

Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on
Friday 29 June 2018 at 2.00 pm

Item	Subject	Action
1	Present: John Wingfield (Chair), John Fairbairn (New Member Contact), Jan Harris (Treasurer), Eileen Lancaster (Membership Secretary), Janice Miller (Vintage Brass Representative), Margaret Norris (Venues Secretary), Ginette Porter (Business Secretary), Bud Thornley (Publicity Organiser), Ron Watson (Active News Editor).	
2	Apologies: Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), Helen Heatley (Programme Co-ordinator), Norman Richards (President). Sally Ward took the minutes.	
3	Minutes of the last Committee Meeting held on Friday 25 May 2018 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 A Gazebo, costing £44.10, has been purchased.	Action Closed
	Action: Nov/17/6 – Car Stickers This is ongoing.	Action: Nov/17/6 Bud Thornley
	Action: Feb/18/4 – Flower Festival – 13 – 17 June 2018 This has now taken place.	Action Closed
	Action: Apr/18/1 – Epicentre Sign John is looking for a suitable supplier.	Action Closed
	Action: Apr/18/3 – Barbeque This has now taken place.	Action Closed
	Action: Apr/18/4 - Shake and Stir Vintage Weekend This is due to take place on Saturday 30 June and Sunday 1 July.	Action Closed
	Action: May/18/3 – Website Photographs John will e-mail Chris Powell regarding new photos for the website.	Action: May/18/3 John Wingfield

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Item	Subject	Action
	Action: May/18/4 – Monday Meetings It has been suggested that, due to poor attendance, talks could perhaps take place on alternate months. John Wingfield has received an email from a member complaining about poor visibility and intermittent sound in Christchurch Baptist Church. John Wingfield will ask Jennet Lambert (Speakers' Secretary) for her views on the number of talks and the possibility of an alternative venue.	Action: May/18/4 John Wingfield
6	Chair's Report (John Wingfield)	
6.1	<u>Musical Review Group</u> John attended and was impressed by Jane Syke's group at Tuckton Church.	
6.2	<u>Barbeque</u> John thanked Bud for holding the barbeque in his garden. Forty invitations were sent out, 16 replied - 9 accepting and 7 declining. Bud said the cost was around £35 and was enjoyed by all 24 attendees.	
6.3	<u>Free Legal Aid Helpline</u> John received a phone call from a member saying the helpline, as advertised in Active News, appears to be incorrect, with no appropriate response.	Action: June/18/1 John Wingfield
6.4	<u>Flower Festival</u> This went well. Christchurch U3A had a good pitch, the only manned one as others were unattended. There was, however, a lack of signposting.	
6.5	<u>Venues Secretary</u> John expressed his tanks to Margaret Norris, outgoing Venues Secretary. Margaret has arranged a meeting with Lin Booth, her successor.	
7	Business Secretary's Report (Ginnette Porter) Ginnette queried what should be done with information received by email. It was confirmed that any outstanding information/queries should be forwarded to John Wingfield or other Committee members. Some information, eg accounts and reports, are for reference only. John Fairbairn said that job descriptions should be issued to new Committee members.	
8	Treasurer's Report (Jan Harris) Report is attached. Jan has phoned Head Office regarding invoices for capitation, totalling around £5,000. Figures will be submitted to the accountant by the end of July. Stamps have been purchased (£580) due to the franker being out of action.	

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9	New Members Contact Report (John Fairbairn)	
9.1	<u>Monterey Presentation</u> John and Jill Dale gave a presentation at Monterey, by invitation of the Lifestyle Manager. The housing development in Christchurch consists of 34 apartments, however not all are occupied and only six residents attended.	Action Closed
9.2	<u>New Members Coffee Morning</u> A date of Saturday 24 November 2018 was agreed for the Autumn New Members coffee morning. This will follow on from the Group Leaders meeting on 10 November.	
10	Membership Secretary's Report (Eileen Lancaster) Report is attached.	
10.1	<u>Paypal</u> Eileen said she has received a few complaints about Paypal not working properly on the U3A website.	
11	Programme Co-ordinator's Report (Helen Heatley)	
11.1	<u>Programmes</u> Helen reported that the Groups table on the website could be deemed complete. Programmes have been sent to print and will be delivered to the Epicentre by 6 July, in time for the planned Open Day on 9 July. An extra 100 programmes will be printed in case new people attend. Leaflets were handed out at Flowerfest. Group Leaders have been warned that they will get queries earlier this year. After the Open Day the programme will go online and uncollected programmes posted. It was decided that membership forms and cards would be green this year; however, due to problems with the printer the form was not coloured in Active News. Helen has considered the issue of numbering and is planning to try it next year. Helen thanked everyone involved, especially Dee, Margaret and Jill.	
12	Assistant Programme Co-ordinator (Dee Collins) Dee was not present at the meeting to report.	
13	Group Co-ordinator's Report (Jill Dale)	
13.1	<u>Epicentre</u> Joint Office Managers, Audrey Payne and Cherry Cooke, will take over on 8 August. Jill will assist them in drawing up the Epicentre rota for September and October.	Action: May/18/2 Jill Dale

