

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 25 May 2018 at 2.00 pm

Item	Subject	Action
1	Present: John Wingfield (Chair), Jill Dale (Group Co-ordinator), Helen Heatley (Programme Co-ordinator), John Fairbairn (New Member Contact), Margaret Norris (Venues Secretary), Ginette Porter (Business Secretary).	
2	Apologies: Dee Collins (Assistant Programme Co-ordinator), Jan Harris (Treasurer), Eileen Lancaster (Membership Secretary), Janice Miller (Vintage Brass Representative), Norman Richards (President), Bud Thornley (Publicity Organiser), Ron Watson (Active News Editor). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 6 April 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: Aug/17/3 – Tent/Gazebo Bud Thornley has agreed to purchase a gazebo costing £69 - £89 for his own use, which could also be used U3A events. This is ongoing.	Action: Aug17/3 Bud Thornley
	Action: Nov/17/3 – Numbering of Groups Helen Heatley is still investigating possibilities.	Action Closed
	Action: Nov/17/6 – Car Stickers Bud was not present at the meeting to report.	Action: Nov/17/6 Bud Thornley
	Action: Jan/18/1 – Object of U3A Clause The vote will now take place at the October AGM.	Action Closed
	Action: Feb/18/1 – Sponsorship John Wingfield has not received a reply from Cheriton Dental Practice.	Action Closed
	Action: Feb/18/2 – General Data Protection Regulation (GDPR) A draft Privacy Policy has been sent to Chris Powell for the website. This will be updated in accordance with an U3A National policy document.	Action Closed
	Action: Feb/18/3 – Data Privacy Notice This is now closed.	Action Closed

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Item	Subject	Action
	<p>Action: Feb/18/4 – Flower Festival – 13 – 17 June 2018</p> <p>The U3A display has a good position in the rose garden, opposite the ‘stream’ and along the route. Unfortunately, there is no overnight policing of the floral displays and the Council are being un-cooperative, apparently the Festival is new to them. This is ongoing.</p>	<p>Action: Feb/18/4 Dee Collins</p>
	<p>Action: Feb/18/5 – Epicentre</p> <p>This is dealt with in detail in Jill Dale’s report (13.1).</p>	<p>Action Closed</p>
	<p>Action: Apr/18/1 – Epicentre Sign</p> <p>John said he was concerned about the height of a sign obtainable from ‘Iron Signs’. An alternative from a Tuckton supplier is to be investigated by John.</p>	<p>Action: Apr/18/1 John Wingfield</p>
	<p>Action: Apr/18/3 – Barbeque</p> <p>John Wingfield is to discuss arrangements and invitations with Bud Thornley.</p>	<p>Action: Apr/18/3 Bud Thornley & John Wingfield</p>
	<p>Action: Apr/18/4 - Shake and Stir Vintage Weekend</p> <p>This will take place on Saturday 30 June and Sunday 1 July. The application form has been submitted, together with U3A Public Liability Insurance details, but is still to be acknowledged. An address is needed so a cheque can be sent. No Risk Assessment has been submitted.</p>	<p>Action: Apr/18/4 Bud Thornley & John Wingfield</p>
6	Chair’s Report (John Wingfield)	
6.1	<u>Charity Commission Returns</u>	
	<p>John has submitted these to the Third Age Trust. He made the Committee aware of the questions and answers on the form.</p>	
7	Business Secretary’s Report (Ginnette Porter)	
	<p>The appointment of Ginnette Porter was proposed by John Wingfield, seconded by Margaret Norris and agreed by all.</p>	
8	Treasurer’s Report (Jan Harris)	
	<p>Report is attached.</p> <p>Accounts details have been sent to all Committee members. Membership rates are to be discussed at the next meeting, bearing in mind that most venue costs are due to increase.</p>	

