

## Oliva U3A Committee Meeting

Thursday 12th Jan 2017 - Tourist Information Office, 10.30 a.m.

### Minutes

1. **Present:** John Melville (JM); Mick Goy (MG); Mike Dunkley (MD); Rosa Jones (RJ); Alan Robinson (AR); Robbie Gordon (RG); Anja Homburg (AH); David McFarlane (DM); Ron Calcombe (RP); Pablo Faus (item 3 only)

2. **Apologies for absence:** Bernard Chissick; Jonathan Knights (JK)

3. **Presentation of the Audited Accounts to 31st August:**

Committee received a report from our auditor, Pablo Faus. The main points raised were as follows:

- The audit had covered every entry in each account. All accounts were correct. All transfer to suppliers had been checked. There were no outstanding creditors. All balances were correct.
- U3A had a healthy surplus for the year.
- Pablo's one recommendation was that we look for a cheaper alternative to PayPal whose charges accounted for 10% of all expenditure. We should look at the Facebook Bank; other app, or encourage greater use of electronic transfers or cash deposits at Sabadell.
- RG reported that he had negotiated the return of all commission paid to Sabadell Bank.
- The legal limit for cash payments was being reduced by the government from 2,500 to 1000 Euros.
- Pablo said that all transactions should be auditable. We should avoid paying cash even if this resulted in a cheaper deal.
- U3A did not have to make a tax return since our income did not exceed 50,000 Euros
- In answer to a question: if we were ever to consider changing our financial year (and there was no pressing reason to do so) we should go to January to December for all official purposes in Spain. AR said that we should retain the present position based on the academic model.
- Pablo Faus paid tribute to Robbie Gordon for producing a faultless set of accounts, and the committee expressed thanks to both the Treasurer and the Auditor.

4. **Minutes** of the meeting held on the 8th December were agreed and signed

5. **Matters arising** in previous Minutes:

- a) JM had not attended the meeting on 8th December and had only recently received the minutes. The minutes recorded at item 8 (a) the dissatisfaction of the committee at the delayed presentation from the auditor. JM objected that in taking the lead in the appointment of the auditor, and in arranging the report back on the accounts he had only been following the precedent established in the three previous years.
- b) The minutes referred 8 (b) to problems with Quicken. JM enquired about the nature of the difficulty. It was agreed that this matter should be progressed by DM and RG making sure that any solution was also agreeable to the auditor as the other main system user.

Actions:

DM RG

- |   | <b>Actions:</b> |
|---|-----------------|
| c) MG reported that he had not as yet completed the review of missing email addresses as agreed at 5 (b) of the previous minutes, due to computer problems. | MG              |
| d) MG said that he had asked DM to update the website on the subject of mileage rates.  | DM              |
| e) AR referred December minute 6 (d) saying that he would work with AH to complete the necessary process document.  | AR AH           |

## 6. President's Report:

- |   |    |
|---|----|
| a) <b>10- year timeline:</b> the suggestion was to create a history of the main events in the life of the U3A since its birth in June 2007. This would have space on the website that could be up-dated. This would be part of the celebration of our first ten years. JM volunteered to co-ordinate a group to make appropriate arrangements. There was a discussion about possible venues for a ball. <b>It was agreed that the event should take place in October, [proposed by AR and seconded by MG]</b> . It was resolved that Tina and Joe should be involved in planning as well as Group Leaders. RJ agreed to include on the agenda of the group leaders meeting. | RJ |
| b) <b>Committee changes:</b> There was discussion of committee vacancies arising next year. It was resolved to keep pressing for a new Groups Co-ordinator. There was a need for a Spanish-speaker to assist in this role. JM agreed to speak to Anne and James Milner.   | JM |
| c) <b>Charity Update:</b> AR reported that due to Christmas and other commitments he was not yet able to report back on this issue.   |    |

