

THE MINUTES

of the second meeting of the Tetbury & District U3A Steering Committee, held on Wednesday 19 June .

- PRESENT; Jeremy North (chair), John Rees, Lawrence and Gail Moss, Pat Jackson, Douglas Looman, Judith Walker, Marion Clements and Alan Green (Trust Volunteers).

APOLOGIES were received from Caroline Langston, Gill Parsons and Anita Stride. Carmel Burton was also unable to attend.

- The MINUTES of the previous meeting were amended and approved.

- Notice was given that the CONSTITUTION was to be amended to the effect that membership of U3A would be withdrawn from those failing to renew subscriptions by a 3 month, rather than a 6 month, deadline, if no satisfactory explanation was forthcoming. The Constitution was then approved and 'signed up'. A copy would be sent to Sam Mauger , Chief Executive of the U3A Trust.

- ALL ROLES having now been filled, the committee presented potted cvs. It was agreed that the Officers of the T & D U3A would be defined as the chair, vice chair, treasurer and business secretary.

- The webmaster had signed up for a BEACON demo and done the same for the treasurer. Beacon is a modern, secure, membership data base, though receiving mixed reviews. As a tool for managing finance, it is best employed from scratch and not confused with other systems. It appears to need little training. It is expected that Beacon will be up and running before Inauguration Day. Lawrence will be “administrator” with full access to it and the necessary committee members will have limited access.

- The treasurer favoured a FINANCIAL SYSTEM based on receipts and payments. There followed a debate about the ethics and legality of payment for facilitators. Basically, monthly meeting speakers could be remunerated, but not group organizers. Cheques or PAYPAL would be the required methods for membership payments, after year 1.

- £14 was recommended as the starting MEMBERSHIP FEE. There was a discussion about how expenses were to be covered: smaller costs would be paid for by individual groups ; the treasurer would need to supervise larger expenditure items.

Post meeting it was decided that a second member living at the same address would incur a membership fee of £11 to reflect the saving in postage of “Age Matters”.

- The webmaster favoured a Wordpress based system for the T & D U3A's website and this was accepted.

- The treasurer announced that we now had a functioning BANK ACCOUNT with Lloyds. It was agreed that the 4 officers be cheque signatories, 2 being required for each transaction.

- The chair presented a plan for the INAUGURATION MEETING involving an 'Open Day' approach. This was agreed along with a date - Wed 24 July - and timings; 10 - 12, with an extra half hour before and after for preparation and clearing up. Flyers and temporary membership cards would be produced and roles allocated by e-mail.

- The U3A stand at TETBURY EXPO on Saturday 22 June at Dolphins Hall had a full quota of helpers.

- A meeting of volunteer GROUP FACILITATORS would take place 'imminently'.

- The webmaster referred to the SECURITY document he had produced for committee members. He stressed the risk posed by criminal intervention and advised on counter measures. He reminded the committee that the website would need input.

- The detail of the MEMBERSHIP FORM was discussed at length. A revised draft would be produced in due course.

- It was decided post-meeting that the next meeting would be held on Wednesday 10 July at 2pm .

Prepared by John Rees , approved by Chair