

# Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on  
Thursday 7 September 2017 at 2.00 pm

Item	Subject	Action
1	<p><b>Present:</b></p> <p>Jennet Lambert (Chair), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), John Fairbairn (New Member Contact), Helen Heatley (Programme Co-ordinator), Eileen Lancaster (Membership Secretary), Janice Miller (Vintage Brass Representative), Margaret Norris (Venues Secretary), Ron Watson (Active News Editor).</p> <p>John Wingfield, the current Secretary of Vintage Brass, was welcomed as the possible future Chair, replacing Jennet Lambert who will be standing down. He has completed a form for nomination onto the Committee at the Annual General Meeting on 2 October.</p>	
2	<p><b>Apologies:</b></p> <p>Bernard Crowell (Secretary), Jan Harris (Treasurer), Bud Thornley (Publicity Organiser), Norman Richards (President).</p> <p>Sally Ward took the minutes.</p>	
3	<p><b>Minutes of the last Committee Meeting held on Friday 4 August 2017</b></p> <p>Apart from one amendment the minutes were accepted as a true record.</p> <p>Item 9.1 should read 'website presentation'.</p> <p>Proposed by Ron Watson, seconded by Dee Collins and agreed by all.</p>	
4	<p><b>Matters Arising</b></p> <p>There were no matters arising which are not covered under Actions.</p>	
5	<p><b>Actions</b></p> <p>Action: Jan/17/6 - Can Christchurch U3A be Improved? Item No. 29</p> <p>The comparison of venue costs by Jan Harris and Margaret Norris is now complete.</p> <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. This is ongoing; Jennet and Eileen to discuss with Chris Powell.</p> <p>Action: Aug/17/2 - Epicentre</p> <p>An Epicentre revamp, to include disabled access, is to be written up as a valid proposition.</p>	<p>Action Closed</p> <p>Action: May/17/2 Jennet Lambert &amp; Eileen Lancaster</p> <p>Action: Aug/17/2 Bernard Crowell</p>

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	Action: Aug/17/3 – Tent/Gazebo for publicity events A valid proposition for a U3A tent to be used for promotion purposes is ongoing.	Action: Aug/17/3 Bud Thornley
<b>6</b>	<b>Chair's Report (Jennet Lambert)</b> Nothing to report.	
<b>7</b>	<b>Secretary's Report (Bernard Crowell)</b> Nothing to report.	
<b>8</b>	<b>Treasurer's Report (Jan Harris)</b> Report is attached.	
<b>8.1</b>	<u>Third Age Film Bank Account</u> It was considered that a policy needs to be established in respect of group income/expenditure. The subject will be on the Group Leaders meeting agenda.	Action: Sept/17/1 Jill Dale
<b>8.2</b>	<u>Subscription payments</u> The Committee agreed that if any Group Leader/Committee and Non-Committee member resigns their position, the U3A subscription would become payable.	
<b>9</b>	<b>New Members Contact Report (John Fairbairn)</b>	
<b>9.1</b>	<u>New Members Coffee Morning</u> This is to take place on Saturday 18 November 2017 at Homelands Community Centre. John will ask a selection of Group Leaders to give a five minute talk on their groups. Ron Watson said he would be available to talk about the Active News magazine.	
<b>10</b>	<b>Membership Secretary's Report (Eileen Lancaster)</b> Report is attached. Current membership is 945, including 83 new members, down from last year. According to the membership survey 137 joined due to 'word of mouth'.	
<b>11</b>	<b>Programme Co-ordinator's Report (Helen Heatley)</b> Database information will be required prior to the print run of the amended programme after the AGM. Helen agreed to contact John Maynard for details.	

