

## Annual General Meeting - Craven u3a

**Draft Minutes of the 38<sup>th</sup> meeting held at St Andrews Church Hall, Skipton on 21<sup>st</sup> June 2023**

**Officers present:** Mick Richings (Chairman); Anne MacDonald (Vice Chair); James Enever (Treasurer); Nigel Holden (Business Secretary).

**Trustees Present:** Jacqui Eames (Programme Secretary); Nick Jarvis (Membership Secretary); George Mackley (Database Manager).

**Independent Financial Examiner present:** Dave Smith

**Trustee apologies:** Linda Hoole

The meeting commenced at 14:30

The chair opened the meeting explaining that all documents associated with this meeting had been posted on the website and either emailed or to non-email members a paper copy.

A head count of those attending including this AGM was 85+, therefore the meeting was quorate.

**1. Apologies for Absence:** 38 apologies received.

**2. Minutes of the AGM held on 8<sup>th</sup> June 2022:**

These had been made available prior to the meeting, agreed as correct.

Proposed by Jenny Robinson, seconded by Stuart Robinson

Approved

**3. Any matters arising not covered elsewhere on the agenda.**

None

**4. To receive and approve the Chairman's Annual report:**

The chair presented his report which outlined the challenges the Committee faced post last year's AGM, where we are in the recovery plan, and the challenges going forward.

See **Appendix 1** for the full report.

The report was unanimously approved, after being proposed by Douglas Goode, and seconded by Vic Edy

**5. To receive and Approve the Financial Statement:**

Our Treasurer James Enever gave a detailed explanation of the accounts and the challenges the committee were faced after last year's AGM.

James then took questions from the floor and on conclusion was warmly thanked.

See **Appendix 2** for the full report and **Appendix 2a** Year-end statement of accounts.

The report was proposed by David Bradbury and seconded by Christine Lynch, and unanimously approved.

**6. Election of Committee Members:**

The chair explained that in accordance with the constitution all Officers and Trustees must be elected at the AGM.

George Mackley stands down having served 3-years, Nigel Holden steps down as Business Secretary but

offers to stand as Trustee/Group Leader representative.

All officers and Trustees have been correctly proposed and seconded, the chair requested block approval, this was granted with a show of hands.

**Officers:**

Chair - Mick Richings; Vice Chair – Anne MacDonald, Treasurer – James Evener; Business Secretary Linda Hoole change of role.

**Trustees:**

Jacqui Eames; Nick Jarvis; Nigel Holden  
Standing for election Doug Hist and Veronicka Dancer

**7. Appointment of Independent financial Examiner:**

Dave Smith has agreed to continue for a further year.

Approved by a show of hands. Proposed by John Bashall and seconded by -----

**8 AOB:**

None

**Close of meeting:** The chair officially thanked everyone in helping with our recovery plan and turning up in good numbers, and officially closed the meeting closed at 3.15pm.

## Appendix 1

Who would ever have thought that 3-years on from my term of office coming to I am back! I have to say it's a privilege to be your Chair again.

Post last year's AGM the committee consisted of only 5-trustees, Nigel Holden, Anne MacDonald, George Mackley, Jacqui Eames, and myself. At our first meeting the following appointments were agreed: me as Chair, Nigel as Secretary and Group Leader Rep, Anne and George would continue as Venue Secretary and Website Manager respectively, Jacqui as Programme Secretary. As a new constitution has now been approved, all positions will in future be approved at the AGM.

It was agreed we urgently needed a Treasurer and Membership Secretary, subsequently James Enever & Nick Jarvis were co-opted to these positions. I would like to express my thanks to all the team, who have worked hard to re-establish good relations with members and improved communication.

Post AGM no Independent Financial Adviser had been appointed, Dave Smith was subsequently co-opted, it was agreed he would liaise and meet on a regular basis with the Treasurer and provide reports to the committee.

I decided that from 1<sup>st</sup> July, although not fully road tested, the website should go live. Many thanks to George and Mike Valliant for its development. If anyone spots a problem or has a query, please get in touch.

It's been a very eventful year, from a standing start last June: initially it felt like we (the Committee) were running to catch up. Trying to make sense of the finances and membership issues were just two of the challenges we faced. Thankfully, the Committee accepted the challenge. We were indebted to Anne for continuing and her forensic approach to detail which was needed.

The first item was to engage with the membership with our proposals and hope that everyone renewed their membership, which they mostly did, helped by a publicity campaign lead by Jacqui including regular articles in the Craven Herald and a well-attended Open Event terrifically supported by Group leaders. We then met with the Group Leaders and our Treasurer James Enever briefed the meeting on the finances and outlined our recovery plan and was applauded for his clarity and vision. We have continued to meet with them and to keep them briefed and Nigel has chaired the meetings with commitment.

The Treasurer will report on the finances which includes the initial recovery and the plan going forward.

Everything is about membership numbers as they are our only substantive income. The major problem was to increase our membership. Largely, we have achieved this, increasing to 847. Our challenge is to get the membership to 1000+, somewhere near pre-pandemic numbers. To boost finances, we also broke new ground by having a Celebration of the Arts fundraiser which raised £1100 and showcased the many and varied talents of our membership.

We've had to take difficult decisions for 2023/24: firstly, that we'll no longer accept WestNet members, for two reasons- abuse of the system and unaffordable loss of income. The other decision is to introduce a reduced membership charge for our Group Leaders. Previously, they were awarded Honorary membership, but this is not allowed under our constitution. This change will have the added benefit of allowing us to claim Gift Aid.

