

# Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on  
Friday 26 October 2018 at 2.00 pm

Item	Subject	Action
1	<b>Present:</b> John Wingfield (Chair), Jill Dale (Group Co-ordinator), Jan Harris (Treasurer), Helen Heatley (Programme Co-ordinator), John Fairbairn (New Member Contact), Janice Miller (Vintage Brass Representative), Bud Thornley (Publicity Organiser), Ron Watson (Active News Editor).	
2	<b>Apologies:</b> Lin Booth (Venues Secretary), Dee Collins (Assistant Programme Co-ordinator), Eileen Lancaster (Membership Secretary), Norman Richards (President).  Sally Ward took the minutes.	
3	<b>Minutes of the last Committee Meeting held on Friday 7 September 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> This is ongoing.	Action: Nov/17/6 Bud Thornley
	<b>Action: May/18/3 – Website Photographs</b> Chris Powell has updated the Committee group photo. Group Leaders will be asked to submit photos at the forthcoming Group Leaders meeting on 10 November.	Action: May/18/3 John Wingfield/ Bud Thornley
	<b>Action: May/18/4 – Monday Meetings</b> John Wingfield has liaised with Jennet Lambert (Speakers' Secretary) and it has been decided to continue as present.	Action Closed
	<b>Action: Sept/18/1 – Epicentre Lease</b> We are still waiting for a rental bill to be presented.	Action Closed
	<b>Action: Sept/18/2 - AGM</b> This meeting took place on 8 October.	Action Closed
	<b>Action: Sept/18/4 – Calendars</b> John Wingfield will contact Eileen Lancaster regarding calendars for sale.	Action: Sept/18/4 John Wingfield

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	<b>Action: Sept/18/5 – Membership Cards</b> A mailchimp was sent out reminding all Group Leaders to check membership cards.	Action Closed
	<b>Action: Sept/18/7 – Appliance Testing</b> Appliance Testing (PAT) will take place during the Christmas and Easter breaks.	Action: Sept/18/7 John Wingfield
<b>6</b>	<b>Chair's Report (John Wingfield)</b>	
<b>6.1</b>	<u>Epicentre</u> John reported that necessary maintenance has been carried out. It was not considered necessary to spray the roof. Some earth and a small tree are pushing into the back of the building. It will cost around £100 to remove these, to avoid problems in future. Two old dumped bicycles also need to be removed.	Action: Oct/18/1 John Wingfield
<b>6.2</b>	<u>AGM</u> John Fairbairn said that he has received a letter from Anne Hewetson regarding perceived omissions at the AGM on 8 October. Committee members, current, new and retiring were not introduced. There were no questions from the floor. John Fairbairn has sent his comments to Anne Hewetson, saying that it would be a good opportunity to identify Committee members and pointing out that questions were welcome in advance of the meeting.  John Wingfield said that he presented the meeting in as friendly and relaxed manner as possible, in accordance with Head Office instructions. Jill Dale said that questions from the floor have been welcomed, to be answered at a later date, in the past. Jan Harris said she would prefer to know questions before hand as research is sometimes necessary. Bud Thornley said it was good that future Committee vacancies were advertised at the AGM and said the entertainment after was of an excellent standard.  It was agreed that the AGM will take place later, on the second Monday in November. John Wingfield will inform Jennet Lambert (Speakers' Secretary).	Action: Oct/18/2 John Wingfield
<b>7</b>	<b>Business Secretary's Report</b> None available.	
<b>8</b>	<b>Treasurer's Report (Jan Harris)</b> Report is attached.	

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Item	Subject	Action
8.1	<u>Current Affairs Group</u> As requested by the Committee, Jan spoke to Jane Lansley, the Current Affairs Group Leader, who had already spoken to the two members involved. The matter has now been resolved; one person has left the group.	
8.2	<u>Choir Expenses</u> The choir has its own Treasurer. The £500 cost of sheet music is offset against the £600 profit.	
8.3	<u>Venue Costs</u> Some venue costs have increased. These include Priory Hall, Stanpit Guide Hut and Our Lady Queen of Peace, Southbourne.	
9	<b>New Members Contact Report (John Fairbairn)</b>	
9.1	<u>New Members Coffee Morning</u> The New Members coffee morning will take place on Saturday 24 November 2018. A request was made for some Committee members to attend.	Action: Sept/18/3 John Fairbairn
10	<b>Membership Secretary's Report (Eileen Lancaster)</b> Report is attached. Members noted that membership has decreased over the last 4 - 5 years. Later retirement could be partly responsible.	
11	<b>Programme Co-ordinator's Report (Helen Heatley)</b>	
11.1	<u>Next Year's Programme</u> Helen attended a meeting with Jill Dale, Dee Collins and Chris Powell to discuss data for next year's programme. There will still be a paper CDF for those with no email and the online process is being updated to take account of comments received. Helen and Chris Powell are attending the Group Leaders meeting on 10 November and data collection will commence at the end of March 2019, with a view to releasing the programme on 1 July. Email addresses of Group Leaders, if submitted, will be automatically used. John Fairbairn pointed out that about 20% of members do not provide an email address.	
11.2	<u>2018/19 Programme</u> There will be no reprint of this year's programme. An A5 amendment sheet will appear in Active News. The amendment sheet will be printed and a copy inserted in all programmes still in stock at the Epicentre. A mailchimp will advise of alterations and additions to the programme.	
11.3	<u>Advertising</u> Events, such as Shake and Stir, probably helped to maintain member numbers. John Wingfield agreed to look at larger adverts, similar to the one in Bournemouth library, advertising the Bournemouth U3A.	Action: Oct/18/3 John Wingfield

