached. The revamped Active News will be published around 1 September. There will be four issues a year: September, December, March and June. Basic information will appear regularly at the front of the magazine. The new layout will be used for the next year; however this could be altered if sufficient feedback is received. Ron expressed concern that, due to lack of information, the Annual Report booklet may not be ready to be included with the September issue.	
17	Vintage Brass Report (Janice Miller) Nothing to report.	
18	Any Other Business	
18.1	<u>Printer</u> Eileen Lancaster requested permission to purchase a new printer. It was agreed that a HP printer, costing £40 plus free ink, could be claimed through expenses.	
18.2	<u>Hearing Device</u> Bud Thornley said the response for hearing equipment has not been quite as good as expected, but he will continue to promote this.	

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19 Next Committee Meeting

Day/Date: **Thursday** 7 September at 2.00 pm

Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.

Travel club dates have been provided in order to prevent clashes with Committee meetings.

20 The meeting closed at 4.15 pm.