

Peterborough U3A Committee

Minutes of meeting held June 14th, 2017

Venue – The Copeland Centre, Bretton

Present: Jacqueline Casson (Chairman), Brenda Fearon (Vice Chairman/Secretary), Joy Green, Derek Lea (Treasurer), Hilary Keegan, Hilary Lewis, Mary McCarthy, Paul Parker, Gill Parsons, Chris Wareham, Conny Yarwood.

Action by

- 1 **Apologies:** Jan Bearman-Brown, Alan Locke.
- 2 **Minutes from meeting held on May 10th, 2017** -These minutes were accepted and agreed subject to the following alteration in item 5.1.2. It should read August instead of September.
- 3 **Agree the order of the agenda**
- 3.1 JG needs to leave early so her item was brought forward.
- 4 **Matters arising**
- 4.1 Checking membership cards – JC expressed her desire to have group registers sent into a central point recording that all group members are fully paid up. This was not thought to be feasible so it was decided to remind all GLs to check membership cards in September/October or when a member joins a group.
- 5 **General Reports**
- 5.1 **Chairman**
- 5.1.1 Travel Group changes – At the last meeting of the Travel Group it was decided that the Pollacks will finish as organisers of the overseas holidays after the Portugal holiday in October 2017. Other arrangements have been made for overseas holidays in 2018. JC will lead the September 2018 holiday. Pam Blades and David Longworth will lead the April 2018 holiday. More information will be available soon. **JC**
- 5.1.2 Data Protection in relation to the Travel Group – HL wrote to the Pollacks on 25 April 2017 requesting that membership details be safeguarded and transferred to the PU3A laptop. Also it was requested that once they have severed all ties with the Travel Group all members' details will be deleted from their computer. To date no reply had been forthcoming from the Pollacks. Therefore HL will send an email requesting an answer to the April letter and their forwarding address. It is essential that the members' details are protected. **HL**
CW raised the issue of member details on other GL computers. HL is to address this very soon. **HL**
- 5.1.3 JC has visited Stanground medical centre and will visit Lavender House Open Day.
- 5.2 **Treasurer**
- 5.2.1 Letter from M. Fletcher – This relates to invoice payments from February, April and May. DL explained that the February and April invoices had been misdirected to Northern Ireland (See previous minutes) and the May invoice had not arrived in time for payment as per schedule. They should arrive by the first Wednesday of the month. DL had already informed all suppliers of the online payment schedule that would start in May 2017. It was suggest at one point in the discussion that invoices

could come in the middle of the month. This was noted.

DL informed the meeting that there were 21 invoices ready for payment online including the Copeland Centre invoice. BF will authorise all payments later in the day (June 14th, 2017). **BF**

There is a delay in the receipt of cheques by DL as all correspondence goes to the PO Box. MM then has to send on all post addressed to other committee members.

5.2.2 Electronic invoices – DL is not willing to accept these unless a paper copy follows. There have been some problems in the past. Also PU3A has to bear the cost of printing off the paper copy for the file.

5.2.3 Gift Aid 2016-2017 will be more than £3,000. This is down on last year. This may have resulted from the change in the renewal process and the change in the new member application form. The form may need some revision. MM is to put a short item on the subject in the next newsletter. DL's data on those members claiming gift aid contain only the names of those men in an household and not the women. MM will get in touch with Aidan Haylock to remedy the situation. **MM**

There could an issue in the next few years when members could be required to sort out their gift aid declaration again as our financial data is kept for only 6 years. This is the standard time to retain these data.

5.2.4 Due to the cancellation of GL meeting DL will have to send the end of year accounts to the individual GLs.

5.3 Group Coordinator

5.3.1 Proposed New Groups

Map Reading to be led by Les Ranford.

Ukulele improvers and intermediate to be led by Derek Henson.

Croquet did not start due to lack of interest.

Rummikub 2 – Started on May 9th 2017.

Making Marionettes – awaiting news.

Opinion Time 2 is at capacity.

5.3.2 Interest Sheets:- Guitar Improvers, Sing Something Simple, Roses and Castles, Line Dancing Beginners, Indoor Bowls, Concert Party, Birdwatching, Table Tennis (2), Keep Fit.

Group Leaders needed for Spanish, Italian, Painting.

5.3.3 Group Changes

Bretton Crime Readers group has new GL – Linda Verdegem.

Scrabble has new GL – Wendy Rusdale.

Focus on Facts, Invitation to Dance and Ceramics Discount Activity have finished as groups.