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12	<b>Assistant Programme Co-ordinator (Dee Collins)</b> Dee was not present at the meeting to report.	
13	<b>Group Co-ordinator's Report (Jill Dale)</b>	
13.1	<u>Epicentre</u> The Equipment Cupboard has been tidied. The Laptop instructions are still to be updated.	Action: Sept/18/6 Jill Dale
13.2	<u>Enrolment Procedure</u> Jill stated, in a report, that there have been complaints that certain groups were full before the programme was published. Some experienced members are often necessary to provide smooth running of groups, such as Vintage Brass and Showtime. Travel groups need regular members in order to fill coaches for outings. Other groups need a nucleus of knowledgeable members. Waiting lists appear to be working, with only 6 on the waiting lists for Enjoying Shakespeare and Singing For Fun. Travel Group H accommodates more members at a larger venue. French Re-started runs a two year course, after which the leader starts again with new members.  Helen Heatley suggested that perhaps 10% of total places should be reserved for newcomers. Bud Thornley said it was fairer if all members were invited to re-join at the same time.  John Wingfield said the enrolment procedure should be left as it is, at present.  Tasters were advocated, especially as some prospective group members fail to attend in spite of joining. Out of 105 groups 30 are full. Jill Dale will send an email to all Group Leaders, explaining how to change the online flag indicating full groups.	Action: Oct/18/4 Jill Dale
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. It is hoped that some Committee members will attend to assist – from 9 am, if possible. Around 40 Group Leaders attended last year; there are currently 105 groups.	
14	<b>Venues Secretary's Report (Lin Booth)</b> The Bridge Group have asked for a larger room.  Committee Meetings taking place on 11 January and 17 May 2019 will commence at 1 pm, not 2 pm.	
15	<b>Publicity Organiser's Report (Bud Thornley)</b> Adverts have appeared in the Mundeford Mag and the Highcliffe and Christchurch Eye. The Link Magazine stipulates a maximum of 250 words for a half-page advertisement. Monthly meetings are advertised in the Bournemouth Daily Echo. Some new photos now appear on the board displayed at the meetings. Pictures from Group Leaders are needed.  It would be advisable to apply for space at Shake and Stir 2019 soon, to guarantee sufficient space for the band.	

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Item	Subject	Action
<b>16</b>	<b>Active News Editor's Report (Ron Watson)</b>	
<b>16.1</b>	<u>Active News</u> A future editorial will explain how fewer publication dates, together with the franker, have produced monetary savings. However, sometimes the magazine is published after events have taken place. Ron explained that he could change the present dates of 1 December, 1 March, 1 June and 1 September. He will work out alternatives and advertise a schedule for the year in a mailchimp.	Action: Oct/18/5 Ron Watson
<b>17</b>	<b>Vintage Brass Report (Janice Miller)</b> The Autumn concert took place at All Saints Church, Southbourne in aid of Richard Ely Trust for Young Musicians. A cheque for £500 was presented at the concert together with a bucket collection of £208.75.  The next concert will take place at St Christopher's on 8 December, in aid of Cancer Research. A spring concert has been arranged for 6 April 2019 at the Salvation Army Citadel. The band will play carols at Tesco Kinson on 12 December, 11.00am -12.30pm, at Tesco Castle Lane on 17 December, 10am - 12 noon, and Sainsbury Somerford on 20 December, 10am -12 noon & 2.00pm - 4.00pm.	
<b>18</b>	<b>Any Other Business</b> No AOB was discussed.	
<b>19</b>	<b>Future Committee Meetings</b>  The next meeting will take place on: Day/Date: Friday 11 January 2019 at <b>1.00 pm</b> Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.	
<b>20</b>	The meeting closed at 3.30 pm.	

# Christchurch Committee Meeting

## Christchurch U3A Treasurer's Report for meeting Friday 26<sup>th</sup> October 2018

Agreed NatWest bank balances at 30<sup>th</sup> September 2018

### **NatWest**

Main account	£30609.88
Social & Fund Raising	£8600.96

### **CCLA accounts balances as at 30<sup>th</sup> September 2018**

Subscription account 01C	£14580.29
Social & Fund Raising 03C	£2193.06
Reserve Fund 02C	£20747.54
Reserve Sh Fund value	£7519.68

### **Summary of total receipts since 01 August 2018**

Subscriptions 18/19	£11728.07
<u>Advertising</u>	<u>£16.50</u>
	<u>£11744.57</u>

### **Summary of outgoings since 01 August 2018**

Venues	£716.40
Maintenance/equipment	£0.00
Print/postage/stationery	£1946.60
Speakers	£55.00
Refunds	£42.00
Group leader expenses	£112.50
Epicentre costs	£113.84
Sundries	£0.00
Advertising	<u>£0.00</u>
Total Expenditure	<u>£2986.34</u>

Jan Harris

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## MEMBERSHIP REPORT 19th October 2018 9.12 pm

### MEMBERSHIP STATISTICS TO DATE FOR 2018/2019

Enrolled Members 1050 of which 120 are New Members

Number of Households 896    Number of Households without email 162

Members paying fees 955,    Members paying by PayPal 334 - 35%

Total Fees paid - £ 39466 ,    Fees paid by PayPal - £ 13706 ,    Fees paid by cash - £ 987

Gift Aid 573 - 60%,

Active News requests 634 - 71% of households ,    Third Age matters requests 494 - 55% of households

### MEMBERSHIP STATISTICS TO DATE FOR 2017/2018

Enrolled Members 1164 of which 204 are New Members

Number of Households 987    Number of Households without email 219

Members paying fees 1055,    Members paying by PayPal 351 - 33%

Total Fees paid - £ 43224 ,    Fees paid by PayPal - £ 14273 ,    Fees paid by cash - £ 1197

Gift Aid 623 - 59%,

Active News requests 724 - 73% of households ,    Third Age matters requests 555 - 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