

Burnley & district U3A

Minutes of the committee meeting held at the Unity Centre July 3rd 2018

Present M Bushby S Rawlinson S.Limmer M. Jackson F Whittle J Bridge
S Chattle S Thorne P Ferguson T Ferguson (chair) D Wilson S Rawlinson
P Hartley

1 Apologies

2 Minutes of the last meeting

The minutes of the last meeting were accepted proposed S Chattle seconded S Rawlinson

3 Matters arising

Todmorden U3A anniversary celebrations included a booklet for which they had received a grant of £500 from Todmorden council

4 Secretary's report and correspondence

The report will be very brief as paper mailings from National Office have been abandoned in favour of a monthly email newsletter. This will be the new hub for all information directly relevant to U3A members and is sent to all who sign up at u3a.org.uk/email

It will include: national, regional and local news, subject newsletters, events, media opportunities and offers for members.

There is an archive of these from March to June so you can all access them directly and raise any relevant issues at our meeting.

The Trust also ask that we publicise this to our members, assuring them that their email addresses will never be disclosed to third parties, and they will have the opportunity to unsubscribe at any time.

Two points I have picked up are that Advice for Committees, currently held by the Chair in a paper file, is now available in the Advice Section on the website @u3a.org.uk/advice and that the GDPR guidance has been updated.

Correspondence received is an email from Cruse Bereavement Care who are recruiting for their September training course for volunteers. This information could be put in the newsletter

An information pack relating to the U3A AGM is available , the meeting will take place in Nottingham during August . Voting papers for election of officers are available ,

5 Treasurer's report

1. At 30th June 2018 228 members were enrolled. At the same date last year the number was 232.
2. The cut-off date for reporting on the bank account balances for this meeting is 24th June. At this date the main bank account balance was £8485.91. The balance at the same date in 2017 was similar, being £8404.95. The social bank account held £363.95 at 24th June 2018.
3. Outgoings to note from the main account since our last committee meeting were: £532.48 to the Third Age Trust for the direct mailing of Third Age Matters and Sources magazines; £15 to renew membership of Burnley, Pendle and Rossendale CVS; £22.70 and £37.80 to Nu Age Printers for the newsletter plus an edited version for publicity purposes; £130 for a replacement lapel microphone; £46.08 for mileage and for stamps; £60 each month for the hire of the hall for the monthly meetings and £30 and £35 for speakers in May and June respectively.

Outgoings to be paid this month will be the usual hall hire, speakers' fees and newsletter printing.

Outgoings from the social account since the last committee meeting were £425 for the balance of the price of the visit to The Terracotta Army in Liverpool and the coach hire of £295 to the Bronte Museum and West Yorkshire. I expect to pay in July the coach hire of £395 for the trip to Levens Hall.

Committee members may verify the above expenses from the bank statements presented at the meeting.

4. Group financial statements for the first six months of 2018 are coming in satisfactorily with only 8 groups unaccounted for so far. The new form has been used by about half the groups and I anticipate this number increasing with a little encouragement. Group leaders were asked a couple of months ago to pass to the Treasurer a note of what reserves they were holding. Although there was a weak response to this request, the reserves or balances can be read from the financial statements now being produced.

6 Group Coordinator's report

Stuart has made up a pack for group leaders. The continued reluctance of some group leaders to submit their email address was mentioned . This could be overcome by having a member of the group who was willing to be contacted by email.

7 Publicity officer's report

David has tried contacting the Burnley Express but with little success, he will continue his efforts with this. He is going to target mosques with information in an effort to increase our diversity . He also intends to get costings for flyers and a mail drop in specific areas.

8 Web editor

Web Site

The Burnley and District U3A Data Protection Compliance Document (a slightly amended version of one provided by Todmorden U3A) is now available to download from the website. The website has also been amended to provide a cookie warning banner when visitors access the sight on each visit and a Data Protection and Website Privacy Statement page. Please note that the privacy statement is specific to use of our website and not how we protect people's privacy in general.

The website has been updated with information obtained from the monthly newsletter and other relevant sources. Some of the specialist group pages are rather sparse on information for prospective members and in some cases are probably out of date (I have only received two updates during 2018).

Statistically the web site has had **1,736** page views (457 sessions) from 1st May 2018 – 30th June 2018. The most viewed pages (excluding the home page) are: -

Specialist Groups	- 415
Events	- 93
Schedule of Open Meetings	- 71
Gallery	- 60
Contact	- 51
Join Burnley U3A	- 50

Please note, we only collect aggregated statistical data (Google Analytics) and visitors to our site are not identifiable.

Nearly 50% of visits to our site are now made on mobile or hand-held devices. Our site is designed to display correctly on all devices (laptop, desktop and mobile/hand held) both in landscape and portrait mode.

If anyone has a notice they would like to post on the site or Facebook please e-mail to burnleyu3a.webeditor@gmail.com.

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 burnleyu3a.webeditor@gmail.com. U3A members who have a Facebook login can post using the Visitor Post option (all posts are moderated before being published).

Newsletter

We are still not receiving many articles of interest from members or groups for inclusion in the Newsletter. I do take an occasional news item from the national website, but they do not seem to update their site very often. An updated Group Tea Rota has also now been published. Any item for the Newsletter can be e-mailed to burnleyu3anewsletter@gmail.com

Clarification is needed as to the use of photographs as permission may be needed. If photographs are taken on outings or at meetings it is presumed that they can be used, if members do not wish their photograph to be used in these circumstances, they need to make their wishes known.

9 Speaker Secretary

The speaker list through to the end of 2019 is available.

10 December meeting

This will be held on the 13th of December. It was agreed to have a jazz band 1 to provide the entertainment at a cost of £250. They will need access to the stage before the meeting.

11 Proposed calendar from the photography group

As figures had not been available at the last meeting it was now agreed after a vote, that there would be a small charge for the calendar and an apology for the misunderstanding would be put in the next newsletter. A small charge would also prevent the setting of a precedent to other groups.

It was stressed that decisions of this kind should be put before the committee and voted on (5 for and 4) against to ensure fairness to other groups.

Stuart T agreed to have the calendar finalised by the next meeting , 100 would be printed initially with the option for more if needed.

12 Committee dinner

In previous years the outgoing committee has gone out for a meal , it was decided to continue with this

Pat will organise a date with current and retiring members to go to The Cellar one Tuesday in August.

14 AOB

Date of next meeting Tuesday September 4th 10 am Unity Centre Padiham