

# Christchurch Committee Meeting

Minutes of the Meeting held at Beaufort Community Centre on  
Friday 11 January 2019 at 1.00 pm

Item	Subject	Action
1	<b>Present:</b> John Wingfield (Chair), Lin Booth (Venues Secretary), Dee Collins (Assistant Programme Co-ordinator), Jill Dale (Group Co-ordinator) John Fairbairn (New Member Contact), Jan Harris (Treasurer), Helen Heatley (Programme Co-ordinator), Eileen Lancaster (Membership Secretary), Janice Miller (Vintage Brass Representative), Ron Watson (Active News Editor).	
2	<b>Apologies:</b> Bud Thornley (Publicity Organiser), Norman Richards (President). Sally Ward took the minutes.	
3	<b>Minutes of the last Committee Meeting held on Friday 26 October 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> This is ongoing. Some new photos have been submitted.	Action: May/18/3 John Wingfield/ Bud Thornley
	<b>Action: Sept/18/4 – Calendars</b> This is now closed.	Action Closed
	<b>Action: Sept/18/7 – Appliance Testing</b> John Wingfield confirmed that appliance Testing (PAT) will take place during the Easter holidays, date to be confirmed with the electricians. Testing will cost £25 for up to 10 appliances and £1 each thereafter. Jill will notify Group Leaders so they can bring any appliances to the Epicentre.	Action: Sept/18/7 John Wingfield/ Jill Dale
	<b>Action: Oct/18/2 - AGM</b> John Wingfield will speak to Jennet Lambert (Speakers' Secretary) about the change of date to the second Monday in November.	Action: Oct/18/2 John Wingfield

# Christchurch Committee Meeting

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	<b>Action: Oct/18/3 – Advertising</b> This is ongoing. John will look at the ‘Sails’ in Bournemouth Library. However, these would possibly be too large for Christchurch.	Action: Oct/18/3 John Wingfield
<b>6</b>	<b>Chair’s Report (John Winfield)</b>	
<b>6.1</b>	<u>Epicentre</u> John reported that the back of the building has been cleared, the dumped bicycles removed and the gutters cleaned. The Epicentre managers have reported a roof leak in the meeting room. John received a vague response from Christchurch Housing. He has arranged to visit the Epicentre with a builder, who will examine the ceilings and take samples from two areas in order to establish what the problem is. They will then give us a quote for the work to be done.	Action: Jan/19/1 John Wingfield/ Jill Dale
<b>6.2</b>	<u>Membership Cards</u> An email has been received from U3A member Malcolm Floyd requesting a relaxation over the rules obliging members to show the actual membership card when joining groups. He suggested that an email should be sufficient proof, especially when a member joins multiple groups. The Committee agreed that electronic evidence is acceptable. Jill Dale will amend the rules in the next issue of the Group Leaders Procedures Manual.	Action: Jan/19/2 Jill Dale
<b>6.3</b>	<u>Mayor’s Charity Gala Dinner</u> An invitation has been extended, to interested Committee members, to attend this Gala Dinner on 8 March 2019 at the Captain’s Club. The cost is £45 and a charity auction will take place.	
<b>6.4</b>	<u>U3A Website</u> There have been severe problems with the website recently. Some pages are very slow to load or may fail altogether. Chris Powell is aware and the website hosting company is currently being changed.	
<b>6.5</b>	<u>Dial-a-Bus</u> This Christchurch based community bus service is short of drivers and would like to advertise through the U3A. John Wingfield will send details to Ron Watson for an article in Active News.	Action: Jan/19/3 John Wingfield/ Ron Watson
<b>6.6</b>	<u>Committee Replacements</u> Ron Watson was asked to include advertisements for vacant Committee positions in Active News. These are: Business Secretary, Treasurer and Membership Secretary.	Action: Jan/19/4 John Wingfield/ Ron Watson
<b>7</b>	<b>Business Secretary’s Report</b> None available.	

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Item	Subject	Action
8	<b>Treasurer's Report (Jan Harris)</b> Report is attached.  More membership subscriptions were received in July 2018 than later in the year. The figure for venues appears less, due to the late submission of an invoice from Beaufort Community Centre. The rental for Mudeford Wood is due to increase in April. Gift Aid of £6,314.94 will be paid this month.	
9	<b>New Members Contact Report (John Fairbairn)</b>	
9.1	<u>New Members Coffee Morning</u> The coffee morning on Saturday 24 November 2018 was attended by 28 new members. John thanked Committee members for their help. This meeting will be held on a similar date in 2019.	Action Closed
10	<b>Membership Secretary's Report (Eileen Lancaster)</b> Report is attached.  The current membership is 1,092 of which 147 are new members.	
11	<b>Programme Co-ordinator's Report (Helen Heatley)</b>	
11.1	<u>Current Programme</u> Last year was the first year for the Course Description Form (CDF). Group Leaders who do not want their email address publicised have been accommodated. The paper form has been changed; this was sent to only twelve Group Leaders last year.  An update sheet has been issued.	
11.2	<u>Timetable for 2019/20 Programme</u> A mailchimp with timetable will be sent to Group Leaders around 11 March 2019. Paper CDFs will be posted week commencing 25 March. A mailchimp with a link to the online CDF will be sent on 28 March. On 3 and 5 April Helen will be in the Epicentre to help Group Leaders submit their forms online. A reminder will be sent on 4 April. The deadline for CDF completion will be 8 April.  A spreadsheet by venue will be generated for Lin Booth (Venues Secretary) at the end of April. Programme collection date at the Epicentre will be 8 July.	
11.3	<u>PDF Programme</u> This currently appears on the website, but receives few hits. Most hits are for the groups table. Helen plans to issue the PDF as a paper version only next year and remove it from the website.	
12	<b>Assistant Programme Co-ordinator (Dee Collins)</b> Participation in the Flower Festival will not be considered this year, mainly due to the tremendous amount of work involved. This may be reconsidered in 2020.	
13	<b>Group Co-ordinator's Report (Jill Dale)</b>	

