

## DEVIZES & DISTRICT U3A

Minutes of the Committee Meeting in The Nursteed Centre, Devizes  
10am Friday 1<sup>st</sup> December 2017

Present: Sue Tovey, Jim Underwood, Jeannette Smith, Jane Bull, Catharine Sharples, Pete Franks, Lena Mullins, Phil Sharman, Derek Henry, Jan Campbell, Francis Wright, John Weller, Diana Tighe, Felicity Cole

Apologies: Ken Ross

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| 1. | <u>MINUTES OF PREVIOUS MEETING - MATTERS ARISING:</u>  |  |
|    | <ul style="list-style-type: none"> <li>• The October minutes were approved unanimously agreed and signed.</li> <li>• Matters arising – none</li> </ul>   |  |
| 2. | <u>CHAIRMAN:</u>   |  |
|    | <p>a) U3A proposed workshop 13<sup>th</sup> March 2018 10.30am at Self Unlimited, Rowde. Agenda – managing a U3A, finance &amp; insurance, planning. Bookings through TAT. ST, FW &amp; JB would like to attend.</p> <p>b) Christmas Party. 12<sup>th</sup> December 2.30pm at The Wyvern. Food – ST, WW. Drink – JW. Door – LM, FC, JB. Bar – JC. Music – Terry. No tickets.</p> <p style="padding-left: 40px;">i. Next year – 4<sup>th</sup> December 2018 – CS to book The Wyvern.</p> <p>c) Closure of Crown Centre. After discussion it was decided to find alternative accommodation as soon as possible.</p> <p style="padding-left: 40px;">i. Coffee mornings – Baptist Church (Sheep St) 3<sup>rd</sup> Monday of the month from March – ST to book.</p> <p style="padding-left: 40px;">ii. Storage – JB to email Group Leaders to find out what is needed from the Crown Centre store [emailed]. JW to ask Wharfside [no room]. ST ask about the Police Station. DH will ask Martin Houghton about the Aviation cupboard, bookcases, etc. JW &amp; ST have spoken to Martin at The Wyvern – may be difficult to access.</p> <p style="padding-left: 40px;">iii. Group venues – ST to ask Barbara re Literary Institute. LM to ask her son about Browfort. PS to ask at St Andrews</p> <p style="padding-left: 40px;">iv. Devizes Sports Club – not central. Town Hall – expensive? ST to ask. Conservative Club? Bowls Club – expensive.</p> | <p>ST, FW, JB</p> <p>ST, WW, JW, LM, FC, JB, JC.</p> <p>CS</p> <p>ST</p> <p>JB, JW, ST, DH, JW, ST</p> <p>ST, LM, PS</p> <p>ST</p> |
| 3. | <u>SECRETARY</u>   |  |
|    | <ul style="list-style-type: none"> <li>• The recent National Mailing has not yet been put on the TAT website and appears to have been replaced by a newsletter emailed to U3A secretaries. DH to put a link to the TAT website.</li> </ul>   | DH   |
| 4. | <u>TREASURER:</u>  |  |
|    | <ul style="list-style-type: none"> <li>• Balance is down slightly again which is good.</li> <li>• The accounts package written by JW is now up and running. It is backed up in the same way as the membership database via CS to a remote backup hosted by Oakford Technology.</li> <li>• All Group Leaders' half-year returns are now in.</li> <li>• Outstanding monies from Gloria Droy's group are now paid up.</li> </ul>  |  |
| 5. | <u>MEMBERSHIP SECRETARY:</u>   |  |
|    | <ul style="list-style-type: none"> <li>• 661 paid-up members and a steady stream of new members.</li> <li>• Attendance at coffee mornings – 44 in October, 38 in November.</li> <li>• Attendance at talks – 55 in October (Dogs for Good) and 64 in November (Hawk Conservancy – excellent delivery).</li> </ul>   |  |
| 6  | <u>SPEAKERS' SECRETARY</u>   |  |
|    | <ul style="list-style-type: none"> <li>• JU has had a thank you letter from Dogs for Good - £15 was made on merchandise.</li> </ul>  |  |

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|     | <ul style="list-style-type: none"> <li>JU distributed the list of speakers for 2018, some later ones to be confirmed.</li> <li>JW suggested that someone could do a summary of the talk to put on the website. PS will ask for volunteer(s) in the newsletter and ST to ask at next monthly meeting.</li> </ul>   | JU<br>PS, ST   |
| 7.  | <u>WEBMASTER:</u>   |                |
|     | <ul style="list-style-type: none"> <li>DH was asked to highlight the monthly talks on the home page with a link to a summary of the talk (from the electronic version of the newsletter). Later a page dedicated to monthly talks might be created to include the summaries referred to above.</li> <li></li> </ul>   | DH             |
| 8.  | <u>EQUIPMENT OFFICER:</u>   |                |
|     | <ul style="list-style-type: none"> <li>KR – nothing reported.</li> </ul>  |                |
| 9.  | <u>NEWSLETTER EDITOR:</u>   |                |
|     | <ul style="list-style-type: none"> <li>PS has not had a volunteer to take over the newsletter editor role yet. The newsletter preparation ticks along nicely.</li> <li>ST will ask Gloria Droy's husband if he is willing to take on this role.</li> </ul>  | ST             |
| 10. | <u>PUBLICITY OFFICER:</u>   |                |
|     | <ul style="list-style-type: none"> <li>It had been decided to discontinue the post of publicity officer. CS to remove this from agenda and minutes.</li> </ul>  | CS             |
| 11. | <u>GROUP LEADERS' CO-ORDINATOR:</u>   |                |
|     | <ul style="list-style-type: none"> <li>JB reported on new groups, recent proposals, existing group changes and suspended groups. See attached for details.</li> <li>The next Group Leaders' meeting is on Tuesday 3<sup>rd</sup> April 2018 at 2.30pm at the Wyvern Club.</li> </ul>  |                |
| 12. | <u>FIRST AID CO-ORDINATOR AND MUSEUM LIAISON OFFICER:</u>   |                |
|     | <ul style="list-style-type: none"> <li>The last course in October was excellent. LM now insists on this trainer.</li> <li>The next course will be in March/April. They now charge VAT.</li> <li>Self-defence course – it was agreed to ask Nick and Diane Lowe to provide a 90 minute course in April. Cost will be £130 + hire of The Wyvern. It was agreed to partly subsidise this, charging members £5 each provided we get 20 – 30 attendees.</li> </ul>   | LM             |
| 13. | <u>NETWORK MATTERS: South West Region</u>   |                |
|     | <ul style="list-style-type: none"> <li>No meeting</li> </ul>  |                |
| 14. | <u>A.O.B:</u>   |                |
|     | <ul style="list-style-type: none"> <li>ST had received an email from a member asking about access to minutes and committee meetings and how to raise concerns. ST is replying that minutes are available at coffee mornings and shortly will be on the website; concerns can be raised through any committee member and there is not room for observers at committee meetings but he is very welcome to join the committee.</li> <li>JW requested approval for up to £150 to acquire a screen for the smaller room at the Nursteed to be available to U3A groups and the Nursteed Centre. This was approved unanimously.</li> <li>It was agreed to move the February committee meeting from 1<sup>st</sup> February to the 8<sup>th</sup>. CS to book.</li> </ul> | ST<br>JW<br>CS |

Meeting closed at 12.13pm. Next meeting Thursday 8<sup>th</sup> February 2018 at The Nursteed Centre.

Signed \_\_\_\_\_ Date \_\_\_\_\_