

# Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on  
Friday 24 November 2017 at 2.00 pm

Item	Subject	Action
1	<b>Present:</b> John Wingfield (Chair), Jill Dale (Group Co-ordinator), John Fairbairn (New Member Contact), Jan Harris (Treasurer), Helen Heatley (Programme Co-ordinator), Janice Miller (Vintage Brass Representative), Eileen Lancaster (Membership Secretary), Margaret Norris (Venues Secretary), Bud Thornley (Publicity Organiser), Ron Watson (Active News Editor).	
2	<b>Apologies:</b> Dee Collins (Assistant Programme Co-ordinator), Norman Richards (President). Sally Ward took the minutes.	
3	<b>Minutes of the last Committee Meeting held on Friday 6 October 2017</b> The minutes were accepted as a true record.	
4	<b>Matters Arising</b> There were no matters arising which are not covered under Actions.	
5	<b>Actions</b>  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 There are limitations to any revamp as the Epicentre is leased, at a nominal rent, from Christchurch Council and there is little room to manoeuvre a wheelchair. John Wingfield to investigate possibilities, including a possible wooden access ramp.  Action: Aug/17/3 – Tent/Gazebo It was agreed that a gazebo would be preferable to a tent. This could be used at Southbourne Shake and Stir and perhaps at Christchurch events. Bud is to source a financially viable gazebo; John Wingfield raised the possibility of borrowing one.  Action: Sept/17/1 – Third Age Film Bank Account A policy has been decided and Group Leaders will be informed. Anyone advertising an event with Christchurch U3A logo should report to Jan Harris or Jill Dale.	  Action: May/17/2 Eileen Lancaster   Action: Aug/17/2 John Wingfield   Action: Aug17/3 Bud Thornley   Action Closed

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	<p>Action: Sept/17/2 – U3A Publicity</p> <p>Ron Watson reported that 500 bookmarks have been printed. The phone number is to be amended on the next print run.</p>	Action Closed
	<p>Action: Sept/17/3 – Vintage Brass – instrument storage</p> <p>Ron Watson has investigated this and was informed by St James Institute that charges are already discounted.</p>	Action Closed
	<p>Action: Sept/17/4 – Mailing of Active News</p> <p>A possible replacement has been found for Peter and Barbara Messingham. There are more details regarding a franking machine in Ron's report (Item 16.1).</p>	Action: Sept/17/4 Ron Watson
	<p>Action: Sept/17/7 – Business Secretary Vacancy</p> <p>A notice will appear in the next edition of Active News. If necessary, a follow-up mailchimp will be circulated.</p>	Action: Sept/17/7 John Wingfield
	<p>Action: Oct/17/1 - New Members Coffee Morning</p> <p>This took place on 18 November and was well supported with 24 new members attending.</p>	Action Closed
	<p>Action: Oct/17/2 – Garden Party</p> <p>This is ongoing. (Dee not at the meeting to report.)</p>	Action: Oct/17/2 Dee Collins
	<p>Action: Oct/17/3 – Reprints</p> <p>Jan Harris has encountered difficulties in tracking these down.</p>	Action Closed
	<p>Action: Oct/17/4 – Flower Festival, Christchurch</p> <p>Dee Collins is to obtain information for this event. John Wingfield suggested floral decorations for the Epicentre would be appropriate.</p>	Action: Oct/17/4 Dee Collins
	<p>Action: Oct/17/5 – Former Chair</p> <p>A card has been sent to Jennet Lambert.</p>	Action Closed
<b>6</b>	<b>Chair's Report (John Wingfield)</b>	
	<p>John commented that he was made to feel very welcome and duly impressed when he visited the Epicentre and attended the Group Leaders meeting and New Members meeting.</p>	
<b>6.1</b>	<b><u>Musical Revue Group</u></b>	Action: Nov/17/1 John Wingfield
	<p>Ticket sales have been excellent for 'Showtime' which is now sold out. John Wingfield offered to provide a keyboard for the group. This would save St Catherine's Hill Community Centre's rental charge.</p>	

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6.2	<u>Opera Group</u> John visited the Opera Group at Mudeford Wood Community Centre. As they were encountering sound problems, he will investigate the cost of a replacement sound system.	Action: Nov/17/2 John Wingfield
7	<b>Business Secretary's Report</b> None available.	
8	<b>Treasurer's Report (Jan Harris)</b> Report is attached. Jan stated that she provides quarterly figures for budgets in order to monitor expenditure efficiently.	
9	<b>New Members Contact Report (John Fairbairn)</b> Nothing to report.	
10	<b>Membership Secretary's Report (Eileen Lancaster)</b> Report is attached. Eileen commented that new membership is up on last year, but down on previous years.	
11	<b>Programme Co-ordinator's Report (Helen Heatley)</b>	
11.1	<u>Programme Updates</u> Two hundred revised programmes have been printed; any old ones should only be issued if absolutely necessary. They have been printed on white paper which is easier on the eye. There will be a different colour cover on each print run. If there are more classes in 2018/19 Helen recommended a larger programme. Jill Dale added that ten words of description are often inadequate. It was agreed perhaps twenty words would be more realistic. The term dates should appear near the front of the programme.	
11.2	<u>Collection of data</u> Helen suggested sending out the CDF to include last year's data (from existing database), using mail merge. However, it was considered that a hard copy would still be required for those Group Leaders not online. Margaret Norris said she preferred using a blank form. If submitted electronically, hard copies would possibly still be needed.	
11.3	<u>Numbering of groups</u> For ease of finding groups in the programme, Helen suggested numbering them. A sample programme from Bournemouth U3A, using this method, was circulated round the Committee. This was considered a positive idea.	Action: Nov/17/3 Helen Heatley

