

## BURNLEY AND DISTRICT U3A

### COMMITTEE MEETING HELD AT THE UNITY CENTRE, PADIHAM, 2 NOVEMBER 2015

Present - A.Wiseman (Chair), M.Bushby, F.Whittle, B.Hayman, P.Ferguson, J.Green, J.Bridge,  
M.Philp, M.Hartley

1. Apologies for absence - G.Markin, M.Jackson
2. Minutes of previous meeting - Accepted as correct and signed by A.Wiseman, except for the following amendments -  
Amendments -  
Item 3 - "the newsletter be displayed on the hall screen at the monthly meeting (point 8), FW is to contact TL to induct some members in the use of the in-house projector." Initials TL should read TC.  
Item 12 - "An Extraordinary Meeting" should read A Special Meeting
3. Matters arising from the minutes -  
Item 12 -New display boards have been purchased  
Item 13 - "JG suggested that members should retain the same membership number" - Ongoing
4. Correspondence received and Secretary's Report -  
Correspondence received: An invitation to participate in the Unitarian Chapel Christmas Tree Festival 5<sup>th</sup>-20<sup>th</sup> December. FW has volunteered to undertake this.

Received from the U3A Trust:

A letter from Pam Jones, the newly elected Chairman, saying that whilst we look forward to celebrating the 1,000<sup>th</sup> U3A she feels strongly that existing U3As should receive all the advice and support they need when they need it. Therefore, committees will be receiving a pack later this year which will contain all the documentation needed by any committee and should be kept available at committee meetings.

She wants to encourage communication and can be contacted at any time at:[pam.jones@u3a.org.uk](mailto:pam.jones@u3a.org.uk).  
Samples of new publicity material consisting of a car sticker, a coaster and two sample postcards are free on request.

A leaflet prepared by the City of London Police to help educate people in relation to telephone frauds.  
A Copyright License Certificate.

A Legal Helpline Update - a new provider has been sourced

#### 5. Treasurer's Report

1. Membership now stands at 252 members, which is roughly the same as last year. Nine new members have joined since the October to March rate of £12 became valid.
2. The balance on the main bank account at the end of October was £7455. Major expenses since the September committee meeting have been £380 for the printing of 100 calendars and £150 for new display boards. Receipts have included £200 from the sale of calendars.
3. The balance on the social bank account at the end of October was £792. Since the last meeting B&N coaches have been paid £335 for the trip to Port Sunlight, and Greatdays Holidays £1100 for the Christmas lunch at the Dunkenhalgh in a few weeks' time. Both these costs have been covered by fees paid by members participating.
4. Costs for the general meetings continue at about the same rate each month: £60 for hire of the hall, and on average £48 for the speaker.
5. MJ asked that committee members claim expenses regularly and not all at once at the end of the year.

## 6. Groups Co-ordinator's Report -

Since taking over the role on a temporary basis JG reported that he had been acquainting himself with the work of Group Co-ordinator as defined in the "Role of the Group Co-ordinator".

He expressed thanks to those who have put up with his asking questions and especially Gill Beeke who spent quite some time guiding him through the paperwork involved and how the role evolved when the branch was being established.

He has introduced himself to the Group Leaders via email and made personal contact with just a few up to now. Getting to know all Leaders is his objective. He sent out an email requesting Leaders' comments and ideas on publicising the groups. The content is quoted:

"I've been giving some thought on possible ways of letting new members, and existing members who might be interested in an idea of what a particular group does.

Someone may wish to know how many members the group has.

What subject the group is involved in at the present time.

Would a new member be welcome and able to pick what is in progress.

Please give this some thoughts and let me know any ideas you think of, you are the ones who are doing the work and I can see how demanding the job is at times.

If you don't like the idea of more group publicity, let me know that as well.

The last thing I want is for me to go raring off developing something unless most of the group leaders think it's a good idea.

I have one or two ideas of my own but I'd like to hear yours rather than mine. I'm fully aware that I have never run a group and therefore rely on those with the experience.

Please let me know what you think."

Up to now there have been very few but those received contained useful ideas and thoughts.

The range seemed to fall into the following:

1. Leave things as they are.
2. Make more use of the web site.
3. Use the newsletter to give more details of group activity.
4. Improve the monthly meeting group displays etc.

This is an early attempt at seeing if all is going well or needs altering.

The committee recommended that JG continue to proceed with his suggested plans, which could then be passed on to a new Group Co-ordinator after the AGM. It was suggested that more details of the activities of the groups be publicised in the newsletter and on the web site.

JG confirmed that the indoor bowling group has only been suspended, the leader is in the process of sorting out a venue and re-starting.

## 7. Group Leaders Lunch

The venue and the date for this are to be arranged for sometime in February 2016. Action MB and AW.

## 8. Publicity Officer's Report

Since the last meeting the new set of notice boards have been delivered and are stored in the cupboard opposite the small kitchen.

FW reported attending 3 publicity events - pensioners fairs run by Andrew Stephenson, the first two in Nelson and Colne were successful, the third, in Barnoldswick, was considered to be too far away for most people.

FW is booked to attend the next event at Pendle Heritage centre at the end of November, and also intends to do a Christmas tree for the U3A at the Unitarian Chapel Christmas Tree festival.

9. Web Editor's Report

Web Site and updates- The website has been updated with amended information obtained from the monthly newsletters and photos provided by the web editor and several members. Very little copy has been received from group leaders.

Old Website - The old website <http://u3asites.org.uk/code/u3asite.php?site=100&page=1> is no longer being maintained and the only content now points users to our new site <http://burnleyanddistrictu3a.org.uk/>. The old site will be removed at the end of the year.

Web Site Editing - Now that the new web site is up and running and appears stable JB felt it would be advantageous to have a second person able to edit the site in the event of his unavailability. He has approached John Hirst, a member of the Computer Group, and he has shown interest in taking up the role. If the committee are agreeable I will pursue this further.

The committee agreed with the suggestion for a second person to be available to edit the site.

10. Speakers' Secretary Report

Nothing to report.

11. Arrangement for AGM

A Vice-Chairman and a Group Co-ordinator need to be elected.

The committee agreed that members should be reminded that people who are interested in joining the committee are invited to attend a committee meeting to show how the committee works. Details of this invitation will be included in the next Newsletter and a copy of the Committee meeting minutes will be published on the web site.

12. Joint meeting with Clitheroe, Todmorden, etc.

This took place at the Unity Centre on the 21<sup>st</sup> September. It was agreed that the report of this and future joint meetings should be shown on the web site for the benefit of members.

13. Any Other Business -

The committee were informed that expenses for a member to attend the Regional AGM and Conference as our representative could be paid by the Group.

Concern was also expressed regarding safety procedures in the event of a fire whilst members are present in the Unity Centre. FW pointed out that the Chapel has full insurance and is inspected regularly for Fire Safety. She will investigate this matter further.

The secretary is to order the U3A booklet "More Time to Learn" to enable each member of the committee to have a copy. The booklet contains full information on the duties of Committee members.

JB had been approached by some members complaining about having to move furniture, chairs, tables, before and after meetings. Concern was expressed that this may involve problems of Health and Safety.

MH brought the attention of the committee to a suggestion for changing the format of the newsletter. The committee were asked to consider this, and to bring their ideas to the next meeting.

14. Next meeting

Monday 11<sup>th</sup> January 2016 at 10 a.m., at the Unity Centre, Padiham.

