

# ANDOVER U3A COMMITTEE

## MEETING MINUTES

23<sup>rd</sup> May 2016 – 10am

Held at 102 Springfield Close, Andover

1. **Present:** Pauline Eaton, Geoff Eddy, Jill Hannington, Andy Hellyer, Anne Hellyer, David Rae, Sally Weeks and Peter Villalard.

**Apologies:** John Oliver.

2. **Minutes of Previous Meetings:** The Minutes of the meeting held on 15<sup>th</sup> February 2016 were agreed and signed by the Chairman.

3. **Matters arising:**

a. It was decided to leave the wording of our constitution unchanged.

b. All other actions had been completed.

4. **Treasurer's Report:** The committee discussed the level of financial reserve that our group should hold. As at the start of this financial year the groups accumulated fund stood at £6,757 while spend for FY2015/16 had been £4,424 - giving a reserve holding of 152% (or some 18 months of spending). U3A advice is that a 6 month holding of running costs should be sufficient but that it is up to our committee to develop a policy on reserves and this should state the target in terms of months running costs and explain why the target has been agreed.

The committee agreed that the current level of reserve held was too high and that we should initially aim to gradually reduce this from 18 to 12 months, by seeking to purchase some capital equipment, making use of centrally held resources/aids and encouraging participation in courses. Once the 12 month level had been achieved the committee would further review this policy.

5. **Secretary's Report:** The Secretary had nothing to report.

6. **Membership Secretary's Report:** Membership stands at 474 as at today. 347 have paid their annual subscription leaving 127 still to do so.

7. **Website Report:** The website is up to date with new Committee now on and the new monthly speakers list.

8. **Newsletter Report:**

a. Jill has prepared an article on our 20<sup>th</sup> anniversary for the 27<sup>th</sup> May edition of the Andover Advertiser.

b. A thank you letter has been received from the Mayor of TVBC.

c. A copy of the AA article will be sent to the Third Age Matters magazine.

9. **Group Coordinator's Report:** Andy's comments are all within AOB.

10. **Any Other Business:**

a. The question over insurance cover was raised at the AGM. The message is that there is good cover for all activities BUT all concerned must be members of the U3A. A non-member may attend a single activity but must then join the U3A.

**Action:** This message will be published in the AGM minutes, the next edition of the Newsletter and individually to Group Leaders. Secretary and Group Coordinator to action.

b. Anne and the other members who supplied cakes were thanked.

c. It was agreed that the cost of the Christmas lunch would remain at £12 and there would be no entertainment after the meal.

d. It was agreed that the Croquet group could purchase equipment up to a value of £250.

e. The Secretary will hold the Committee Notes book recently produced by TAT.

f. It was agreed that if Margaret Bowman needed to refund the deposit from Breakers she could use U3A funds.

g. **Outcome of Group Leaders' meeting 23 May 2016.**

(1) New members interests would be reviewed and if sufficient interest was identified for a specific activity those individuals would be put in touch with each other. **Action:** Geoff & Andy.

(2) A new members desk would be placed at the back of the hall at the monthly meetings. The new notice board would be utilised with information on each group activity. **Action:** Secretary and willing committee members.

(3) The website info on each group needs to be updated.

(4) Group Leaders to be encouraged to attend the monthly meetings and identify themselves to new members (at the new members desk).

(5) Group Leaders to produce a short introductory article for the News Letter explaining what they do and how to join. It was suggested that 4 or 5 groups an edition would be sufficient. **Action:** Jill.

(6) Other parking areas for the monthly meetings would be investigated. **Action:** Secretary and Anne.

All of the above to start in September.

11. **Date of next meeting:** 22<sup>nd</sup> August 2016 at Geoff's house, 102 Springfield Close.