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Item	Subject	Action
13.2	<u>Travel Group Treasurer</u> Jill has received no response to the advertisement, but John Wingfield knows of an interested member.	
14	Venues Secretary's Report (Margaret Norris) The programme had gone to print when Paulette unavoidably cancelled the new Crossword Group for September.	
14.1	<u>AGM Planning</u> Planning is needed for the AGM on Monday 8 October 2018. A speaker with a shorter talk was suggested. Ron Watson said that, as the annual report is to go out with Active News, a deadline of the end of July would apply. This includes accounts and Chair's report. All reports should be submitted direct to Ron.	
15	Publicity Organiser's Report (Bud Thornley) Bud commented that the U3A display at Flowerfest was very eye catching. He suggested that Epicentre volunteers should be provided with leaflets which should also appear on the notice board.	
16	Active News Editor's Report (Ron Watson)	
16.1	<u>Franker</u> There have been some problems setting up the franker. Ron and Suzan Woolls will sort these out on Monday 2 July, in time to send out the programmes In answer to Eileen Lancaster's query, Ron will check to see if the franker can be used in the Epicentre.	Action: June/18/2 Ron Watson
16.2	<u>Active News – problems with printing</u> The U3A use a bureau in Southbourne who act as an agent for the printer. Differently coloured paper was handled incorrectly and the membership form was back to front. The magazines were also sent to the wrong place. Ron is still asking questions and negotiating a refund. He will look for another printer.	
17	Vintage Brass Report (Janice Miller) The AGM took place earlier in June. Income was £10K+ and expenditure £9K+ with a surplus of £421. The bank balance is £8K with some invoices to be received and paid. Donations stand at £200+ and £562 has been raised for charity. It was agreed at the last Committee Meeting that more income is required. A flier, advertising Vintage Brass to play at events, was proposed. This will also appear in the next Active News.	
18	Any Other Business	

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Item	Subject	Action
18.1	<u>Membership Rates for 2019/20</u> Jan Harris suggested an increase on the current £42, as venue rates are due to increase. She pointed out that £38.50 goes to Christchurch U3A with the balance of £3.50 capitation to Head Office. An investigation would prove useful to see if advertising brings in new members. Janice Miller was against an increase for a couple of years. John Fairbairn thought £45 reasonable. A provisional amount of £44 for 2019/20 was agreed by the Committee.	
19	Future Committee Meetings Day/Date: Friday 7 September 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB. Day/Date: Friday 19 October 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB. Day/Date: Friday 30 November 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
20	The meeting closed at 3.20 pm.	

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Christchurch U3A Treasurer's Report for meeting Friday 29th June 2018

Agreed NatWest bank balances at 31st May 2018

NatWest

Main account	£13599.06
Social & Fund Raising	£4423.12

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 17/18	£22552.45
Subscriptions 18/19	1692.98
Gift Aid	£6454.51
Other	<u>£422.50</u>
	<u>£31122.44</u>

Summary of outgoings since 01 August 2017

Venues	£24050.41
Maintenance/equipment	£746.83
Print/postage/stationery	£4246.70
Speakers	£391.00
Refunds	£416.50
Group leader expenses	£208.69
Epicentre costs	£857.71
Sundries	£314.65
Advertising	<u>£665.96</u>
Total Expenditure	<u>£31898.45</u>

Jan Harris

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MEMBERSHIP REPORT 26th June 2018 4.09 pm

MEMBERSHIP STATISTICS TO DATE FOR 2018/2019

Enrolled Members 374 of which 14 are New Members

Number of Households 325 Number of Households without email 56

Members paying fees 324, Members paying by PayPal 101 - 31%

Total Fees paid - £ 13384 , Fees paid by PayPal - £ 4109 , Gift Aid 212 - 65%,

Active News 248 - 76% of households , Third Age matters 194 - 60% 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 , Gift Aid 620 - 58%,

Active News 696 - 71% of households , Third Age matters 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