



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
held at 10am on Thursday 3rd November 2016**

		Action
2154	<p>Present Jim Purves (Chairman), Nick White, (Vice Chairman and Monthly Meetings), Brian Cairnie (Treasurer), Jackie Bradforth (Secretary), Jill Davies (Membership Secretary), Sue Henson (Groups' Organiser), Pam Walshe (Social Committee).</p> <p>In attendance: Jeff Lee</p>	
2155	<p>Welcome The Chairman welcomed everyone and Jeff Lee.</p>	
2156	<p>Minutes of the Meeting held on 1st September 2016 These, having previously been agreed by email, were signed as a true record.</p>	
2157	<p>Matters Arising There were no matters arising.</p>	
2158	<p>Web Team Chairman's Report Jeff thanked Shelagh Mayes and Celia Smith for their work with the Team. The software is a little difficult to master but steps are being taken to get up to speed and training sessions are given to the newer members at monthly meetings and site update sessions. Bob Ruffles is setting up a Task Audit (copy provided) of tasks to be done. These are deleted as they are accomplished. A re-think of the Home Page is proposed to provide a better welcome for potential new members. Jeff would liaise with the Membership Secretary. It was agreed that an application form, and standing order form, which new members could download and complete along with a read-only data protection information sheet, would be included on the website. The question of whether the Home page should be aimed at external visitors or for members, or both, was discussed. The News "accordion" needs some revising. The Committee were asked to look at the website and comment and/or recommend changes that could be made, as part of an ongoing review. Other over 50s groups - U3As, Third Age Trust etc have given feedback, which has been found useful and helpful. The Committee agreed to stay with 1&1 as hosting service provider for the time being, as it would probably be more-costly to find some other provider. We should continue to pursue the overcharge of £100 per year, but it is not worth going down the legal route. We will keep tabs on other Hosting sites.</p>	<p align="right">JD</p> <p align="right">ALL</p>

	<p>Questions were raised re the Beacon System - See Minute 2150.</p> <p>The MOOCS programme (Massive Open Online Courses) offers access to courses on all kinds of subjects. Our website has a link to this via Future Learn on its Educational Links page but the team will explore other options. Jeff left the meeting after Jim had thanked him for attending.</p>	
2142	<p>Chairman's Report</p> <ol style="list-style-type: none"> 1) There had been no further movement in the search for External Affairs or Communications Committee members. Brian would like to retire as Treasurer at the next AGM. All Committee members were asked to endeavour to put forward names for the 3 vacancies to Jim, who would then approach them personally. 2) The invitations to the GO's lunch should be widened to include all volunteers as listed in the Handbook. 3) A report had still not been received from Beryl on the AGM, but a message had been left with Jackie that it would be forthcoming. If not received shortly Jackie will chase her. <p>The Chairman's Report was accepted.</p>	<p>ALL</p> <p>JB</p>
2159	<p>Vice-Chairman's Report & Monthly Meetings</p> <p>The Constitution document was signed by Nick, who was absent from the previous meeting. He agreed to his appointment of Vice Chairman on the basis that he would not be responsible for the External Affairs matters.</p> <p>Di Latter now had sufficient volunteers to assist with teas.</p> <p>The November meeting for the Community Centre Users Group had been cancelled and the next meeting would be in January. The start date for the new Community Centre was not known at his time.</p> <p>Concern was expressed re our use of the Community Centre during the construction period and it was agreed that this should be kept under review.</p> <p>The Vice Chairman's Report was accepted.</p>	<p>NW</p>
2160	<p>Treasurer's Report</p> <p>Brian had submitted a report prior to the meeting. He added that the finances are in good order. Subscriptions for 2016/17 were coming in.</p> <p>Brian would liaise with Jill over the 90 couples who have failed to pay the upgrade in subscriptions. A reminder had been given in the Newsletter and at the Meeting on 26 October. A final email/letter would be sent with the proviso that the Newsletter would cease to be sent from January if payment had not been received.</p> <p>Brain's report was accepted</p>	<p>BC</p>
2161	<p>Recruitment and Membership Report</p> <p>The coffee morning for new members would take place on Friday 11 November. Jim would bring a few copies of the latest Newsletter and fliers. Jim and Sue would say a few words. The Armistice Day silence would be respected at 11 o'clock by one minute's silence.</p> <p>Jill's Report was accepted</p>	<p>JD</p>
2162	<p>Group Development Report</p> <p>A quotation had been submitted for the luncheon for GO's at £30 per head, which was unacceptable. This was to be a thank you lunch to all GOs as well as volunteers in each of the administrative teams. A budget was set at</p>	

	<p>£1500 to cover up to 100 people, although it was anticipated approx. 120 invitations would be extended but that not all would accept. Further enquiries would be made for costs on hall hire and caterers.</p> <p>The Open Day was considered successful with the possibility of an interest in new groups being formed. The format of the day worked well and the event should be continued. It was felt that greater notice should be given of Open Day in order to attract a larger attendance. A fuller discussion at another meeting should take place.</p> <p>Sue wished it to be recorded that she wanted to be replaced at the end of the current U3A year.</p> <p>Sue's Report was accepted.</p>	
2163	<p>Social Committee Report</p> <p>The Minutes of the last Social Committee Meeting had been circulated prior to the meeting. Visits by train were going well, and the programme for the next year was well under way. Two people had expressed an interest in joining the Group. Trips were being subsidised in order to reduce the Social Committee's funds. Ideally a reserve of £2,300 maximum should be held.</p> <p>Pam's Report was accepted.</p>	
2164	<p>Publications/Newsletter Report</p> <p>The Newsletter circulation was working well. We have to pay VAT which has increased the original quote. It is now 49p plus 20% VAT per copy, which against the former cost of 78p is a considerable saving.</p>	
2165	<p>Supporting Committee Reports</p> <p>Science Committee Bob Ruffles had submitted a report.</p> <p>Computer Group Mike Davies had submitted a report.</p> <p>Web Team Jeff Lee had submitted a report prior to the meeting, which he had enlarged upon to the Committee, as above.</p> <p>Technical Support Group & Communications Bob Ruffles had submitted a Report.</p>	
2166	<p>AOB</p> <p>Pam would store the 2 gazebos that Pamela Murphy was no longer able to house.</p> <p>Invitations would be extended to the Chairman of the Supporting Committees:</p> <p>Pamela Murphy: 2nd March 2017 Bob Ruffles – Science Group 4th May 2017</p>	<p>PW</p> <p>JB</p>
2167	<p>Dates of future meetings</p> <p>Thursday 5th January:</p> <p>Thursday 2nd March:</p> <p>Thursday 4th May:</p>	

Distribution: Jim Purves, Brian Cairnie, Jackie Bradforth, Jill Davies, Nick White, Pam Walshe, Sue Henson, Web Team.