

Christchurch U3A Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 6 October 2017 at 2.00 pm

Item	Subject	Action
1	Present: John Wingfield (Chair), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), John Fairbairn (New Member Contact), Jan Harris (Treasurer), Eileen Lancaster (Membership Secretary), Margaret Norris (Venues Secretary), Bud Thornley (Publicity Organiser).	
2	Apologies: Helen Heatley (Programme Co-ordinator), Janice Miller (Vintage Brass Representative), Norman Richards (President), Ron Watson (Active News Editor). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Thursday 7 September 2017 The minutes were accepted as a true record.	
4	Matters Arising There were no matters arising which are not covered under Actions.	
5	Actions Action: May/17/2 – Members Advertising 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. Action: Aug/17/2 – Epicentre revamp An Epicentre revamp, to include disabled access, is to be written up as a valid proposition. This is ongoing. Action: Aug/17/3 – Tent/Gazebo Bud is to source a financially viable tent/gazebo, to be used for promotion purposes in 2018. Action: Sept/17/1 – Third Age Film Bank Account Jill Dale will liaise with Jan Harris regarding a policy in respect of reports required from groups collecting money for U3A events. This is ongoing.	Action: May/17/2 Eileen Lancaster Action: Aug/17/2 Ongoing Action: Aug/17/3 Bud Thornley Action: Sept/17/1 Jill Dale & Jan Harris

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	<p>Action: Sept/17/2 – U3A Publicity</p> <p>Dee will discuss the production of a specially designed bookmark with Ron Watson and Bud Thornley. Some bookmarks, advertising Christchurch U3A, have been printed.</p>	<p>Action: Sept/17/2 Ron Watson</p>
	<p>Action: Sept/17/3 – Vintage Brass – instrument storage</p> <p>Ron Watson is to discuss the matter at St James Institute. (Ron not at the meeting to report).</p>	<p>Action: Sept/17/3 Ron Watson</p>
	<p>Action: Sept/17/4 – Mailing of Active News</p> <p>Replacements are required for Peter and Barbara Messingham. Information is needed regarding the costs of a franking machine. This is ongoing.</p>	<p>Action: Sept/17/4 Ron Watson</p>
	<p>Action: Sept/17/5 – AGM 2 October 2017</p> <p>This has now taken place.</p>	<p>Action Closed</p>
	<p>Action: Sept/17/6 – Community Partnership Forum</p> <p>The meeting takes place on 10 October, 5.30-7.00 pm, at St Joseph's, Purewell, on the topic of social isolation. John Fairbairn is to give a five minute presentation.</p>	<p>Action Closed</p>
	<p>Action: Sept/17/7 – Business Secretary Vacancy</p> <p>A repeat mailchimp is to be circulated to members, emphasising the job title of Business Secretary. A job description should be made accessible. John Wingfield to contact Chris Powell and Jennet Lambert.</p>	<p>Action: Sept/17/7 John Wingfield</p>
6	Chair's Report (John Wingfield) Nothing to report.	
7	Business Secretary's Report Nothing to report.	
8	Treasurer's Report (Jan Harris) Report is attached. Jan stated that the £500 in the Social Account, received from the Choir, will enable them to purchase sheet music.	

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9	New Members Contact Report (John Fairbairn)	
9.1	<u>New Members Coffee Morning</u> A reminder that this is to take place on Saturday 18 November 2017, 10.00 – 12.00, at Homelands Community Centre. John Wingfield is invited to attend. A mailchimp is to be circulated to members. Eileen offered to run a presentation from the website, at 10.45 am.	Action: Oct/17/1 John Fairbairn/ Eileen Lancaster
10	Membership Secretary's Report (Eileen Lancaster) Report is attached. Current new membership has increased from the same time last year. Discretion is to be used in respect of membership refunds. The new batch of pens is to show Christchurch U3A website address.	
11	Programme Co-ordinator's Report (Helen Heatley) Nothing to report.	
12	Assistant Programme Co-ordinator (Dee Collins)	
12.1	<u>Garden Party</u> Dee suggested a Garden Party should be held at Priory House on 30 June 2018. Cold drinks and biscuits are to be served with perhaps a barbeque. The annual programme – brought forward by a month – should be available to members, together with active News. This would make savings on postage.	Action: Oct/17/2 Dee Collins
12.2	<u>List of Contacts</u> Dee suggested that a list of contact information for Committee/Non Committee members should be made accessible. There is a possibility that an office volunteer could assist with the typing.	
13	Group Co-ordinator's Report (Jill Dale)	
13.1	Group changes have been summarised for Helen Heatley.	
13.2	<u>Annual Group Leaders meeting</u> This will take place on 11 November 2017, 10.00 – 12.00, at Homelands Community Centre. Chris Powell will talk about the new website. John Wingfield is invited to attend. As it is Remembrance Day, a two minute silence will be observed at 11.00 am.	
13.3	<u>Cancellations/alterations to Groups</u> Jill stressed that any cancellations or alterations to groups should be notified to her, or another Committee member, especially as these can cost the U3A money. She also said that a Group Leader cannot debar any member from attending. Any problems of this kind should be discussed with Jill.	

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14	Venues Secretary's Report (Margaret Norris)	
14.1	<u>Yoga Groups</u> Dawn Allen, the Group Leader, has had a stroke and is unable to run the three Yoga groups this term. There is a possibility she will be able to next term. The U3A is not being charged for the hall at St Catherines Hill Community Centre as it is subject to seven days' notice. As the hall is pre-booked it will be available for the whole year if required.	
15	Publicity Organiser's Report (Bud Thornley)	
15.1	<u>I Pad Classes</u> As 63 members applied, Bud informed those who were successful in joining. In spite of this, some people turned up although they were not booked on the course. Also, some who joined did not attend.	
15.2	<u>Emmanuel Church</u> The new venue of Emmanuel Church is cheaper than St James.Institute. However, due to building work taking place a porta cabin was used which proved to be very cramped. Bud has offered to use his house. There is a possibility of extending the course into the Spring term.	
15.3	<u>Hearing Device</u> Bud has received ten enquiries for the Digital Listener device.	
15.4	<u>Publicity</u> Mike Goodey (Christchurch U3A) has been contacted to help with publicity projects.	
16	Active News Editor's Report (Ron Watson) Nothing to report.	
17	Vintage Brass Report (Janice Miller) Nothing to report.	
18	Any Other Business	
18.1	<u>Reprints</u> Helen Heatley needs to know the figures of the reprint (last year) and the main print (this year).	Action: Oct/17/3 Jan Harris
18.2	<u>Flower Festival, Christchurch</u> Dee Collins is to obtain information on this event.	Action: Oct/17/4 Dee Collins
18.3	<u>Former Chair, Jennet Lambert</u> Bud said that the Committee should acknowledge Jennet's work and say thank you. It was pointed out that she was presented with a plant and gift card at the AGM. John Wingfield is to arrange for a card to be sent from the Committee.	Action: Oct/17/5 John Wingfield

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Item	Subject	Action
19	Next Committee Meetings	
	Day/Date: Friday 24 November at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
	Day/Date: Friday 12 January at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 3.50 pm.	