

THE MINUTES

of the first meeting of the steering committee for a new U3A group, held on Friday 31 May 2019

THOSE attending ; Marion Clements (regional volunteer) who chaired the meeting, Alan Green (regional volunteer) who assisted, Keith Hodgson, Pat Jackson, Caroline Langston, Lawrence Moss, Douglas Looman, Jeremy North, Gill Parsons, John Rees. Apologies from Carmel Burton, Ron Dowling, Audrey Hatley and Judith Walker.

- AFTER introductions, 'Welcome to the U3A' packs were distributed. Roles were then allocated, as follows ; Chair Jeremy North, Treasurer Douglas Looman, Minutes/business secretary John Rees, Newsletter editor Caroline Langston, Groups co-ordinator Pat Jackson, who also offered herself as Vice Chair and as back-up for treasurer, Webmaster/Beacon service manager Lawrence Moss. These appointments to remain provisional until the first group AGM. Carmel Burton will be approached by Chair to see if she will stand as Membership Secretary.

-THE MEETING approved the title 'Tetbury and District U3A', and the guiding principles section in the Welcome document.

- MARION CLEMENTS informed the meeting that committee members also become trustees of the organisation. She drew our attention to trustee liabilities and pointed us in the direction of the Charity Commission website for further relevant information.

- ALAN GREEN introduced the meeting to a newly minted 'model' constitution as laid out in the Welcome pack. This would require the approval by, and signatures of, committee members as a matter of urgency, particularly since banking arrangements were dependent on this approval. Changes to this constitution could be made, he added, but would need the approval of the Third Age Trust.

- THE COMMITTEE agreed to share e-mail addresses.

- KEITH HODGSON withdrew from the steering committee during the meeting.

- THE NEW GROUP was entitled to a £250 start-up grant, already spent. Chair agreed to subsidise T & D U3A activities for the next three months, subject to later re-payment.

-PROMOTION : there would be a U3A stand at Tetbury Expo on 22 June in the Dolphins Hall. Support would be welcome by offering to take a two hour spell on the stand.

-INAUGURAL MEETING, when the residents of Tetbury and District would be asked to commit to, and begin to fund, the activities of the new group, was provisionally scheduled for Wed. 10 or Wed 24 July from 10 to 12 at the Goods Shed. It was agreed that momentum needed to be maintained.

.THE NEXT STEERING COMMITTEE meeting would be on Wed. 19 June at 2.00 pm, at which point the new constitution would need to be signed and a budget agreed. Those who cannot attend should arrange to sign the constitution beforehand. The committee was asked to read the model constitution asap and to notify Chair if they are prepared to sign it.

POST MEETING NOTE BY CHAIR

The Treasurer has arranged to attend a regional U3A seminar on finance and liaise with Malmesbury U3A Treasurer, to help prepare an estimated budget and suggested annual fee structure, working with Chair. The Webmaster and Chair are attending a Beacon demonstration with Dick Gray (Malmesbury U3A). Chair has discussed the need to have in place a Speaker`s secretary with Marion and Alan to organize outside speakers for monthly meetings. This is a key need as the first three speakers need to be really good. Chair will attempt to recruit the right person by 19 June.