

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 12 January 2018 at 2.00 pm

Item	Subject	Action
1	Present: 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	Apologies: Dee Collins (Assistant Programme Co-ordinator), Norman Richards (President). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 24 November 2017 The minutes were accepted as a true record.	
4	Matters Arising	
4.1	Prototype of CDF – Presentation by Chris Powell It was considered that an electronic version of this form would reduce the number of errors due to transcription of data from paper versions. Valid data would be transferred to the database and postage would be saved through not having to post forms. Three Committee members have tried a prototype; there was some concern raised over ease of use for two or four weekly classes. Chris confirmed it was possible to override the calendar and it would be better to start with a simple version of the form. Helen Heatley will notify Chris which fields are to be mandatory. A training session will be arranged for group leaders prior to the form coming into use on 1 April. New group leaders are not to use the system but should see Jill Dale.	
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 monitored section could be set aside on the website, perhaps under the Local Events section for members to be able to advertise items for sale. This is ongoing; Eileen will liaise with Chris Powell. Action: Aug/17/2 – Epicentre revamp John has investigated a fold-up metal ramp available from a special needs shop in Westbourne, costing between £205 and £301. However, due to the size of the Epicentre a disabled person would have difficulty manoeuvring a wheelchair once inside. There has also been a lack of demand.	Action: May/17/2 Eileen Lancaster Action Closed

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	<p>Action: Aug/17/3 – Tent/Gazebo</p> <p>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. This is ongoing.</p>	<p>Action: Aug/17/3 Bud Thornley</p>
	<p>Action: Sept/17/4 – Mailing of Active News</p> <p>Suzan Woolls was confirmed as the replacement for Peter and Barbara Messingham. Ron Watson will notify other potential volunteers.</p>	<p>Action Closed</p>
	<p>Action: Sept/17/7 – Business Secretary Vacancy</p> <p>This is ongoing. Jennet Lambert has notified John Wingfield of a potentially suitable candidate.</p>	<p>Action: Sept/17/7 John Wingfield</p>
	<p>Action: Oct/17/2 – Garden Party</p> <p>Margaret Norris suggested that, as the weather is unpredictable for an outdoor garden party, an Open Afternoon at Christchurch Baptist Church would be more appropriate. Timed slots for individual group displays could be arranged. This is ongoing.</p>	<p>Action: Oct/17/2 Dee Collins</p>
	<p>Action: Oct/17/4 – Flower Festival, Christchurch</p> <p>This is ongoing. (Dee not at the meeting to report.)</p>	<p>Action: Oct/17/4 Dee Collins</p>
	<p>Action: Nov/17/1 – Musical Revue Group</p> <p>John Wingfield has provided a keyboard for the group.</p>	<p>Action Closed</p>
	<p>Action: Nov/17/2 – Opera Group</p> <p>DVDs are a possible cause of sound problems. John Wingfield suggested that the group could either buy their own DVDs or rent them from a library. This is ongoing; John will contact the Resource Centre.</p>	<p>Action: Nov/17/2 John Wingfield</p>
	<p>Action: Nov/17/3 – Numbering of Groups</p> <p>Helen Heatley will look at this while working on the new programme.</p>	<p>Action: Nov/17/3 Helen Heatley</p>
	<p>Action: Nov/17/4 – Programme Introduction Update</p> <p>As some people have been turning up for courses without contacting the Group Leader first, the correct procedure should be emphasised in an updated programme introduction. This is ongoing.</p>	<p>Action: Nov/17/4 Jill Dale, Dee Collins & Helen Heatley</p>
	<p>Action: Nov/17/5 – Epicentre</p> <p>More office volunteers are still needed. This is ongoing.</p>	<p>Action: Nov/17/5 Jill Dale</p>

