

# Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on  
Friday 7 September 2018 at 2.00 pm

Item	Subject	Action
1	<b>Present:</b> John Wingfield (Chair), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator), Helen Heatley (Programme Co-ordinator), John Fairbairn (New Member Contact), Janice Miller (Vintage Brass Representative), Ron Watson (Active News Editor).  Lin Booth was welcomed as the new Venues Secretary, following the resignation of Margaret Norris.	
2	<b>Apologies:</b> Jan Harris (Treasurer), Eileen Lancaster (Membership Secretary), Norman Richards (President), Bud Thornley (Publicity Organiser).  Sally Ward took the minutes.	
3	<b>Minutes of the last Committee Meeting held on Friday 29 June 2018</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>	
	<b>Action: Nov/17/6 – Car Stickers</b> John Wingfield will request details of quotations from Bud.	Action: Nov/17/6 Bud Thornley/ John Wingfield
	<b>Action: May/18/3 – Website Photographs</b> John will liaise with Bud regarding new photos for the website.	Action: May/18/3 John Wingfield/ Bud Thornley
	<b>Action: May/18/4 – Monday Meetings</b> It has been suggested that, due to poor attendance, talks could perhaps take place on alternate months. An email has been received from a member complaining about poor visibility and intermittent sound in Christchurch Baptist Church.  John Wingfield has emailed 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
	<b>Action: June/18/1 – Free Legal Helpline</b> John Wingfield has notified the U3A Head Office regarding the lack of an appropriate response.	Action Closed

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<b>6</b>	<b>Chair's Report (John Wingfield)</b>	
<b>6.1</b>	<u>Resignation of Business Secretary</u> Ginette Porter has resigned as Business Secretary. She will replace Pat Clarke as Treasurer of the Travel Groups.	
<b>6.2</b>	<u>Hospital Radio Publications</u> John has received an email from Hospital Radio Publications inviting the U3A to advertise in the publication. They produce a free annual magazine for hospital patients, with an estimated readership of 150,000 people. The advertisement rates vary from £875 for a full page to £175 for 1/8th page. This was considered too expensive at present.	
<b>6.3</b>	<u>Epicentre Lease</u> John Wingfield met the director of Christchurch Housing Society, who expressed concern that any sign erected on the premises would be liable to be damaged by lorries. There is moss on the roof and the guttering needs cleaning. John will ask an acquaintance to examine the guttering. However, any drilling could raise a possible risk of asbestos. John will email Jan Harris re rental cost.	Action: Sept/18/1 John Wingfield
<b>6.4</b>	<u>Badminton Group</u> A phone call has been received from a member commenting that the Badminton Group only lasts 1 1/2 hours. Also, that the subscription rates of Christchurch (and Bournemouth) are higher than other U3As. However, the Committee agreed that it should be remembered that other U3As make individual charges for venues, whereas Christchurch do not.	
<b>6.5</b>	<u>AGM</u> A list of members is to be provided for signing-in purposes by Eileen Lancaster. The AGM 2017 Minutes, the 2018 Financial Report and Election of Committee Members are to be proposed and seconded. Following the AGM, the U3A Showtime Group, led by Jane Sykes, will provide entertainment.  Jill Dale was disappointed that the annual accounts were shown in the form of book-keeping summaries in the AGM leaflet. Ron Watson explained that this was due to lack of time; the accounts were not ready in format in time for printing.	Action: Sept/18/2 Eileen Lancaster
<b>7</b>	<b>Business Secretary's Report</b> None available.	