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<b>12</b>	<b>Assistant Programme Co-ordinator (Dee Collins)</b>	
<b>12.1</b>	<u>U3A Publicity</u> Dee suggested a specially designed bookmark, costing around £50 for 500, to advertise Christchurch U3A. Ron Watson suggested that this could be designed in-house and produced more cheaply. He agreed to design a prototype bookmark.  No information has been received regarding a Twynham Open Day.	Action: Sept/17/2 Ron Watson
<b>13</b>	<b>Group Co-ordinator's Report (Jill Dale)</b> Group Leaders are reduced in number through bereavement and ill health. Five new groups are featured in the programme; four have been formed subsequently, with two more in the pipeline.	
<b>14</b>	<b>Venues Secretary's Report (Margaret Norris)</b>	
<b>14.1</b>	<b>Vintage Brass – instrument storage</b> Ray Pickett of Vintage Brass has advised that St James Institute has requested payment in future for storage of instruments, uniforms and music, which previously had been free. As Vintage Brass members contribute substantially in membership subscriptions, Margaret considered that the U3A should be responsible for this charge. The Committee agreed with this. However Ron Watson, who is on the Committee of the St James Institute agreed to talk to them at their forthcoming committee meeting regarding any possible reduction.	Action: Sept/17/3 Ron Watson
<b>15</b>	<b>Publicity Organiser's Report (Bud Thornley)</b> Report is attached.  Local magazines have provided space for U3A advertisements. Christchurch Eye, in particular, was considered excellent publicity by the Committee as it is delivered to many households.  Bud hopes to organise a stall for Southbourne Shake and Stir weekend in 2018. He has also kindly offered to host another BBQ for U3A helpers next year.  Only five enquiries have been received about the Hearing Device.	
<b>15.1</b>	<u>U3A Subscription fee</u> Bud has received complaints from prospective members objecting to paying the full fee of £42 when they only want to join one class. The Committee agreed that Christchurch U3A represents good value at £42 per annum. Additionally, there is no restriction on the number of classes joined, unlike some other U3As. It was agreed there should be no reduction for the autumn term alone. Price reductions are already in place for members joining for just the spring/summer and summer terms.	
<b>15.2</b>	<u>Car Stickers</u> Bud is currently investigating the cost of car stickers for members, as a way of publicising the U3A.	

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<b>16</b>	<b>Active News Editor's Report (Ron Watson)</b> Report is attached. Format problems and late copy contributed to difficulties producing the AGM booklet on time.	
<b>16.1</b>	<u>Active News revamp</u> Ron said he was very disappointed with the quality. In particular, problems with the yellow drum meant some copies were discoloured. He is now considering moving the printing to another company.	
<b>16.2</b>	<u>Mailing of Active News</u> As Peter and Barbara Messingham are no longer able to perform this duty, a replacement is required. Ron has received two offers from interested members. He has obtained information on a franking machine which could save money on postage. However, the cost of electricity could also be a factor – Ron will investigate standby/running costs. Dispatch of the annual programme to all members would also be included when analysing costs. Dee Collins suggested that epicentre volunteers could help with the franking. However, the noise could encroach on groups in the adjoining room.	Action: Sept/17/4 Ron Watson
<b>17</b>	<b>Vintage Brass Report (Janice Miller)</b> Janice reported a successful summer with four concerts held in July. The next concert will take place on Sunday 22 October, in the afternoon. The price of a programme has been increased to £7.	
<b>18</b>	<b>Any Other Business</b>	
<b>18.1</b>	<u>Committee Meeting and AGM dates</u> Helen Heatley asked for a list of future meeting dates. Ron Watson suggested that future AGMs could take place in November. Jennet agreed, as the present date meant insufficient time to find, propose and second prospective Committee members. This will be discussed by the new Committee.	
<b>18.2</b>	<u>AGM – 2 October 2017</u> The examiner of accounts and constitution changes are to be confirmed at the meeting. As a quorum of 5% is necessary, members have to sign in. Eileen agreed to provide lists of members. Tea and coffee is also to be arranged.	Action: Sept/17/5 Eileen Lancaster
<b>18.3</b>	<u>U3A Torches</u> Eileen said she will bring some torches to sell at the next monthly meeting (11 September).	
<b>18.4</b>	<u>Community Partnership Forum</u> The U3A has been invited to give a five minute presentation at their meeting on 10 October 5.30 -7.00 pm. John Fairbairn volunteered to attend, Jennet will provide details.	Action: Sept/17/6 John Fairbairn

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18.5	<u>Bournemouth University</u> It was considered that there was insufficient notice of an invitation to attend a public lecture day on 11 September 2017	
18.6	<u>Business Secretary position</u> This position has been held by Bernard Crowell, and efficiently performed by him, for the past four years. Bernard has been ill and will be unable to fulfil his duties for at least another month. He requested Jennet to ask the Committee, as a whole, if he should resign. This resolution was put to the Committee: Should we ask Bernard Crowell to resign? For (Yes) 3, Against (No) 2, Abstentions 3. Jennet will ring Bernard and arrange for a mailchimp to be sent out for a replacement Business Secretary.	Action: Sept/17/7 Jennet Lambert
19	<b>Next Committee Meeting</b> Day/Date: Friday 6 October at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 4.05 pm.	