## 7. Webmaster's Report:

- |   |          |
|---|----------|
| a) <b>Process Documentation:</b> all office holders are requested to write a step by step account of what they do. DM will then use software to turn this material into a process document. This would be an aid in training and succession planning, and inform the debate about how we can make better use of our WA software. The VP had completed the task. The deadline for others was the end of January.   | ALL      |
| b) <b>Website:</b> DM testing again following email blast problems resulting from issues in the interface between WA and Chrome. WA making changes - not always giving notice. RJ raised the point that the dates for meetings of the different groups as shown the new calendar will not always be accurate. She suggested including a warning at the top of the calendar to the effect that dates are subject to change when venues are closed due to local or national holidays. DM did not disagree but stressed that Group Leaders should take responsibility for ensuring that data was updated. Issue for Group Leaders meeting. | DM<br>RJ |
| c) <b>Software Review:</b> DM still working on his WA review. Main problems with WA were lack of back-up service and the access rights issue.   |          |
| d) <b>Web security:</b> DM introducing Dropbox (provided 2 gig of storage free) - this was a more secure way of doing back-ups. Data theft an increasing problem. Everyone should use strong passwords and change them every 3 months. Multiple passwords could be stored securely on Dropbox.  | ALL      |

**8. Group Co-ordinator's Report :**

- a) RJ was working with DM, Joe Bellinie and Group Leaders to update/restore website.
- b) RJ said that it had not proved possible to set up an U3A ukulele group but members could join the existing group. MG would advertise on Voice.

**9. Financial Report:**

- a) RG said that he aimed to sort out the issue with outdated Quicken software with DM by the end of month.

**9. Travel/Events:**

- a) AR outlined a dilemma - the February trip to Sagunto clashed with the charity performance of the Drama Group. Committee agreed that in principle it was important to try to avoid such clashes but in this case a large number of members had already signed up for the trip and we should proceed as planned.
- b) The monasteries trip was still on track for March.

**10. Vice President's Report:**

- a) Report-back on Christmas Party - already made at previous meeting.
- b) Report-back on Children's' Party - this had been a great success. Thanks to all those involved especially Atul and Veronica for their entertainments. Yolanda Pastor wanted photos to publish.
- c) The speaker at the GM on 26th would be Philip Ashley the director of the choir.
- d) A decision on the wireless microphone would be taken next meeting.

**12. Secretary's Report:**

- a) It was agreed to schedule a discussion about revision of the Constitution for the next meeting.

**12. Any Other Business:**

- a) Agreed that Drama Group meeting could be sold outside the next GM.
- b) There had been a complaint about an email blast advertising a book by Maurice Hammond. MG had understood that sales would benefit a charity. JM would send out email for comment.

**Actions:**

MG

RG DM

MG

MD

MD

JM

There being no further business the meeting was closed at 12.37.

## Oliva U3A Committee Meeting

Thursday 9th Feb 2017 - Tourist Information Office, 10.30 a.m.

### Minutes

1. **Present:** Mick Goy (MG); Mike Dunkley (MD); Rosa Jones (RJ); Alan Robinson (AR); Robbie Gordon (RG); Ron Calcombe (RC); Nigel Hobman (observer).

2. **Apologies for absence:** Bernard Chissick; Jonathan Knights ; John Melville (unable to attend by Skype for technical reasons); Anja Homburg; David McFarlane.

3. **Introduction of prospective new members:** MG introduced Nigel Hobman who was present to observe as a potential new recruit to the committee.

4. **Minutes of 12th Jan 2017:**

These were approved and signed. AR clarified that draft minutes were circulated between meetings in order to gain committee approval, and to allow agreed minutes to be available to members via the website shortly after each meeting. Comments and corrections were always welcome, but silence would be construed as consent!

5. **Matters arising** in previous Minutes unless covered elsewhere in the agenda:

a) **Recruitment of Groups Co-ordinator** - despite efforts we were no further forward. RJ said that she would send a carefully worded email to all members.

b) **Email sent out regarding book by Maurice Hammond** - complaint received. AR wished to reaffirm that the website was not be used to promote commercial activities. MG reiterated that he had allowed the email in the belief that it would generate charitable income. However it was noted that whilst 60% of proceeds were destined for charity and it was not clear how the remaining 40% would be used. MD agreed to reply accordingly to the complainant.

c) **This year's nominated charity:** it had not proved possible to get further details of the locally-based cancer-research charity. Committee **agreed** that a decision could be delayed no longer. RJ volunteered to obtain details from Yolanda Pastor of a locally based cancer charity. Details to be circulated and approved or rejected by email so as to finalise decision before next meeting.

6. **President's Report: (by Skype):** In JM's absence MG reported that approaches seeking new committee members - especially Spanish-speaking ones were continuing. We need 3 or 4 new people to join the committee next year. The U3A could not continue without a committee and officers.