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13.1	<u>Epicentre</u> The updating of the Laptop instructions is ongoing.	Action: Sept/18/6 Jill Dale
13.2	<u>Enrolment Procedure</u> It was emphasised at the Group Leaders meeting in November that standard procedures should be followed (some Leaders have not been doing this).	Action Closed
13.3	<u>Group Update</u> Jill Pearson, a new member, is a recently retired language teacher. She has volunteered to stand in for any of our French or German groups when group leaders are ill or have emergencies. She has already visited two of our French Groups and has run two sessions of the German group. She is proving to be an asset to Christchurch U3A. Jill Dale is hoping she may be tempted to become a Group Leader herself in the future.  Two groups have been cancelled - History of Scotland and German, due to low numbers. There is the possibility of a second Creative Writing Group Leader.  The return of some registers is still outstanding.  The length of Short Tennis and Badminton sessions were discussed. It was agreed that both groups should run for only one and a half hours per session. Jill Dale is to ask the Short Tennis Group to reduce their hours to one and a half hours accordingly.	
14	<b>Venues Secretary's Report (Lin Booth)</b> A document from St James Institute was signed by John Wingfield.	
14.1	<u>Chess Group</u> This group have expressed a wish to move from the Epicentre but still remain in Christchurch. Attendees vary between five and ten, the latter being rather too many for the Epicentre. The Library has become very expensive. This is a longstanding group, who meet fortnightly for three terms. Lin will liaise with the Group Leader over a suitable alternative venue.	Action: Jan/19/5  Lin Booth
15	<b>Publicity Organiser's Report (Bud Thornley)</b> Bud was not present at the meeting to report.	
16	<b>Active News Editor's Report (Ron Watson)</b>	
16.1	<u>Active News</u> The next issue will be published on 1 March. It is anticipated that publication of the following one could be adjusted to early July. There is a certain amount of difficulty in tying in publication dates with three term beginnings; the minimum number of copies per annum is four.  Ron will mention any changes in an editorial, inviting comments and ideas.	Action: Oct/18/5 Ron Watson
17	<b>Vintage Brass Report (Janice Miller)</b>	

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Item	Subject	Action
	<p>The December Christmas Concert made £1,500 for Cancer Research.</p> <p>There were three venues for carols. Tesco at Kinson made £209 for Bournemouth Hospital Charity, Sainsbury's Somerford £1,077.52 for MacMillan Caring Locally Charity and Tesco (Castle Lane) £271.09 for Julia's House.</p> <p>The next concert will take place on 6 April 2019 at the Salvation Army Citadel, Boscombe.</p>	
<b>18</b>	<b>Any Other Business</b>	
<b>18.1</b>	<u>Death of Bob Taylor</u>	
	<p>Bob Taylor – our previous Chair – has died. This will be mentioned at the Monthly Meeting on 14 January.</p>	
<b>18.2</b>	<u>iphone and Tablet help</u>	Action: Jan/19/6 Eileen Lancaster/ Jill Dale
	<p>Eileen Lancaster said that some pupils from the Sixth Form at Twynham School have offered to give iphone and tablet instructions to members. This would take place at 3.30 pm (after school) at the Epicentre. Jill Dale agreed and an initial date of Wednesday 23 January was suggested. This offer will be mentioned at the Monthly Meeting.</p>	
<b>18.3</b>	<u>Mailchimps</u>	Action: Jan/19/7 Helen Heatley
	<p>Helen Heatley is to learn how to send mailchimps. This will be in addition to Chris Powell and Eileen Lancaster.</p>	
<b>19</b>	<b>Future Committee Meetings</b>	
	<p>The next meeting will take place on:</p> <p>Day/Date: Friday 22 February 2019 at 2.00 pm Location: Room No 4, Beaufort Community Centre, Southbourne, BH6 5LB.</p>	
<b>20</b>	The meeting closed at 3.30 pm.	

# Christchurch Committee Meeting

## Christchurch U3A Treasurer's Report for meeting 11 Jan 2019

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

### **NatWest**

Main account	£27,113.88
Social & Fund Raising	£8,600.96
	<u>£35,714.84</u>

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

Subscription account 01C	£14,580.29
Social & Fund Raising 03C	£2,193.06
Reserve Fund 02C	£20,747.54
Reserve Share Fund value	£7,861.84
	<u>£45,382.73</u>

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

Subscriptions 18/19	£15,890.09
Advertising	£76.50
	<u>£11,744.57</u>

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

Venues	£10,017.66
Maintenance/equipment	£0.00
Print/postage/stationery	£2,834.74
Speakers	£105.00
Refunds	£126.00
Group leader expenses	£183.52
Epicentre costs	£420.22
Sundries	£179.26
Advertising	£34.59
Total Expenditure	<u>£13,900.99</u>

Jan Harris

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## MEMBERSHIP REPORT 9th January 2019 11.09 am

### MEMBERSHIP STATISTICS TO DATE FOR 2018/2019

Enrolled Members 1092 of which 147 are New Members

Number of Households 933    Number of Households without email 174

Members paying fees 991,    Members paying by PayPal 350 - 35%

Total Fees paid - £ 40827 ,    Fees paid by PayPal - £ 14301 ,    Fees paid by cash - £ 987

Gift Aid 593 - 60%,

Active News requests 652 - 70% of households ,    Third Age matters requests 514 - 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