

THE MINUTES of the Tetbury and District U3A steering committee meeting, held on Monday 17 February beginning at 2.00 pm

1. Present: Jeremy North, Carmel Burton, John Rees, Lawrence Moss, Gail Moss, Caroline Langston, Gill Parsons, Anita Stride, Pat Jackson, Alan Green (National Office)

Apologies for absence: Douglas Looman, Judith Walker, Marion Clements

2. Revised minutes of last meeting

These were agreed and passed unanimously by a show of hands.

3. Minutes protocol

Jeremy outlined the protocol that he had proposed by e mail. It was agreed without dissent that the minutes would be recorded by the minutes secretary, approved by Chair and the Business Secretary and then issued as an approved draft to all of the committee. Jeremy asked that committee members acknowledge receipt. Individual committee members should not wait for the next meeting before challenging any item but circulate that challenge to all of the committee. If necessary minutes would be amended before presentation at the next committee meeting when they would be voted upon and if approved passed into the record.

It was agreed that there would be a table of actions at the end of the minutes.

Action : John Jeremy Carmel

4. Matters arising from the minutes not covered elsewhere

Jeremy reported he had had a conversation with Kathryn Limoi of the Goods Shed and that she had agreed to publish our monthly meetings and other centralised events in their newsletter and on their web site. They will also accept A4 posters.

Action: Jeremy

5. Nomination announcement

Alan pointed out that the four officers plus any trustees need to be elected at the AGM. After discussion he accepted that the roles of those trustees who are not officers could be specified on the nomination form. It was then decided that those wishing to be elected to the committee should nominate their preferred choice of role. The nomination announcement and form would both need to be amended to accommodate trusteeship.

Action: Carmel

6. Job descriptions (JDs)

Jeremy thanked Caroline for her help in proofing the JDs and Carmel for her help in drafting some of them. He asked that Committee Members look at their own JD and amend them where necessary in red before Friday 21st February.

Action : All

7. Agenda for AGM

Alan gave it as his opinion that the order of business was correct on the draft agenda submitted. He suggested the Chairs report and the summary of nominations could be oral with the accounts being on one sheet of paper, placed on every other seat. He further intimated that the AGM should be closed by the old Chair and then handed over to the new committee. The Agenda will be amended

Action : Jeremy

8. Financial Status

In the absence of the Treasurer the meeting noted the latest cash flow and Lloyds bank statement which showed a healthy position. The meeting formally accepted the sub committee's recommendation that the membership year should not be altered and that the per capita payments due in April to National Office should be paid. This was approved by a unanimous show of hands.

Action: Douglas

Gift aid status will be reported at the next meeting

Action: Douglas

9. Membership report

Gail reported membership at 237 after allowing for one death and one member moving out of the area. She stated that whilst the current membership form opted out of TAM that she would make sure there was an individual opt in capability based on the Tewkesbury model when the forms were reprinted.

Action Gail

10. Back up for illness

Jeremy raised the issue of cover for key roles. After discussion it was left that Chair and the Business Secretary would cover for each other and that other individuals would make sure there was cover for their roles, co-opting outside help if necessary. Jeremy would discuss this with the treasurer.

Action Jeremy

11. Beacon and Website

Lawrence read out the latest google analytics report on the web site which showed a healthy increase of traffic to the home page and a switch from notebooks to the use of mobile phones to access the site. Lawrence confirmed that our design tools were iPad and mobile phone friendly. The use of PCs stayed constant.

12. Group Leaders report

Pat handed out her revised group leaders hand book which was accepted for distribution to all group leaders. Pat offered to organise regular Group Leaders' meetings and to hold one not later than April to ask for ideas for group participation at the Open Day scheduled for June 3.

Further discussion in the meeting led to agreeing the revised Group Leaders handbook should be presented as a reference manual. To assist new group leaders a short summary (just a few lines) should be distributed to them and posted to the website.

It was felt that group leaders should be encouraged to do their own promotion but that any posters or other publicity should be checked with the committee first (post meeting comment: this could be delegated to the publicity sub-committee?).

Action: Pat

13. Monthly meetings

All arrangements are in place for Sharon Stevenson on 19 February. Anita was to speak to Katherine Limoi about the possibility of introducing more flexibility into the Monthly Meeting schedule, especially Monday and Tuesday as this might allow us to offer refreshments. Anita was given authority to start sorting out speakers for next year.

Action: Anita

14. Newsletter

The committee thanked Caroline and Judith for a well put together February newsletter.

15. Publicity

Jeremy suggested that it would be helpful to have a publicity sub-committee to help plan, design and proof material that could not wait for a committee meeting. It was agreed that Gail, Gill and Anita should form this function in support of Jeremy. Jeremy also agreed to supply a list of places where posters and membership forms were regularly placed.

Action : Jeremy

16. Next Meetings:

Mon. 16 March and Mon. 6 April beginning at 2.00 pm

ACTIONS

Action	By Whom	By When	Closed
Implement minutes protocol	John, Jeremy and Carmel	Immediate	Yes
Supply information to K. Limoi	Jeremy	Continuous	
Revise nomination documents	Carmel	21 February	
Approve or amend Job Descriptions	All	21 February	
Revise AGM agenda	Jeremy	21 February	
Pay dues to National office	Douglas	April	
Report gift aid status	Douglas	16 March	
Insert opt in for TAM on membership form	Gail	On reprint	
Discuss cover for treasurer with Douglas	Jeremy	16 March	
Plan regular meetings for group leaders	Pat	16 March	
Suggest group leaders to do own promotion	Pat	16 March	
Discussion with K Limoi over future dates	Anita	16 March	
Form publicity sub committee	Jeremy	Immediate	

Please note: Each above action was voted upon by the committee members present and unanimously agreed.