

Burnley & district U3A

Minutes of the committee meeting held at the Unity Centre July 4th 2017

Present P Hartley ,A. Wiseman M Bushby ,M Philp, P Ferguson S Rawlinson

F Whittle M Jackson.

1 Apologies B Hayman J Bridge S Limmer

2 Minutes of the last meeting these were accepted and signed off.

3 Matters arising

A laptop has been purchased for the Membership secretary , which has proved useful due to the change in circumstances .

The 10th anniversary celebrations were enjoyed by all and as a result of the compliant to the caterers , the full amount paid was refunded.

4 Secretary's report and correspondence

No correspondence has been received.

Received from the Trust:

Some cards advertising this year's Conference and AGM.

An updated copy of 'Licences' for the Committee Reference File to reflect the increased cost in the Filmbank Licence

A leaflet and document produced by the International Committee

Findings and Recommendations for the Working Group into the future structure of the Third Age Trust. This is a précis; the full report is available on line. The WG has met twice and analysed 415 questionnaire responses from U3As and 95 submissions from individuals. a) Networks see themselves as informal groupings that wish to continue growing organically, with Trust funding. There was only limited support for networks becoming a formal part of the Trust but there was a desire for stronger two-way communication links. b) Regions – there was no evidence of concerns or desire to change existing regional committees and structures. c) Advisory/Consultative Council – this proposal was seen by a majority as an unnecessary extra tier of governance but short term specific groups should be formed as and when needed by the Trust. d) National Executive Committee – it was generally accepted that as a charity the U3A needs the 16-20 members on the board. There was strong support for 3 year tenures for officers, a reduction in the number of vice-chairmen from 2 to 1 and for the retiring chairman to no longer be an ex-officio member of the NEC. There was a strong desire to retain the current “geographic representational” structure. It is recognised that there are a significant minority amongst the 20 member Focus Group for a radical restructuring of the Trust leading to a smaller skills-based board. In order to pass such a resolution at an AGM/EGM a 75% vote in favour is required. e) Regional Trustees – there was widespread recognition that the existing role is onerous. The suggestion was that RTs should be focussed on national governance, financial and leadership roles and their regional duties be taken over by the regional committees, networks and volunteers. There was little support for changing the election process. There was general support for measures to improve continuity, and reduce NEC turnover, by allowing RTs to serve for up to 5 years on the NEC. Recommendations: To encourage and support the organic growth of Networks

To create a national 'Network Link' as part of a strategy to improve the flow of information between the Trust and member U3As

The “Network Link” to access the NEC via a trustee To continue to open up NEC sub-committees to non-trustees with relevant expertise and skills To increase National Office staffing in line with the growth of the movement and to support the work of the work of the NEC and its sub-committees and working groups

To gradually delegate parts of the RTs current regional duties To amend the Trust’s Articles of Association as follows:- To take account of the changes suggested in d) and e) above; and To update the Trust’s Memorandum and Articles, including those clauses relating to its charitable objects, by removing obsolete clauses and amalgamating the Memorandum and Articles of Association The NEC recommendation: 1. The recommendations should be presented to a Plenary Session of the 2017 AGM, followed by a question and answer session. 2. To undertake a full revision of the Trust’s Memorandum and Articles of Association, including the WG’s structural proposals. This to be notified and discussed at the 2017 AGM with any revisions to be submitted to an EGM in Spring 2018.

An article in the June issue of TAM will make the details in this paper available to individual members.

5 Treasurer’s report

1. At 26th June the number of members for 2017-2018 stood at 231 compared with 242 for the same date last year. The difference represents a drop of 4.5% since last year.

2. At 26th June the main bank account showed a balance of £8,404.95, and the social bank account held £523.90.

3. Outgoings to note from the main account since the last meeting are £538.80 for direct mailing of Third Age Matters magazine, £15 renewal of our subscription to the Burnley, Pendle and Rossendale CVS, and £24.20 to Nu-Age Print as the new rate for our newsletter which now includes the colour section, printing on heavier paper and folding.

Expenses for the 10th Anniversary Tea amounted to just over £200 for the celebratory cakes, table decorations and hire of crockery. The food for the tea was charged at £750, but we have since received a total refund from CaterMyEvent for the disappointing food supplied. Thanks must go to Margaret Bushby for raising the complaint.

The Drawing and Painting group leader, Jean Sim, has asked the U3A to pay the group’s rental from cash received at the Middlesex Community Centre each quarter which goes to the new entity running the centre. The payment was made online.

From the social account £450 was paid for the coach to the visit to Ulverston on 13th June. There are no trips planned for July and all trips so far this year are fully paid up.

4. Forthcoming expenses are expected to include some final expenses associated with the Anniversary tea. The Local History group members have sent the publication on Padiham notable residents to the printers, and the group’s surplus of £280 from previous publications will be used to pay for this.