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11.4	<u>Update sheets</u> Helen suggested printing more programmes initially, with a disclaimer saying information was correct at time of printing. A supplementary update sheet with any changes could be issued, perhaps twice a year. This would prove cheaper. John Fairbairn thought some members might have problems with this.  Programmes can be collected from Colour Copier or delivered for a small charge.	
11.5	<u>Introduction Update</u> Jill Dale said some people have been turning up for courses without contacting the Group Leader first. She suggested that the correct procedure is emphasised in the programme introduction, which possibly needs updating.	Action: Nov/17/4 Jill Dale, Dee Collins & Helen Heatley
12	<b>Assistant Programme Co-ordinator (Dee Collins)</b> Nothing to report.	
13	<b>Group Co-ordinator's Report (Jill Dale)</b>	
13.1	<u>Annual Group Leaders meeting</u> The number of attendees was slightly down on last year. This was perhaps due to some attending the New Members meeting the following week. The next Group Leaders meeting will possibly be rescheduled for January instead. Draft minutes have been sent out to all Group Leaders.	
13.2	<u>Epicentre</u> More volunteers for the office are still needed. Jill visited the Epicentre and noted that the rota included the same person seven times. The Committee agreed that a mailchimp should be sent out asking for volunteers. The wording on the programme should perhaps be reworded to encourage more interest. Apparently, some who ticked the box as potential volunteers have not been contacted.	Action: Nov/17/5 Jill Dale
13.3	<u>Ukulele Group</u> There has been considerable interest in a ukulele group but no-one has come forward to teach it, as yet.	
14	<b>Venues Secretary's Report (Margaret Norris)</b> Nothing to report	
15	<b>Publicity Organiser's Report (Bud Thornley)</b>	
15.1	<u>Hearing Device</u> Interest has been expressed by 12 -13 members in this, usually very good, hearing device.	

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Item	Subject	Action
15.2	<u>Shake and Stir Festival – Southbourne</u> Volunteers are needed for this.	
15.3	<u>Computer Group</u> This has moved from Emmanuel Church to Bud's house.	
15.4	<u>Bicycles</u> Bud has ten bicycles left – for hire or for sale. A donation to a Christian based charity would be welcomed.	
15.5	<u>Publicity</u> Problems have been experienced with Southbourne Eye accepting adverts. This seems to be due to Christchurch U3A having a Christchurch postcode rather than a Southbourne one. There has been a better response from the Mundeford Magazine. The Bournemouth Echo has agreed to include Christchurch U3A in 'News in Brief'. There have been good responses from libraries and charity shops to displaying fliers.	
15.6	<u>Photography</u> The photographic group will take photos of groups for the website. Photos of Committee Members will be taken at the next meeting.	
15.7	<u>Car Stickers</u> The purchase of car stickers featuring Christchurch U3A is to be investigated.	Action: Nov/17/6 Bud Thornley
16	<b>Active News Editor's Report (Ron Watson)</b> A new printing company has been used for the current copy of Active News. They are considerably cheaper and use better quality paper. A longer time schedule is required to produce, meaning tighter deadlines.	
16.1	<u>Mailing of Active News</u> Suzan Woolls is interested in taking on mailing duties. Ron has investigated a franking machine which would cost approximately £20 per month plus postage. Mailings can amount to 700-800 copies, four times a year. The franker is able to delay the date by up to a week and there is no need to leave the machine on when not in use. This franker could mean a saving of around £34 per month on current postal costs.  Ron will obtain more information, a possible demonstration and liaise with Suzan.	Action: Nov/17/7 Ron Watson
17	<b>Vintage Brass Report (Janice Miller)</b> Janice reported that the Vintage Brass Autumn concert made £800, an increase of £50 on last year. The Christmas concert will take place on 2 December and the Friends and Family Concert on 12 December. The band will play at Sainsbury Somerford on 8 December and Tesco Kinson on 19 December. The Epicentre is to be provided with Vintage Brass fliers.	

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Item	Subject	Action
<b>18</b>	<b>Any Other Business</b>	
<b>18.1</b>	<u>Monthly Meeting – 11 December</u> John Wingfield has agreed to Adrienne Peters' request for mince pies to be offered at December's monthly meeting.	
<b>18.2</b>	<u>Christchurch U3A Policy</u> John has been approached by a member requesting a mailchimp be sent out regarding a member in a care home. He was also approached by someone requesting an advertisement for a play in New Milton. It was agreed that it was not U3A policy to send out mailchimps or advertise in these cases.	
<b>19</b>	<b>Next Committee Meetings</b> The following dates were agreed:  Day/Date: Friday 12 January 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.  Day/Date: Friday 23 February 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.  Day/Date: Friday 6 April 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.  Day/Date: Friday 25 May 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.  Day/Date: Friday 29 June 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
<b>20</b>	The meeting closed at 3.55 pm.	