5.3.4 Group Leader Notifications

HK has sent out several GL briefings.

Painting GLs have donations of paints for anyone interested.

HK has provided a timetable for performances on June 17th picnic.

5.3.5 Miscellaneous items

Activities day is our next annual event to be organised.

5.4 Membership

5.4.1 Total membership 2,746 on May 31st, 2017. This time last year there were between 2,801 members. No new member renewals are being done for 2016/2017 year, New members are being enrolled and existing members renewed for 2017/2018 year.

5.4.2 New Members' Meeting –The advert for the meeting will be in the next newsletter.

5.4.3 Website – Aidan Haylock has completed the work on the glitches in the system.

- 5.4.4** Renewal Issues – membership cards and address labels have now been printed. The new cards are orange. One incorrect standing order has already been received. This has been sorted out. MM is asking for access to bank statements as she cannot see when the standing orders have arrived. Not being able to see what is happening regarding standing orders increases her work load. HL suggested that standing orders should be suspended as a method of payment. It was agreed to shut down the standing order system in 2018. It will be reported in MM's news item in the next newsletter. The use of direct debits will be promoted. On Activities Day renewals will not start until 11.00 hours. In past years MM and her team have not had time to get organised because of members arriving too early.
- 5.5 Website**
- 5.5.1** Activity since last committee meeting:
- Rowing group roving report published.
 - AL has constructed a page advising members of equipment available for loan. This was agreed by the committee 14th June 2017.
- 5.5.2**
- Links to Picture Framing discount facility, BBC programme volunteers and link for GLs added for changes to web editor.
 - New video added for Rowing group.
 - Device for remote control of PU3A computer investigated. AL requested that the committee agree its purchase at £7.99. It was agreed.
- MM**
- 5.5.3** Web Usage
Reporting Period – 1/5/17 – 31/5/17.
Sessions – 1378.
Users – 932
Page views – 7165.
Pages per session – 5.20.
Whilst these numbers are down on last month he has compared the monthly statistics back over the last 18 months and it would appear that usage of the website is up on last year for comparable months. We have peak usage in August and January
- 5.5.4** Most popular groups visited this month were:
- Travel Group with 305 page views.
 - Theatre Group with 129 page views.
 - Line Dancing with 52 page views.
- 5.5.5** Group Leader Training – all changes requested from 23CCC completed. This has meant that the GL training pack has had to altered. AL has almost finished making the changes.
- 5.5.6** PU3A Loan Equipment – AL has produced a web based way of members knowing what equipment is available and how to book it. CW will be the contact along with some others when the names are decided.
- 5.5.7** The revised GL Handbook is to go onto the website.
- AL**
AL
- 5.6 Newsletter**
- 5.6.1** Deadline for submissions is 16th June, 2017.
- 5.6.2** CY will compare prices of GP print and PPS. The prices will include postage.
- 5.7 Day Visits**
- 5.7.1** PP thanked those who helped him following his accident especially Sandi Osborne. No visits were cancelled.
- 5.7.2** PP wishes to encourage individual groups to organize their own visits

with the help of PP and his planning group.

5.8 Publicity

5.8.1 The Chairman of the Greater Peterborough Patient Forum has circulated our details to all its members. This resulted in an invitation to Stanground Medical Centre on June 8th 2017.

5.8.2 JG unable to book a stand at Sainsbury's this year. Better luck next year.

5.9 Accommodation

5.9.1 The Town Hall is not taking any booking for 2018 for the moment.

5.9.2 St John's Church may be an alternative for our monthly meetings. After a short discussion it was decided to use the John Clare Theatre if the Town Hall is not available.

5.10 Speaker Secretary

5.10.1 Organisations such Bug Life send out emails offering to do a talk but are very slow in responding to a request from JBB. Inevitably they miss a chance to book a place on our speaker programme.

5.11 Calendar

5.11.1 Activities Day was dealt with under the Group Coordinators report.

6 Current Issues

6.1 Proposed purchase of Copeland Centre – there is no progress on this. BF has had limited communication with Caroline Rowan at Peterborough City Council. BF will send another email to Caroline Rowan. **BF**

7 Correspondence

7.1 It was as per the agenda.

7.2 Rawlinsons are putting on another conference for charity organisations.

8 Any Other Business

8.1 Defunct email addresses – MM will send out the information to the committee.

8.2 iphones 5a and 5c will not receive any downloads from October 2017 and old pound coins will go out of circulation.

The meeting closed at 12,15hrs.

Date and Time of next meeting – Wednesday 14th June, 2017

Signature

Date