During and after our deliberations we've kept the Group Leaders informed and I hope they'll agree we've been transparent and honest. I would like to express a massive thank you to all our Group Leaders for their

support; without their help the plan would have failed. Can I warmly thank the membership for having faith in us, attending the monthly Saturday mornings in increasing numbers, responding positively to (and indeed reading!) our regular Newsletter and supporting the Arts Event. We now look forward to a positive response to the Summer Programme.

Membership renewal for this year was the first time we used Beacon and PayPal, instead of the paper method. The majority of members had no problem using this method; however, we appreciated that not everyone was happy with it, and therefore provided open sessions where help was given. I have to hold my hand up and admit it could have gone better... Our promise is we will do better for those needing help, by using a tap & go system. A help desk will be available at our Summer Programme and Open Event.

A big thank to our Membership Secretary Nick Jarvis for keeping us focused.

One of our first decisions after last year's AGM was to restart all our usual activities. The first was the Summer Programme. I must thank Nigel Holden for being the lead: the event was attended by some 170 members. This was Nigel's swan song and I want to thank him. Linda Hoole has taken over as lead for 2023, ably assisted by Anne.

Monthly meetings are being held every month. These were initially organised by Lynne Ashton, Jacqui Eames took over, followed by Helena Tudhope. I must commend the wide and interesting range of speakers, and the cakes, which are attracting ever more members each month! The Carol Service this year was this was organised by Albert Bonham and attended by approx. 130 members.

An initiative by Jacqui Eames was the Arts Event held in March this year. Despite the challenges it was a very successful evening, raising £1100. Here's to next year!

We will be restarting the Craven College lunches at the Bistro on Campus in October- details will follow.

The WestNet Quiz returned and is scheduled to take place again in September this year- details to follow.

Post AGM Jenny Robinson stood down as Newsletter Editor. The lead was then taken over by Keith Berrington for several months then Jacqui when several of the team putting the newsletter together stood down. The work for one person was too much, so we decided to pause the newsletter and advertise. Luckily for us Liz Morrison stepped up huge thanks Liz.

I'm required to report on accidents to the AGM. Unless someone knows differently, we've had one, where a member of the Shorty Walks group broke an ankle I'm glad to report the member is on the road to recovery.

Committee changes this AGM.

George stands down; however, he will continue as webmaster, Nigel steps down as Secretary but will continue as Group Leader representative. If anyone is interested in being on the Committee, please get in touch. Fresh blood and ideas are always welcome.

If anyone has any queries or requires help, please contact me or any committee member Our promise to you is that we'll respond rapidly. We hope and believe we have walked the talk of Members First.

What struck me while writing my report was just how many people are involved in running our u3a. A lot of people are under the radar, so if I haven't thanked you on my and our behalf, can I do so now. You know who you are!

## **Appendix 2**

Part of the recovery plan was the introduction of a hybrid fee system with membership fee and course fees for paid for venues was successfully introduced with the help of the Group Leaders. This together with surpluses generated by the Art Event and the Saturday meetings meant that despite a large increase in venue accommodation costs, the cash reserves were increased.

At all times the IFE Dave Smith was involved to ensure we were heading in the right direction.

The cash reserves taking accruals (liabilities) into account was 46%. The recommendation is for 50% cash reserves.

For the 2023/24 membership year I recommended to the Committee that Group Leaders pay a reduced membership fee of £20, this was agreed, and General membership will be increased by 6% to £35.

The venue charge for most groups will stay the same at £5 per 10 sessions, except for a small number (~10) of small groups using expensive venues who will pay £10 per 10 sessions.

See below for the accounts as of 31.03.2023.

## Appendix 2

### Craven u3a

#### Statement of Accounts: all accounts

#### Income & Expenditure, 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

<i>Start year</i>	<b>2022</b>		<b>2021</b>	
<i>Category</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>
Account Transfers			£5,115.00	£5,115.00
Accommodation		£27,678.50	£974.00	£20,164.82
Arts Event	£1,360.00	£257.88		
Bird Watching for coaches	£1,236.00	£1,230.00		
Carol Service		£160.00		
Committee Expenses		£6.85	£28.20	£98.40
Donations	£66.00	£200.00	£94.00	
Film Licence		£144.00		
Gift Aid	£3,610.32		£5,533.51	
Group Venue charges	£9,402.00			
Membership	£25,323.50	£63.00	£22,640.50	£517.26
PayPal commission		£408.27	£0.42	£102.98
Postage	£102.96	£238.56	£132.00	£506.16
Printing, Stationary, etc	£214.77	£532.53	£65.60	£1,135.77
Railway Group	£538.00	£290.00	£1,778.00	£2,117.00
Transport Refreshments		£26.75		
Saturday Meetings	£883.80	£343.50		
Summer School	£1,550.00	£1,602.50		
Third Age Trust		£5,273.50		£4,490.30
		£856.52		£2,186.76
Zoom licence		£154.87		
Sub Totals	£44,287.35	£39,467.23	£36,361.23	£36,434.45
Brought Forward	£20,147.48		£20,220.70	
<b>TOTAL</b>		<b>£24,967.60</b>		<b>£20,147.48</b>

**Bank Balance at 31.03.2023 £26,896.**

#### **Accruals (Liabilities) £9,023**

Venues not invoiced.

TAT payments

Bird watching bus money.

Venues booked for April to August 2023