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Item	Subject	Action
9	New Members Contact Report (John Fairbairn) An invitation has been received from Monterey to give a presentation. John Fairbairn and Jill Dale agreed to do this. Bookmarks are to be distributed.	Action: May/18/1 John Fairbairn & Jill Dale
10	Membership Secretary's Report (Eileen Lancaster) Report is attached.	
11	Programme Co-ordinator's Report (Helen Heatley)	
11.1	<u>Online Form</u> An invitation to use the CDF was sent to 168 Group Leaders. Around 40% had difficulty with this electronic version; Helen is to talk to some Group Leaders. She aims to improve the form so it is even better for next year. There are 105 groups for 2018/19 at present. The programme is to be drafted shortly. It will feature a colour cover and a map showing venue locations. Helen hopes to take some photos of the Flower Festival for next year's programme. The programme launch will take place on 9 July at the Epicentre.	
12	Assistant Programme Co-ordinator (Dee Collins) Five thousand copies of a leaflet advertising the U3A are to be printed. The border (the solid version) was approved by the Committee.	
13	Group Co-ordinator's Report (Jill Dale)	
13.1	<u>Epicentre</u> The Epicentre has been monitored by Jill, who provided a detailed report to the Committee. The rota form has been redesigned and Chris Powell is to be asked to design an interactive rota form. The training schedule is to be updated by the beginning of next year (2018/19). The laptop is used by a good proportion of the experienced volunteers; others are to be given tuition if they wish to learn. A new printer has been installed. A prominent Fire Procedures Notice has been added to the noticeboard, which has been pruned of all old and non-U3A notices. It is planned to open the Epicentre on Monday mornings only during the summer. Two members, who have been volunteers for three years, are considering becoming Joint Office Managers. Jill considered this a good idea and hopes to make a decision shortly. There is concern over the state of the Epicentre roof and guttering. The building is leased from Christchurch Housing Society. Jill will ask Jan Harris for contact details.	Action: May/18/2 Jill Dale

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Item	Subject	Action
14	Venues Secretary's Report (Margaret Norris) Margaret had a meeting with Dee Collins to review the venues and groups for 2018/19. There has been a 85% response from the venues. Priory House, Mudeford Wood Community Centre and Beaufort Community Centre have all confirmed availability. Lin Booth has agreed to take over from Margaret when she steps down.	
15	Publicity Organiser's Report (Bud Thornley) Bud was not present at the meeting to report. Margaret Norris made the observation that many photographs on the website are out of date. New ones are required. John Wingfield is to e-mail Chris Powell.	Action: May/18/3 John Wingfield
16	Active News Editor's Report (Ron Watson) Ron was not present at the meeting to report. Suzan Woolls has experienced some problems with the franking machine.	
17	Vintage Brass Report (Janice Miller) John Wingfield reported that concerts are arranged to take place at Wimborne Minster, Bournemouth Gardens Bandstand and St Ambrose Church, Wesbourne.	
18	Any Other Business	
18.1	<u>Monthly Meetings</u> Margaret Norris reported that many of the Monday meetings are poorly attended. There were only 35 – 40 attendees at the last one. However, if more than 100 attend it could prove difficult to accommodate this number. It was suggested that perhaps the number of talks should be reduced, maybe taking place on alternate months. John Wingfield will ask Jennet Lambert (Speakers' Secretary) for her views.	Action: May/18/4 John Wingfield
19	Next Committee Meeting Day/Date: Friday 29 June 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 3.15 pm.	

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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 16th May 2018 12.27 pm

MEMBERSHIP STATISTICS TO DATE FOR 2018/2019

Enrolled Members 4 of which 1 are New Members

Number of Households 4 Number of Households without email 0

Members paying fees 1, Members paying by PayPal 1 - 100%

Total Fees paid - £ 42 , Fees paid by PayPal - £ 42 , Fees paid by cash - £ 0

Gift Aid 1 - 100%,

Active News requests 3 - 75% of households , Third Age matters requests 3 - 75% of households

MEMBERSHIP STATISTICS TO DATE FOR 2017/2018

Enrolled Members 1165 of which 204 are New Members

Number of Households 987 Number of Households without email 234

Members paying fees 1065, Members paying by PayPal 364 - 34%

Total Fees paid - £ 43388.5 , Fees paid by PayPal - £ 14820.5 , Fees paid by cash - £ 1197

Gift Aid 620 - 58%,

Active News requests 696 - 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