

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 6 April 2018 at 2.00 pm

Item	Subject	Action
1	Present: John Wingfield (Chair), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), Jan Harris (Treasurer), Helen Heatley (Programme Co-ordinator), Eileen Lancaster (Membership Secretary), Janice Miller (Vintage Brass Representative), Bud Thornley (Publicity Organiser). Ginette Porter was welcomed as the new Business Secretary.	
2	Apologies: John Fairbairn (New Member Contact), Margaret Norris (Venues Secretary), Ron Watson (Active News Editor), Norman Richards (President). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 23 February 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 has been finalised by Eileen Lancaster and Chris Powell. Any Committee member will be able to update the website. Action: Aug/17/3 – Tent/Gazebo Bud Thornley agreed to purchase a gazebo costing £69 - £89 for his own use, which could also be used U3A events. This is ongoing. Action: Sept/17/7 – Business Secretary Vacancy Ginette Porter has been appointed to this position. Action: Oct/17/2 – Garden Party It has proved impossible to find a suitable outdoor venue. The programme will be published earlier, if possible, and an alternative event is feasible. Action: Nov/17/3 – Numbering of Groups This is ongoing. Helen Heatley will look at this while working on the new programme. Action: Nov/17/4 – Programme Introduction Update A draft by Jill Dale was approved by the Committee.	Action Closed Action: Aug17/3 Bud Thornley Action Closed Action Closed Action: Nov/17/3 Helen Heatley Action Closed

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	<p>Action: Nov/17/6 – Car Stickers</p> <p>Bud has obtained a price of £20 for 100 with a competitive price for a larger quantity. Purchase was approved by the Committee and Bud will negotiate a good deal.</p>	<p>Action: Nov/17/6 Bud Thornley</p>
	<p>Action: Nov/17/7 – Mailing of Active News</p> <p>The franker will be delivered directly to Suzan Woolls shortly.</p>	<p>Action Closed</p>
	<p>Action: Jan/18/1 – Object of U3A Clause</p> <p>The vote did not take place at the Emergency General Meeting on 12 March as, with only 40-50 members present, there was no quorum.</p>	<p>Action: Jan/18/1 John Wingfield</p>
	<p>Action; Jan/18/2 - Programme Updates</p> <p>The revised CDF electronic form is now in use.</p>	<p>Action Closed</p>
	<p>Action: Jan/18/3 - Polybat Group</p> <p>Janet Benton has been invited to attend St James Institute table tennis group.</p>	<p>Action Closed</p>
	<p>Action: Jan/18/4 - Projector</p> <p>A projector has been purchased.</p>	<p>Action Closed</p>
	<p>Action: Feb/18/1 – Sponsorship</p> <p>John Wingfield has written to Cheriton Dental Practice but, to date, has not received a reply.</p>	<p>Action: Feb/18/1 John Wingfield</p>
	<p>Action: Feb/18/2 – General Data Protection Regulation (GDPR)</p> <p>A draft Privacy Policy is to be sent to Chris Powell for the website. This will be updated in accordance with an U3A National policy document.</p>	<p>Action: Feb/18/2 John Wingfield</p>
	<p>Action: Feb/18/3 – Data Privacy Notice</p> <p>There is already a Privacy statement on the Membership Application Form. The form will be updated to include a tick box, so that people now have to agree to their data being used, under the short Privacy Policy statement. The form will point people to the website if they want to read the full Privacy Policy. An identical form will appear in both the Programme and Active News.</p> <p>John Wingfield considered that if members are reassured that the U3A do not circulate any personnel data, they will feel able to tick the box.</p>	<p>Action: Feb/18/3 John Wingfield & Ron Watson</p>
	<p>Action: Feb/18/4 – Flower Festival – 13 – 17 June 2018</p> <p>A large flower arrangement is to be built and a photograph distributed. One third of volunteers have been confirmed; more will be requested nearer the time.</p>	<p>Action: Feb/18/4 Dee Collins</p>

