

BURNLEY & DISTRICT U3A

Agenda for Committee Meeting – Monday, 11<sup>th</sup> January, 2016 at  
10.00 a.m. at Unitarian Chapel, Padiham

1. Apologies for absence
2. Minutes of previous meeting
3. Matters arising
4. Correspondence received and Secretary's Report
5. Treasurer's Report
6. Groups Co-ordinator's Report
7. Group Leaders Lunch – booked for Tuesday, 9<sup>th</sup> February at Ighten Leigh Club
8. Publicity Officer's Report
9. Web Editor's Report
10. Speakers' Secretary's Report
11. Arrangements for A.G.M.
12. Format of newsletter
13. Report on Beacon training session
14. A.O.B.
15. Next meeting

N.B. Re A.G.M. – Members who have completed 2 years service and therefore have to be re-elected, if they so wish, are Alan, Pat, and Brenda plus there is another vacancy due to the resignation of Barbara Milne. We need to appoint a Vice Chair and a Groups' Co-ordinator.