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<b>8</b>	<b>Treasurer's Report (Jan Harris)</b> Report is attached.  Some venues have increased their costs. Postage costs have significantly reduced mainly due to the use of the franking machine operated by Ron Watson and Suzan Woolls. Also about 250 programmes were collected by members and fewer Active News magazines were sent out.  The Committee were dubious regarding any imminent increase in the membership fee.	
<b>9</b>	<b>New Members Contact Report (John Fairbairn)</b>	
<b>9.1</b>	<u>Shake and Stir - Publicity</u>  John has received membership enquiries from approximately 70 people. However, he commented that it was difficult to identify how many new members have resulted from publicity at this event.	
<b>9.2</b>	<u>New Members Coffee Morning</u>  The New Members coffee morning will take place on Saturday 24 November 2018. A website presenter is needed, John will contact Eileen Lancaster.	Action: Sept/18/3 John Fairbairn
<b>10</b>	<b>Membership Secretary's Report (Eileen Lancaster)</b>  Report is attached.  Eileen has been sent a sample calendar with lovely pictures and suggested ordering 50 to sell at the AGM and future meetings. A price of £1 would cover costs. John Wingfield will contact Eileen Lancaster.	Action: Sept/18/4 John Wingfield
<b>11</b>	<b>Programme Co-ordinator's Report (Helen Heatley)</b>  Helen commented that extra publicity has not resulted in an equivalent increase in membership. Additionally, it can prove difficult to enrol new members on some groups when previous members automatically remain.	
<b>11.1</b>	<u>New Programme 2018/19</u>  Some programmes have been given to Southbourne and Tuckton libraries for distribution. St James Institute and Beaufort Community Centre were also proposed. Helen is happy to receive any other suggestions for new places. The Programme Launch day resulted in a saving of £150 postage costs.	
<b>11.2</b>	<u>Data Collection Meeting</u>  This has been arranged for 23 October – attendees Helen, Dee Collins and Chris Powell.	
<b>11.3</b>	<u>Membership Cards</u>  A mail chimp will be sent out reminding all Group Leaders to check the membership cards at the first meeting of the term.	Action: Sept/18/5 Jill Dale

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12	<b>Assistant Programme Co-ordinator (Dee Collins)</b>	
	Dee expressed a thank you to all helpers at the Programme Launch Day. Although the U3A occupied a good position at the Flowerfest, she is hoping for an improvement in 2019.	
13	<b>Group Co-ordinator's Report (Jill Dale)</b>	
13.1	<u>Epicentre</u> Jill handed over the running of the Epicentre to two Joint Office Managers, Audrey Payne and Cherry Cook on 8 August.  The Office Procedures list has been updated and will be issued to all volunteers in the week before the term starts.  The Laptop instructions are still to be updated.  The Equipment Cupboard is no longer over-full. The Photographic Group has asked if one unused projector stand could be given to Mudeford Wood Community Centre. Bud is using one of the Dell Laptops in his Laptop Group. The Philips TV/DVD player could be advertised to members. Everything else has been checked to the Equipment Register or taken by Archie Hoggan for repair.	Action: Sept/18/6 Jill Dale
13.2	<u>New Groups</u> There are fewer new groups this year but the total number remains about the same. There are two prospective new groups – Stamp Collection and Power Walking.	
13.3	<u>Annual Group Leaders Meeting</u> This will be held on Saturday 10 November at Homelands Hall, 10.00am to 12.00 noon.	
14	<b>Venues Secretary's Report (Lin Booth)</b> A list of venues will be given to Lin who will update these as necessary and follow up any queries. Tuckton Social Club has limited availability.	
15	<b>Publicity Organiser's Report (Bud Thornley)</b> Lynda Thornley (Bud's wife) is possibly interested in giving secretarial support. The gazebo is to be kept by Bud. Publicity for the U3A has been printed in the Daily Echo. The Southbourne Link has not published advertisements for the U3A to date, in spite of promising to do so.	
16	<b>Active News Editor's Report (Ron Watson)</b>	
16.1	<u>Franker</u> The franker is retained by Suzan Woolls and all problems have been resolved. Stamps are to be used for mailing odd items and for when Suzan is unavailable.	

