

**BOLSOVER DISTRICT U3A COMMITTEE MEETING
HELD ON WEDNESDAY 6th NOVEMBER 2019, 10.30AM
THE BEEHIVE CAFE, BOLSOVER**

PRESENT:

Bev Crofts (Chair), Sarah Wakeford (Business Secretary/Group Coordinator), Jean Hassall (Treasurer), Jen Sykes (Membership Secretary), Julie White, Marie Marsh

APOLOGIES FOR ABSENCE:

Bernice Harvey, Kevin Bates

AGENDA:

- Matters Arising from previous Minutes
- Officer Reports
 - Chair
 - Business Secretary
 - Treasurer
 - Membership Secretary
 - Groups Co-ordinator
 - Publicity
 - Speakers
- Any Other Business
 - Bolsover District – areas covered
 - Reasons why people join BDU3A
 - Finance
 - Flash questionnaire results
 - Newsletter

MATTERS ARISING FROM PREVIOUS MINUTES

- Exit strategy (re GDPR) draft document/email completed and handed to Committee for further discussion/amendments. **SW**
- Copyright licence – paid for and received, copies handed to Committee. **SW**
- Speakers' Report/organisation, handed over to Rose Bailey.
- Newsletter – discussion to be placed on Agenda for next Committee Meeting.

OFFICER REPORTS

Chair

- In future could all items for the Agenda be forwarded to Julie White
- As the Beehive Cafe is changing hands and it is unsure if BDU3A can still use this venue, discussion around alternative venues, for eg Committee Meetings – suggestion that we could have a rota and meet at Committee members' homes.
- Decision was to meet:
- December – Sarah's home
- January – Jean's home – this meeting would be held on the **8th** January 2020
- Bev requested that for the next Committee meeting could we reflect back on what has been achieved/is outstanding from over the last 6 months ie collate all

information and feedback to help create a business plan and create a working party to look at defining roles and 'job descriptions'.

- Trusteeship – set up a working party.
- Discussion around Charity Commission
- Safeguarding
- Accessibility
- Equality
- Bev handed out “guiding principles re code of conduct for members” from U3A National Office. Decision to form a working party to look into this further.
- Re Projector and Sound System – these items are not old enough to be PAT tested, but something to be aware of for the future.

Secretary's Report

- Sarah handed out copies of the Advice Section from the U3A National Office website and, reading received from National Office re paid tutors.
- Sarah handed out Flash questionnaire results and gave out copies of the Copyright Licence

ANY OTHER BUSINESS

- BDU3A areas covered to be discussed further
- The flash questionnaire answered some questions re why people join BDU3A
- Food, Speakers and Raffle budgets were set (with top ups as and when)
- In September 2020 - 5th year open day – all groups to be represented
- Kevin is working on a welcome pack – to bring progress report to next meeting – how to access U3A National website?
- Draft year planner 2019/2020 handed out
- The new group leader for 10 pin bowling is John Peach
- Roberts Rules of Order – Chair has two votes – 1 personal vote and 1 casting vote

Next meeting: Wednesday 4th December 2019 at 10.30am to be held at Sarah's home

Signed

Date

JW/12.11.19.