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	<p>Action: Nov/17/6 – Car Stickers</p> <p>Bud reported that stickers specially made for Christchurch U3A will cost £20 a batch.</p>	<p>Action: Nov/17/6 Bud Thornley</p>
	<p>Action: Nov/17/7 – Mailing of Active News</p> <p>Ron estimated that a franker would produce a saving of £400 to £500 annually. The franker could be retained by Suzan Woolls. Envelopes are still to be priced and Ron will report more fully at the next Committee meeting.</p>	<p>Action: Nov/17/7 Ron Watson</p>
6	Chair's Report (John Wingfield)	
6.1	<u>Ukulele Group</u>	
	John reported that out of 30 - 40 interested attendees a total of 28 signed up (24 existing and 4 new U3A members).	
6.2	<u>Object of U3A Clause</u>	
	Information has been received from the U3A HQ regarding an object clause. The HQ requests to be advised by 28 March 2018 that the wording has been agreed, at either an AGM or an EGM. Additionally, only activities approved by the U3A are covered by insurance.	<p>Action: Jan/18/1 John Wingfield</p>
6.3	<u>Debit Card</u>	
	A Christchurch U3A debit card was considered a possibility due to any potential future difficulties in paying by cheque.	
6.4	<u>Thank you</u>	
	Peter and Barbara Messingham have expressed their thanks, on their retirement from mailing duties, for the Marks and Spencer voucher.	
7	Business Secretary's Report	
	None available.	
8	Treasurer's Report (Jan Harris)	
	Report is attached.	
	Jan reported that Roeshot Hill allotments now cost £75 per annum. The Musical Review produced an excellent profit.	
9	New Members Contact Report (John Fairbairn)	
	Nothing to report.	
10	Membership Secretary's Report (Eileen Lancaster)	
	Report is attached.	
	Eileen commented that membership is down by around 80 on last year. A U3A survey on membership revealed that 66% heard about the U3A by word of mouth, 7% through advertising and 12% were already members.	
11	Programme Co-ordinator's Report (Helen Heatley)	

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11.1	<u>Programme Updates</u> The revised CDU electronic form will be made as fool proof as possible. A mailchimp will be sent out to group leaders in early March regarding a training session. The date is to be confirmed, Helen will liaise with Chris Powell. The link is to be sent out in early April, allowing three weeks to submit. Any paper forms are to be inputted by Helen and Dee. Dee is to notify term dates for next year and venues are to be confirmed by the end of May.	Action: Jan/18/2 Helen Heatley, Dee Collins & Margaret Norris
12	Assistant Programme Co-ordinator (Dee Collins) Nothing to report.	
13	Group Co-ordinator's Report (Jill Dale) Jill has been pleased with the volunteer response. The Ukulele group has attracted 28 members. The majority of registers have been returned. One has been mislaid and a few have membership numbers missing.	
13.1	<u>Polybat Group</u> Janet Benton, a U3A member, is keen for a 'Polybat' group to be formed for members with limited physical ability. Ron Watson pointed out that various aids are available to enable table tennis playing, together with volunteer helpers. He suggested that Jill should ask Dee if Janet Benton could attend the Tuesday morning table tennis group at St James Institute.	Action: Jan/18/3 Jill Dale
13.2	<u>Projector</u> The projector lamp is not working. The repair will incur an investigative cost of £40 and could cost up to £200 (replacement lamp £140 plus repair). A new projector is advertised in PC World for £509. The Committee discussed the pros and cons and decided to go for a new one rather than pay out for repairs.	Action: Jan/18/4 Jill Dale
14	Venues Secretary's Report (Margaret Norris) Nothing to report	
15	Publicity Organiser's Report (Bud Thornley) Bud circulated a notice advertising monthly meetings to Committee members, for display.	
15.1	<u>Shake and Stir Festival – Southbourne</u> Volunteers are needed for this three day event – 28 June – 1 July 2018.	
15.2	<u>Publicity</u> Hope FM Radio Station have promised a one hour slot to promote and give public awareness of the U3A generally and Christchurch U3A in particular. A permanent slot has been provided in the Southbourne, Mundeford and Christchurch Eye magazines. The Mundeford magazine provides a nearly full page and has now requested photos.	

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15.3	<u>Photography</u> Trevor, the Photographic group leader, will take photos of many group activities for the Epicentre notice board, Active News and as updates on the website.	
16	Active News Editor's Report (Ron Watson) Ron has been back to the printer to emphasise that the reprint was not up to scratch.	
17	Vintage Brass Report (Janice Miller) Janice reported that the Christmas concert made £1,000 for Cancer Research. The carols at Kinson made £250 for the Hospital Appeal and two sessions at Sainsburys made £900. The previous concert in October made £800. These add up to around £3,000 for charity.	
18	Any Other Business	
18.1	<u>Instrument Storage Cupboard</u> Janice Miller enquired about the cost of the cupboard for instrument storage. It was confirmed that a discount has been applied.	
19	Next Committee Meeting Margaret Norris will liaise with Dee Collins re clash of dates with other activities. Day/Date: Friday 23 February 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 4.10 pm.	