

**BOLSOVER DISTRICT U3A COMMITTEE MEETING
HELD ON WEDNESDAY 5th FEBRUARY 2020
AT THE COFFEE CUP CAFE, BOLSOVER**

The Meeting opened at: 10.30am

PRESENT:

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

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

MATTERS ARISING FROM PREVIOUS MINUTES

Lawn Bowling Group – BC has completed the room hire contract with Hillstown Village Hall for this group. Group leader GH is aware.

U3A leaflets – SW has ordered these from National Office and is awaiting their delivery and is unsure of timescale for this.

Minutes of 8.1.2020 agreed as a true record.

OFFICER REPORTS

Chair

BC has received notification of an East Midlands Conference - (Making a Difference Workshop) to be held on 21st April 2020 at EM Conference Centre, Eastwood, Nottingham. Details of which were given out today with a request to inform BC by the general meeting (19.2.2020) if any of the Committee wish to attend. This would cost £15 per head for attendees.

Action – all committee

Business Secretary

SW informed committee that RB will be standing down from arranging Speakers from April. Decision to put forward to members at the next general meeting on 19th February 2020.

BC/SW

Treasurer

JH reported that the social bank account is not being utilised and proposed it could be used for group room hire. It was agreed this account be used for this purpose from 1.4.2020.

JH had read through the Finance Policy template and a discussion about the queries she had highlighted followed. Agreement was reached with all points noted and the Committee agreed that JH go ahead and produce this policy for publication. **JH**

Agreed that Group Leaders who collect £1 at a time to have an ongoing register which is countersigned. The receipt Jean gives to the Group Leader when the money is handed over should be attached to the register.

Membership Secretary

JS confirmed there are 102 members.

New membership forms and committee application forms and "Committee - What's Involved" leaflet to be available at next general meeting 19.2.2020. Plan to be organised by end of March 2020 ready for AGM in April.

Groups' Coordinator

SW confirmed that the Group Leaders' Meeting Minutes had been circulated.

Speakers

As RB was standing down from organising Speakers a decision was made to put forward the vacancy to members at the next general meeting on 19th February 2020.

BC/SW

Publicity

KB confirmed that the recent Newsletter was sent out okay.

Discussion around new membership cards and their new layout to include - In Case of Emergency (ICE) on the back. Decision made to order these cards.

ANY OTHER BUSINESS

KB suggested Officer Posts should not be held by anyone who had not been a member for less than 6 months. Discussion and suggestions:-

- that a member may need to have served on the Committee for 12 months before applying for one of these positions
- to be discussed further

KB raised the question about who holds members' personal information.

There was a discussion, and it was concluded that BDU3A have an exit strategy agreed under GDPR that is on the website..

Update on Safeguarding, Equality and Accessibility Policies

A brief discussion was held re the Safeguarding Policy only.

A decision was made to have a working party to gather further information about a way forward with any processes.

JW/BH

New Constitution – SW confirmed that National Office have yet to get back to her.

AGM – to be organised by **BC/SW**

U3A Day – as this is in June 2020, this item is to be deferred for a later meeting.

BDU3A car sharing. Committee agreed there needs to be a set contribution for the driver.

Proposal is -

- Equal share of any car parking charge, plus
- £1 for every 10 miles

A communication will be sent to all Group Leaders to request feedback re this proposal.

SW

The meeting closed at: 12.40pm

Next meeting: Wednesday 4th March 2020, 10.30am, The Coffee Cup Cafe, Bolsover

Signed

Date

JW/19.2.2020