

BURNLEY & DISTRICT U3A

Agenda for Committee Meeting – Monday, 9th May, 2016 at
10.00 a.m. at Unitarian Chapel, Padiham

1. Apologies for absence
2. Co-option of Newsletter Editor and Web Editor
3. Minutes of previous meeting
4. Matters arising
5. Allocation of responsibilities – Groups Co-ordinator, Minutes Secretary & Publicity Officer
6. Correspondence received and Secretary's Report
7. Treasurer's Report
8. Acting Groups Co-ordinator's Report
9. Publicity Officer's Report
10. Web Editor's Report
11. Speakers' Secretary's Report
12. Review of A.G.M.
13. Subscriptions – deferred from March meeting
14. Joint meeting at Longridge 21st March
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.