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	Action: Feb/18/5 – Epicentre Jill Dale will be responsible at the Epicentre from 16 April – 3 May and 16 – 28 May, during Pauline Crinnion’s absence. John Wingfield will be responsible on 4 and 9 May and Eileen Lancaster 11 – 15 May. There are fifteen new volunteers; Jill Dale will ask helpers for feedback on their training. Some new volunteers have apparently seldom been asked to work in the office. There has been some difficulty obtaining volunteers for Fridays; Ginette Porter offered to cover this day. There are difficulties in providing cover for summer opening. Jill Dale said she felt it should open at least once a week in August. John Wingfield will ask Chris Powell to amend the wording for opening hours on the website to ‘during term time’. Archie Hoggan will be contacted by Jill Dale regarding the office printer.	Action: Feb/18/5 Jill Dale & John Wingfield
	Action: Feb/18/6 – Vote Registration The deadline for voting (early March) has now expired.	Action Closed
6	Chair’s Report (John Wingfield)	
6.1	<u>AGM</u> The AGM will take place on Monday 8 October 2018.	
6.2	<u>Epicentre Sign</u> John Wingfield will investigate the cost of a large sign, incorporating the logo, outside the Epicentre. One estimate is around £500. He will also see the Art & Craft Groups for ideas.	Action: Apr/18/1 John Wingfield
6.3	<u>Ukulele Group</u> John Wingfield visited the group, consisting of both beginners and experienced players, and was very impressed. A replacement has been found for Fred Whiteman, the present Group Leader. During his absence in the autumn, Tim Drage will lead the group.	
6.4	<u>Highcliffe – lack of a U3A</u> John felt that it would be a good idea to encourage the spread of our U3A to adjoining areas, with Highcliffe an ideal example. One possible venue could be Highcliffe Social Club. It was pointed out that an advert already appears in Highcliffe Eye.	
7	Business Secretary’s Report None available.	
8	Treasurer’s Report (Jan Harris) Report is attached. Gift aid of £6450 has been received which is welcome, however, more than 50% of this amount will be spent on Capitation and the cost of the national magazine.	

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9	New Members Contact Report (John Fairbairn) Nothing to report.	
10	Membership Secretary's Report (Eileen Lancaster) Report is attached. The present membership stands at 1159. Examples of new membership cards for 2018/19 were circulated. The colour green was chosen.	
11	Programme Co-ordinator's Report (Helen Heatley)	
11.1	<u>Online Form</u> A mailchimp has been sent to Group Leaders with a link to the online form. Of the 108 leaders ten have no computers – the form was posted to them. The deadline for return is 20 April and a reminder mailchimp will be issued. The form has received a positive reception, with no complaints so far. As far as the process of collecting data on line is concerned, the system is working well.	
11.2	<u>Programme</u> A draft introduction has been received from Jill Dale. Details of monthly meeting speakers have yet to be received from Jennet Lambert. The quotation from Colour Copier is the same as 2017/18. Helen recommended four additional pages, to include a map of the venues and a colour photo and logo on the cover, costing an extra £60. The membership form in the centre could be green, to match membership cards for 2018/19. Helen was interested to know how many of the current programmes are left over, to help in assessing quantities for 2018/19. Jill Dale said she would contact Pauline Crinnion regarding Epicentre office supplies. Details of groups should be received by 30 April, in order for venue details to be arranged. Time also has to be allowed for proof reading. There would be difficulty in producing the programme in time for the Flower Festival in mid-June; the end of June is more realistic. This would still be an improvement on the end of July and programmes would have to be posted, if necessary. John Wingfield suggested using the Epicentre to distribute programmes.	Action: Apr/18/2 Helen Heatley & Jill Dale
12	Assistant Programme Co-ordinator (Dee Collins) Nothing further to report	
13	Group Co-ordinator's Report (Jill Dale)	
13.1	<u>Room Cost Analysis report</u> The total annual cost of rooms is £33,000, with some costs due to rise this year. Beaufort Community Centre costs the most, around £8,500 a year. Their fees have not increased since 2015. Sports groups are generally the most expensive. Some smaller groups could possibly relocate to the Epicentre. Class length could be reduced at the Library in line with car parking, to save costs. Helen Heatley suggested a small additional cost (say £1) might be acceptable for certain classes. John Wingfield said he felt that some groups subsidise others.	

