

BURNLEY & DISTRICT U3A

Agenda for Committee Meeting – Tuesday 4<sup>th</sup> July, 2017 at  
6.00p.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. Publicity Officer's Report
8. Web Editor's Report
9. Speakers' Secretary's Report
10. Recruitment of Membership Secretary
11. Proposed purchase of laptop for Treasurer
12. Role and duties of representative for new members
13. Purchase of new microphones – see attached correspondence
14. Review of 10<sup>th</sup> Anniversary celebrations
15. A.O.B.
16. Next meeting