5. An application form for a Debit card on the main account with HSBC is ready for signature by the three signatories at this meeting.

A report from the AGM U3A North will appear at the end of the minutes

6 Group Coordinator

As requested at the last Committee Meeting all Group Leaders have been requested to ensure that their group members have paid the annual subscription.

No feedback as to who may still have subscription outstanding from Leaders.

Nothing to report this month – holidays mean that group activity and attendance are at the low point of the year.

7 Publicity Officer's report

Details and photographs of the 10th anniversary celebration have been sent to the Burnley Express

8 Web Editor report

Web Site The website has been updated with amended information obtained from the monthly newsletter. No copy has been received from group leaders. Some of the specialist group pages are rather sparse on information for prospective members and in some cases are probably out of date.

Social Media Anyone who has information/events/photographs etc. which they would like to appear on our Facebook page please e-mail John Bridge at johnrbridge@gmail.com . U3A members who have a Facebook login can post using the Visitor Post option (all posts are moderated before being published).

Newsletter I wondered if we could encourage group leaders or group members to submit interesting articles for inclusion in the newsletter. The number of copies printed has been reduced from 160 to 140 as there seems to be a surplus currently.

9 Speaker Secretary

Nothing to report this month

A bucket is now available for charity collections at the open meetings This will be kept in the small store room .

10 Recruitment of membership secretary

We have a job description but little interest . The job description should go in the newsletter with the note that this position needs to be filled as a matter of urgency .

11 Proposed purchase of lap top for treasurer. This will be put on hold for the moment and Melinda will keep back up records on a pen drive

It should be noted that assets have to be formally removed through the correct process when they are no longer of use.

The photography group laptop should be registered for insurance and be available for use by other members.

12 Role of duties for the Representative for New Members.

It is hoped to have a group of members who will develop a "buddy" system for new members and help them negotiate their way around the groups, and take them through for tea.

An occasional coffee morning for new members would also be an idea

13 New microphone

Crackling on radio mikes

The secretary

Burnley U3A

26/06/2017

I am sure that this fault is in our microphone system and not in the church P.A. gear.

Due to my failure so far to locate the fault, I have checked out a replacement system.

This equipment has been good when it worked and a similar replacement from Opus Pro Audio will be £79.99.

One advantage of buying the same type is that any parts of the old kit which prove to be reliable will be compatible with the new.

For instance we have four microphones of various types and they can't all be faulty.

Please discuss this with the committee and advise if you would like me to go ahead.

Eric Bushby

It was agreed to go ahead with this.

14 review of the 10th Anniversary Celebrations

This has been done previously.

15 AOB

Emily Bateman of the Rivers trust has provided information of a guided walk to take place on Aug 4th details will be passed to the walking group.

Date of the next meeting

Tuesday Sept 5th 6pm Hameldon room .

Report of the U3A North AGM

U3A North West Region

Conference and AGM 6th June 2017

Friends Meeting House, Mount Street, Manchester

I had intended to be present at the whole day's event and to be able to bring you a full report of the occasion, but I was unable to attend in the afternoon, so took part only in the Conference in the morning.

The Conference consisted of workshops, of which members could choose two out of four : Top Tips for Treasurers, the Beacon Management System, Being a Trustee and Singing. I would have loved to join the singing group, but conscious that I am a fairly new treasurer I chose the workshop on treasurer's matters and the one on the Beacon system. Each workshop was barely an hour long, so there was no time for any in-depth discussion.

The leader of the treasurer's workshop was John Ellison of Morecame and Lancaster U3A who is National Treasurer at the moment. He outlined several points that showed me that Burnley U3A is operating on approved lines, for example with respect to paying speakers who then donate the amount in their own name to the charity they support. Raising funds and donating to charities is not permitted. Members can only do so on their own account. John mentioned also that monies used for social activities are of interest to the Charities Commission, so accounts should be kept. Burnley U3A does this. Advice was also given on collecting membership data; only that which is needed should be collected, for example dates of birth are not needed, but a telephone number or email address are. There is in the pipeline another revision to the U3A constitution document so I suggest we wait to see what this entails before adopting a fresh constitution in Burnley.

The workshop on the Beacon system was led by John Kaye of Furness U3A. He demonstrated the system by projector and showed many examples of data management. There is a long list of U3As waiting to be enrolled to the system, meanwhile U3As can apply for local demonstrations nearer home. John pointed out that membership details are fundamental to the Beacon system, and other components such as financial matters can be used later. I understand that Excel spreadsheets are needed for exporting data for reports. No mention was made of the cost of using Beacon, but there is a charge depending on the number of members entered per U3A. At this point I had to leave, so my report ends here.

Melinda Jackson