

FARNHAM U3A

Minutes of Committee meeting, 13 July 2015, 12.15, at the Maltings

Present: Michael A'Bear (Chair), Gordon Barnett (Vice Chair), Bernard Whelan (Hon Secretary), Sue Willson, Bruce Oelman, Ann Vickers, Joanne Watson, Brian Arthur, Eileen Williams, Patricia Thorns.

In attendance: Margaret Ham, Mary Williams and Keith Williams.

The Chairman welcomed Margaret Ham, and Mary and Keith Williams to the meeting.

1. Apologies: John Carter (Hon Treasurer), Gordon Stirton, Nickie Brander, Eileen Williams.

2. Minutes of meeting 1 June 2015

a) The minutes were approved, and signed by the Chairman.

b) Matters arising:

The storage cupboard in the South West Wing corridor been repaired, Gordon Barnett arranged for this to be done under the suppliers' guarantee. He will insert a shelf so that the trolley can be stored in the cupboard without fouling the doors.

Booking of equipment: it needs to be stated specifically on Group Leaders' notes for Registration Day that specific items or crates cannot be booked.

Publication of minutes of committee meetings (item 7b): recent minutes have been redacted by Joanne, and published.

Booking of large rooms at Farnham Maltings (item 8b): Michael emphasised that all committee members need to be looking out for other possible venues to use in our academic year 2016 – 2017. Members were requested to bring any ideas to the next meeting; other venues would not necessarily have to be in central Farnham. Use of other venues could lead to our renegotiating our contract with Farnham Maltings.

ACTION - ALL

Newsletter (item 11) Pat Thorns was complimented on the excellent edition of The Owl.

Diaries (item 14): that Di Huddleston has U3A diaries available for sale.

Obituaries: Gordon Barnett noted that the committee had previously agreed that obituaries should be published for members who have given exceptional service to Farnham U3A. But as there could be a problem in defining "exceptional service", it was now decided that obituaries would not be published. However there would be no objection to deceased members being mentioned in other articles in the Owl.

3. Arrangements for AGM on 14 September

The draft notice and agenda previously circulated was approved, with insertion of additional item 5: Vice-Chairman's report. Other items to be renumbered.

Names to be inserted opposite vacancies are:

Chairman: Sue Willson
Vice-Chairman: Jo Watson
Hon Secretary: Mary Williams
Hon Treasurer: John Carter

Director of Studies: Nickie Brander
Programme Manager: Brian Arthur
Venues Secretary and Class Manager: Eileen Williams
Social Secretary: Ann Vickers
Equipment Training: Bruce Oelman
Newsletter Editor: Pat Thorns
Membership Secretary: Margaret Ham

Speaker: Michael will try to recruit Ian Lynch of Farnham Town Council as speaker at the AGM.

Bernard said that 260 copies of the AGM notice would have to be posted, the rest will be sent by email. The deadline for giving notice of the AGM is 23 August, but because of Bernard's holiday arrangements it will have to be done by 7 August.,

4. Arrangements for Registration on 7 September

Brian distributed plan of the rooms available which will be the Barley Room, Long Kiln Room, Tindle Studio, and Tannery (which will be used for renewals and signing on new members)

Entrance to be via the main staircase. Brian will need signage saying which groups are in which rooms. Detailed layout plan to be done, two large notices will be displayed, one giving an alphabetical list of the groups showing their numbers, the other indicating which rooms the group representatives are in.

ACTION: BRIAN

Michael will draft an email to be circulated to all members encouraging them to pre-register.

ACTION: MICHAEL

Bernard will update the documents to be given to group representatives and send drafts to all committee members.

ACTION: BERNARD

Ann and Eileen will organise the team to assemble and distribute the group leader packs, starting at 8.30 at the latest.

Brian Arthur will be in charge of the help desk, and also act as bouncer together with Bruce and Keith.

Margaret and Pat will deal with signing up of new members and John with renewals.

Jo and Rosemary will be in charge of the project desk.

No refreshments will be provided.

There will be a washing-up meeting afterwards.

5. Maltings Garden

Gordon said that the area around the seat is rather dangerous. The Maltings have produced a scheme to resurface and pave it, to cost around £900 plus VAT. We have £300 available and it was agreed that this should be donated to the Maltings towards the cost of the works. When they are done, Gordon will repaint the seat.

6. Any Other Business

- a) Bruce advised that next Wednesday will be David Carr's (Maltings box office manager) last day working at the Maltings.
- b) Brian is updating the equipment list and cards.
- c) Sue suggested "The Natural World" has a theme for the project in 2016 – 2017.
- d) Gordon said that we are running out of tri-fold leaflets, Brian will update some and order another 1500.

ACTION: BRIAN

- e) Ann suggested there should be something published in the Farnham Herald about Registration Day. Michael said that he is willing to be PR officer for U3A, but not to be on the committee, and will deal with the publicity.
- f) Michael suggested a recruitment morning before Registration Day, various possibilities were considered. It was noted that if it were to be held on Maltings premises then approval of the Maltings management would be needed.

Next meeting – 24 August 2015 at 12:15 pm, at Farnham Maltings.

The meeting closed at 1.46 pm