

BOLSOVER DISTRICT U3A COMMITTEE MEETING
HELD ON WEDNESDAY 6th DECEMBER 2019, 10.30AM
SARAH WAKEFORD'S HOME
(Beehive Cafe unavailable)

PRESENT:

Bev Crofts (Chair), Sarah Wakeford (Business Secretary/Group Coordinator), Jen Sykes (Membership Secretary), Kevin Bates (Publicity), Bernice Harvey, Julie White, Marie Marsh

APOLOGIES FOR ABSENCE:

Jean Hassall (Treasurer)

AGENDA:

Matters Arising from previous Minutes
Officer Reports
Chair
Business Secretary
Treasurer
Membership Secretary
Groups Co-ordinator
Publicity
Speakers
Any Other Business
Newsletter
Website
Working Party for U3A event June 2020

MATTERS ARISING FROM PREVIOUS MINUTES

Exit strategy -

An addition will be made to this stating that it is legally binding – the exit strategy will then be attached to Policies and Procedures. **SW**

Beehive Cafe -

Venue for BDU3A groups and meetings – closing on 7.12.19 and re-opening soon as another cafe, the venue may still be available for BDU3A to use, to be discussed further.

Raffle budget and prizes at General Meetings -

The raffle budget was confirmed as £120 per year. It was suggested that prizes be kept to 5 and the raffle be held immediately after the Speaker has finished and before tea break. Also that the first raffle ticket be drawn by the Speaker. This was agreed by all in principle, it was also agreed to place a cloth on the raffle table.

Welcome Pack -

KB presented the Welcome Pack for new members. It was agreed this was appropriate and KB to go ahead and produce.

OFFICER REPORTS

Chair

BC gave feedback re U3A "Keeping it Legal" Workshop, held in Lincoln on 4.12.19. which was attended by BC and SW -

All U3A Policies and Procedures will be circulated to Committee for comments and amended/updated specifically for BDU3A before submitting to the BDU3A website and members. **BC, SW**

There was a suggestion from the Workshop that only up to £200 can be kept at group leaders' homes for group purposes. To discuss further with group leaders. **SW**

Every Committee Member is a Trustee, a document will be circulated to all Committee Members.

Grandchildren are not covered by U3A insurance to attend any groups.

Dogs are covered by insurance on walks.

A first aider is not required.

Group Leaders cannot sign for any room hire.

There needs to be books held for Incidents and Accidents

Business Secretary

SW confirmed the same feedback from the above Workshop.

Receipt books for Group Leaders -

All Group Leaders need to be using the same type of receipt book. Books will be purchased. **SW**

Treasurer

JH had sent the November 2019 spreadsheet to Committee, copies given out for information by MM.

Membership Secretary

There are now 99 paid members JS

KB gave out draft membership cards, discussion re ICE. Decision made to add emergency contact details on the reverse of the cards.

JB asked at the next group leaders' meeting to ask them to encourage members to fill this in. **SW**

Discussion around adding membership numbers to the cards, to be discussed further before possible printing in February 2020.

Groups' Coordinator

Discussion and decision – prior to becoming paid up members, guests can attend 2 general meetings and 2 group taster sessions.

New email re interest groups' enquiries is- bdu3a@gmail.com

Speakers

Steve Cook, Egghead – booked for September 2020

Maureen – Hidden Meaning in Portraits

Publicity

There will be no newsletter in December, KB has produced an e-Christmas Card which will be sent out to members. The next newsletter will be in January 2020.

Poster for December Speaker will be sent out to members.

U3A logo – KB suggested group leaders produce their own leaflets, KB could send out a template.

SW will liaise with **RB**

KB has organised for the U3A day, which is to be held on 3rd June 2020, to be mentioned in Bolsover and District Events Magazine 2020. He has also made enquiries with Bolsover Library and it has been agreed with them that BDU3A can hire Bolsover Library space for that day.

Web banners – KB is liaising with Geoff

Business Secretary is now holding BDU3A inventory.

ANY OTHER BUSINESS

Newsletter

Discussion re how many newsletters will be produced per year.

KB confirmed this would be 4 per year.

General discussion held around the content of Newsletters, anything to be included by anyone, which contravenes BDU3A Policies and Procedures needs to be brought to the Committee for discussion before publishing.

Website

Has been brought up to date.

Working Party – 19th February 2020 General Meeting

RB, SW, KB, JW

Next meeting: Wednesday 8th January 2020, 10.30am, Jean Hassall's home as cafe unavailable.

Signed

Date

JW/12.12.19.