

**BOLSOVER DISTRICT U3A COMMITTEE MEETING  
HELD ON WEDNESDAY 8TH JANUARY 2020 AT JEAN HASSALL'S HOME  
(cafe unavailable)**

The Meeting opened at: 10.40am

**PRESENT:**

Bev Crofts (Chair), Sarah Wakeford (Business Secretary), Jean Hassall (Treasurer), Jen Sykes (Membership Secretary), Kevin Bates (Publicity), Julie White (Minutes), Bernice Harvey, Marie Marsh

**APOLOGIES FOR ABSENCE:**

No apologies received.

**AGENDA:**

Matters Arising from previous Minutes

Officer Reports

Chair

Business Secretary

Treasurer

Membership Secretary

Groups Co-ordinator

Publicity

Speakers

**Any Other Business**

Constitution query from National Office – update

Minuting of financial information

Membership fees

Membership cards

Coffee Morning

Basic Hygiene

Streamline meetings ie 2 hours

Update year ahead plan for 2020

U3A ethos leaflet/card

AGM

**MATTERS ARISING FROM PREVIOUS MINUTES**

Each Committee Member/Trustee who signed the Declaration of eligibility for newly appointed trustees (CSD-1382) were given a photocopy of their signed document.

Receipt books for Group Leaders – still pending as suitable books were out of stock.

**BC, SW**

U3A logo – to be discussed further

**OFFICER REPORTS**

**Chair**

A meeting has been arranged with Fiona, Hillstown Village Hall, to discuss room hire and insurances. **BC, SW**

A card and donated cash from all members were given to Michelle, formerly The Beehive Cafe, to say thank you for supporting BDU3A meetings. Michelle thanked everyone and felt moved and appreciated by this gesture.

### **.Business Secretary**

Trustee duties and exit letter have been sent to Committee Members.

Safeguarding, Equality and Accessibility Policies – decision made for a working party to meet and read through, to give any feedback/comments to Committee Members. **JW/BH**

Discussion around the buddy system for new members, this is now in place.

Keeping it Legal – information given out.

### **Treasurer**

A summary of Income and Expenditure – 9 months ending 31.12.19. was given out by JH. JH had not yet had a bill for December's Hillstown Village Hall (HVH) hire.

Decision made to ask re hire of HVH for bowling. **BC**

### **Membership Secretary**

JS confirmed there are 101 members

### **Groups' Coordinator**

January general meeting – quiz – **SW** to provide pens/pencils.

Suggestion that all group leaders wear a U3A lanyard with their name and group displayed so members can easily find them. **SW** to order.

### **Speakers**

A list of speakers was given to Committee Members, July, August and November free. Decision made that 19<sup>th</sup> August 2020 be left free for a future BDU3A event.

### **Publicity**

KB has completed new members hand out packs.

Coffee morning – 22.1.2020 - 4<sup>th</sup> Wednesday @ 10.30am, The Coffee Cup, website to be updated.

**KB** will add to Newsletter

**KB** will do posters for -

19<sup>th</sup> February 2020 – group promotion meeting and

3<sup>rd</sup> June 2020 – U3A day – free entry for all on both days

Any articles for the website to be sent to bolu3a@outlook.com

### **ANY OTHER BUSINESS**

#### **Minuting of financial information**

This was discussed and agreed these could be recorded, however, at each meeting when making financial decisions – Committee will look at any risks involved to individual members.

#### **Membership Fees**

JH gave out an estimate calculation re membership fees, this shows no need for any increase, £1.00 per month and annual subscription to stay the same.

#### **Membership Cards**

Discussed and agreed – At Group Leaders quarterly meetings, a reminder to members to keep their membership card with them and bring to all meetings and to add an emergency contact number of the back of the card.

**Basic Hygiene**

Food hygiene notes circulated to Committee Members. To also form part of Policies and Procedure on the website.

**Streamline Committee Meetings to 2 hours**

Minutes to record start and finish times

**U3A Leaflets**

SW will order more leaflets from National Office.

**AGM**

Minutes from last AGM, EGM and current constitution needed.

A letter will be sent asking members to read through the new constitution and submit any comments in writing, this to be completed when recent queries from National Office have been resolved.

BH asked for cover for the raffle at general meetings in February and March – **JW and 1 other**

Discussion around a back up plan if ever there was a case that a Speaker could not attend as planned. BH suggested she could put a quiz pack together. **BH**

**JH** will read the U3A finance policy before published on the website.

The meeting closed at: 12.40pm

Next meeting: Wednesday, 5<sup>th</sup> February 2020, The Coffee Cup Cafe, 10.30am

Signed .....

Date .....

JW/12.1.2020