

Hornsea & District U3A Committee Meeting

Tuesday 31st July 2018, 10am

at 43 Cheyne Garth

Present: Linda Sharp – Chair, Dave Tribe – Treasurer, Lesley Tribe – Membership Secretary, Sheila Ward – Speaker Seeker, Sue Gray – Web Editor (minute taker)

1. **Apologies:** Paule Senior – Co-opted Secretary, Elaine Grayson – Groups Coordinator, Barbara Cowan – Welfare Officer
2. **Minutes of meeting held on Tuesday 26th June 2018**
Some amendments were made.
Action: The Chair will sign the master copy and forward an e copy to the Web Editor for the website.
3. **Matters arising from the meeting held on Tuesday 26th June 2018**
 - 5) The Treasurer has been given a list of dedicated email addresses set up by Susanne. After discussion it was agreed that the committee would have dedicated email addresses but not the group contacts.
 - 11) It was clarified that the autumn programme referred to the interest group activities arranged for the autumn.
4. **Chair's Report**
 - The French group contact who is finishing had thanked the U3A for the card she had received. Thanks had also been received from a member who has been unwell.
 - An email had been received from Yorkshire and the Humber Regional Secretary about forthcoming workshops.
Action: Sheila to pass the workshops information to Elaine and Paule.
 - The Chair had received a letter from NatWest bank about free Scam Awareness Training. As the Speaker programme has been agreed for the coming year it was decided to file the letter for possible future use.
Action: Sue to reply by email for Paule and then give the letter to Sheila to file in the Speaker Seeker folder.
 - An email had been received from East Riding Council inviting us to send representatives to a Community Action Group meeting in Hornsea on 1st August. No one was able to go as it was very short notice and during the summer holidays. Sue has replied by email.
 - An invitation to the Museum Open Day to the committee had been received.
 - In view of the fact that there is only one monthly meeting before the AGM in October it was decided to hold a separate meeting to organise it. Possible dates were agreed.
Action: Lesley and Sue to contact absent committee members and settle the date and time of the meeting.
5. **Treasurer's Report**
 - The installation of the committee laptops and printers has begun. Dave is grateful for Ken's help with this.
 - Since the NatWest bank closed in Hornsea he has been using Leven P.O., but is looking into alternative places to bank.

6. Secretary's Report

- The Secretary is away.

7. Groups Coordinator's Report

- The Groups Coordinator, who was unable to attend the meeting has been contacting the Group Contacts individually. She reported that some were concerned that their contact details were displayed on the rolling screen at the monthly meetings. The matter was discussed and it was agreed that whatever contact details – name, phone number and or email address group contacts gave, would appear on the website and the rolling screen, which is taken from the website.

Action: At the next Group Contacts meeting it should be stressed that contact details on the rolling screen are only being shared with U3A members.

- In the absence of the Groups Coordinator, the Membership Secretary agreed to tell her that the French, Archaeology and Singing for Pleasure groups have finished.

Action: Membership Secretary to let the Groups Coordinator know that the above groups have finished.

- There is a new Contact for the French group. Sue has asked her to provide updated text for the group web page.
- Sheila had sent Audrey a thank you card for hosting the Singing for Pleasure group.
- Sue had received an email from a member interested in the Sense about Science group which is suspended due to lack of numbers.

Action: Sue to email the member and suggest he comes to the next monthly meeting and speaks to the Groups Coordinator.

- Sheila has compiled a provisional agenda for a Group Contacts meeting.

8. Membership Secretary's Report

- Three new members in July. Total membership 283.
- As we are halfway through the membership year, from September any new members will pay £7.50 subscription instead of the full rate of £15.
- A discussion took place as to whether the Outings Contacts need to know changes to members details which came to light on the new application forms. It was decided that the members details collected when they sign up for outings would be up to date, and cause less work.

Action: Lesley to inform the Outings Contacts by email.

9. Speaker Seeker's Report

- Ideas for the September monthly meeting, billed as a social were discussed. It was decided to arrange the hall in "cinema" style and have interest group tables on the mezzanine manned by group contacts or a representative. There will be puzzle sheets on the tables in the main hall and some little cakes provided free of charge.

Action: Dave to contact Floral Hall regarding the arrangement of the hall.

Action: Sue to email Group Contacts re manning the interest group tables.

- The speaker programme for 2019 was distributed.

Action: Sue to add the compilation and printing of the speaker list leaflets to the agenda for the next committee meeting.

10. Welfare Officer's Report

- Cards had been sent out as members had requested.

11. Web Editor's Report

- Most Group Contacts had sent autumn programmes for the website.

12. U3A Privacy Policy

- National U3A Privacy Policy documents were circulated. Our own privacy policy was discussed.

Action: The Membership Secretary to put Hornsea & District U3A Privacy Policy as it appears on the membership application form on a separate sheet to go on the website. Members will be directed from the website to the National Privacy Policy for further information.

Action: The Chair asked that the Hornsea & District Data Protection Policy be on the agenda for the next committee meeting.

- It was queried whether the updated Constitution was on the website. The Web Editor confirmed that it is.

Action: The Membership Secretary to make three hard copies to go in the file.

13. Any other business

- It was suggested that the U3A magazine Third Age Matters should be included with the membership subscription. After discussion it was agreed that this would not be practicable.

Action: Spare "Third Age Matters" magazines will be displayed on a table along with the minutes and constitution folders at the monthly meetings.

14. Next Meeting

- Tuesday August 28th 2018, 10am at 43 Cheyne Garth, Hornsea.