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14	Venues Secretary's Report (Margaret Norris) Nothing to report.	
15	Publicity Organiser's Report (Bud Thornley) Bud reported that the publicity event held in the Lecture Hall at Bournemouth Hospital was a great success. The local Eye Magazines, Mundeford Mag and the Daily Echo have provided good U3A coverage	
15.1	<u>Barbeque</u> This will take place on Thursday 28 June at 2 pm. Bud asked for personal RSVP invitations to be sent out .The list of volunteers and non-Committee members needs updating - the present list consists of 67 (rather too many). There were around 40 attendees last year. Helpers will be needed.	Action: Apr/18/3 Bud Thornley & John Wingfield
15.2	<u>Shake and Stir Vintage Weekend</u> This will take place on Saturday 30 June and Sunday 1 July. A half price slot of £67.50 for both days has been offered. Bud suggested a half-hour slot for the Vintage Brass Band and possibly for the U3A singers. A request for volunteers could be made by a mailchimp and an Active News advertisement.	Action: Apr/18/4 Bud Thornley
16	Active News Editor's Report (Ron Watson) Nothing to report.	
17	Vintage Brass Report (Janice Miller) Janice reported a successful concert at the URC Fellowship Club. The Spring Concert will take place at the Citadel, Palmerston Road, Boscombe on 14 April at 7pm. Ticket sales are going well.	
18	Any Other Business Nothing to report.	
19	Next Committee Meeting Day/Date: Friday 25 May 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 4.30 pm.	

Christchurch Committee Meeting

Christchurch U3A Treasurer's Report for meeting Friday 25th May 2018

Agreed NatWest bank balances at 30th April 2018

NatWest

Main account	£14304.79
Social & Fund Raising	£4592.62

CCLA accounts balances as at 31st March 2018

Subscription account 01C	£14545.89
Social & Fund Raising 03C	£2187.88
Reserve Fund 02C	£20698.59
Reserve Sh Fund value	£7519.68

Summary of total receipts since 01 August 2017

Subscriptions*	£22530.45
Gift Aid	£6454.51
Other	<u>£422.50</u>
	<u>£29407.46</u>

Summary of outgoings since 01 August 2017

Venues	£22949.69
Maintenance/equipment	£697.84
Print/postage/stationery	£3258.06
Speakers	£331.00
Refunds	£416.50
Group leader expenses	£208.69
Epicentre costs	£824.34
Sundries	£314.65
Advertising	<u>£665.96</u>
Total Expenditure	<u>£29666.73</u>

Jan Harris

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MEMBERSHIP REPORT 3rd April 2018 3.42 pm

MEMBERSHIP STATISTICS TO DATE FOR 2017/2018

Enrolled Members 1158 of which 197 are New Members

Number of Households 981 Number of Households without email 231

Members paying fees 1059, Members paying by PayPal 362 - 34%

Total Fees paid - £ 43276.50 , Fees paid by PayPal - £ 14786.50 , Fees paid by cash - £ 1197

Gift Aid 670 - 63%,

Active News requests 694 - 71% of households , Third Age matters requests 519 - 53% of households

MEMBERSHIP STATISTICS FOR 2016/2017

Enrolled Members 1226 of which 182 are New Members

Number of Households 1053 Number of Households without email 277

Members paying fees 1123, Members paying by PayPal 416 - 37%

Total Fees paid - £ 42663.5 , Fees paid by PayPal - £ 15623.5 , Fees paid by cash - £ 471

Gift Aid 701 - 62%,

Active News requests 756 - 72% of households , Third Age matters requests 586 - 56% of households

COMPLETE MEMBERSHIP STATISTICS FOR 2015/2016

Enrolled Members 1245 of which 233 are New Members

Number of Households 1052 Number of Households without email 291

Members paying fees 1137, Members paying by PayPal 429 - 38%

Total Fees paid - £ 42046 , Fees paid by PayPal - £ 15796 , Fees paid by cash - £ 740

Gift Aid 712 - 63%,

Active News requests 756 - 72% of households , Third Age matters requests 605 - 58% of households