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Item	Subject	Action
16.2	<u>Active News</u> This is now being printed by Colour Copier of Highcliffe with an excellent turnaround of two days. Ron said the deadline for the October AGM was difficult to achieve. The Committee decided unanimously that a November date for the AGM would be preferable. This would allow more time for report preparation. In particular, the audited accounts could appear in an improved format.	
17	<b>Vintage Brass Report (Janice Miller)</b> Two concerts – at Wimborne Minster and Pinewalk - have been very successful. The first concert of the new season will take place on 13 October at All Saints. An advertisement for the small group was given to Ron Watson for inclusion in Active News.	
18	<b>Any Other Business</b>	
18.1	<u>Two- term Fee</u> John Fairbairn (for Eileen Lancaster) would like back-up for this rule. Some members have queried this and are of the opinion that there should be a charge per term.	
18.2	<u>Appliance Testing</u> Jill Dale said that the last Portable Appliance Testing (PAT) took place in September 2013, when 36 items were listed and checked. There is no legal necessity to do PAT but testing is strongly recommended at least once every three to five years. John Wingfield agreed to follow this up with a contact possibly able to do the testing for us.	Action: Sept/18/7 John Wingfield
18.3	<u>Third Age Accounts and Report 2017/18</u> Jill Dale expressed concern that spending appears to be in excess of income. Total income has increased by £231,000 to £2,846,000. Despite this, the net income of £91,711 last year has become a deficit of £57,185 this year – a turnaround of around £148,896. There is little explanation apart from incurred additional costs of £27,000 possibly due to activities aimed at increasing the number of branches nationally. Jill was of the opinion this report should be looked at next year.	
18.4	<u>Recognition of Service</u> Dee Collins suggested that vouchers should be purchased for two Committee / Non-Committee members who have recently retired.	

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Item	Subject	Action
19	<b>Future Committee Meetings</b>	
	The meetings due to take place on 19 October and 30 November have been cancelled. The next meeting will take place on: Day/Date: Friday 26 October 2018 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
	<u>Committee Meetings 2019</u>	
	The following provisional dates were agreed for 2019: 11 January, 22 February, 5 April, 17 May, 28 June, 6 September, 18 October and 29 November.	
20	The meeting closed at 3.40 pm.	

# Christchurch Committee Meeting

## Christchurch U3A Treasurer's Report for meeting Friday 7th September 2018

Agreed NatWest bank balances at 31<sup>st</sup> August 2018

### **NatWest**

Main account	£24737.98
Social & Fund Raising	£5989.46

### **CCLA accounts balances as at 31<sup>st</sup> August 2018**

Subscription account 01C	£14560.76
Social & Fund Raising 03C	£2190.12
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	24706.83
Gift Aid	£6454.51
Other	£322.50
<u>Advertising</u>	<u>£356.79</u>
	<u>£54393.08</u>

### **Summary of outgoings since 01 August 2017**

Venues	£32039.72
Maintenance/equipment	£776.83
Print/postage/stationery	£4981.99
Speakers	£441.00
Refunds	£458.50
Group leader expenses	£208.69
Epicentre costs	£923.83
Sundries	£5544.23
<u>Advertising</u>	<u>£733.46</u>
Total Expenditure	<u>£46108.25</u>

Jan Harris

# Christchurch Committee Meeting

MEMBERSHIP REPORT 31st August 2018 6.44 pm

## MEMBERSHIP STATISTICS TO DATE FOR 2018/2019

Enrolled Members 876 of which 67 are New Members

Number of Households 747    Number of Households without email 131

Members paying fees 784,    Members paying by PayPal 260 - 33%

Total Fees paid - £ 32319 ,    Fees paid by PayPal - £ 10619 ,    Fees paid by cash - £ 945

Gift Aid 482 - 61%,

Active News requests 549 - 73% of households ,    Third Age matters requests 424 - 57% of households

## MEMBERSHIP STATISTICS TO DATE FOR 2017/2018

Enrolled Members 1166 of which 204 are New Members

Number of Households 996    Number of Households without email 216

Members paying fees 1057,    Members paying by PayPal 367 - 35%

Total Fees paid - £ 43306.5 ,    Fees paid by PayPal - £ 14930 ,    Fees paid by cash - £ 1197

Gift Aid 623 - 59%,

Active News requests 726 - 73% of households ,    Third Age matters requests 556 - 56% 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