7. **Vice President and Publicity Co-ordinator's Reports:**

a) **Purchase of new microphones:** This was **agreed** in the sum of 158 Euros with free delivery, (proposed AR Seconded RC).

b) **Change of room for meetings at Polivalent:** It was **agreed** that in future we would generally use the smaller front hall at the Polivalent. We would use the Council's amplification system and bring our own screen for visual presentations. RJ had spoken to Yolanda and this was arranged. The electrician would attend at 0930 to set up the

**Actions:**

ALL

RJ

MD

RJ

ALL

MG

speakers. RJ offered to liaise with the Ajuntament, but requested precise instructions, and it was agreed that these would be given in writing by the Secretary, specifying exact requirements for each meeting.

**Actions:**  
RJ MD

**c) Missing email addresses update:** After much work MG had managed to reduce the number of missing email addresses from 22 to 12. It was possible that 5 of these were lapsed members. Committee **agreed** that it was important that each U3A member should have a working email, even where husband and wife shared an address. We did not wish to lose touch with members if for instance one marriage partner became ill or died.

**d) An email had been received** complaining that last year's Ademuz trip had been reported in the *Costa Blanca News* but had not made the *Voice*; asking that the recent successful Alcalali trip should be reported in the *Voice* and local press if possible, and, finally, seeking assurance that the forthcoming Ademuz trip could be promoted in the *Voice* and website. MG apologised - last year's Ademuz trip report was intended for the *Voice* but had been omitted in error. Naturally the Alcalali trip would be reported in the *Voice* and in local press if possible. Likewise U3A would do everything possible to support another Ademuz trip. *The sole proviso being that if the organisers wished to use the U3A bank accounts for the collection of payments or the payment of hotel, transport or other expenses then it would be necessary to follow the procedures established with our auditor concerning provision of receipts etc.* Secretary to respond.

MD

## 8. Secretary's Report:

**Review of the U3A Constitution:** MD spoke to a previously circulated report about the constitution. There were 5 areas that Committee might want to revise:

- The quorum of one third of members for the 'General Assembly' (AGM) was unlikely ever to be reached. Committee did not wish to rule out the possibility of attaining a quorum in future, and for the present, was content to continue under the existing provision allowing the meeting to continue after a 30-minute delay.
- The elected (as opposed to co-opted) members could only serve for 3 years. Committee did not wish to consider changes to this rule.
- The Statutes say that the Secretary will maintain membership records. This was not current practice. Committee wished to come back to this point when JM was available to add his advice.
- The Association's financial year runs to 31st August - no change was proposed.
- Article 25 lays down rules for signatures required for expenditure. These rules are no longer fit for purpose and RG agreed to have a look at possible changes.

JM

RG

AR enquired as to what constraints, if any, would be placed on constitutional changes by our legal status as an association officially registered in Valencia. RG agreed to enquire with Pablo Faus, failing which the matter would be taken up with our lawyer. The Committee agreed to continue the discussion at a future meeting.

RG

## 9. Financial Report:

**Auditor's recommendation on PayPal:** Committee agreed that PayPal was expensive and particularly inefficient for small amounts. However it was convenient to use both for Treasurer and members. The alternative was to encourage use of payments in cash or electronically directly to Sabadell. Such transactions were free, but harder to administer because members did not always identify clearly for what they were paying, and because some members objected to queuing at the bank or distrusted internet banking. At present no acceptable

solution is apparent. Noted that we must build PayPal costs into trip and event budgets. RG agreed to review PayPal cost guidelines.

**Actions:**  
RG

#### 10. Webmaster's Report : (in absence of DM)

**Modernising Quicken:** Agreed that RG and DM will discuss on DM's return.

RG DM

#### 11. Group Co-ordinator's Report :

a) RJ was seeking to fix a date for the next **Group Leaders Meeting** - this was complicated by restricted morning access to the CPC, and by the desire not to clash with other activities. The most likely date was the 30th March, although this would coincide with the planned Monasteries Trip. The agenda to include discussion of the 10th Anniversary, the need for a new Groups Coordinator, and IT training for group leaders.

RJ

b) RJ had found a professional chef (formerly with his own programme on German TV) willing to lead a **cooking group**. The problem was to find a suitable kitchen that did not fall foul of insurance or health regulations. **With the Committee's support** RJ intended to email all members to ascertain levels of interest on the basis that one or more group members would have a large kitchen that they would be willing to allow the group to use each month. AR suggested an approach to the Ancianos retirement home offering to cook a meal for some or all residents once per month. The Franciscan men's' shelter was also mentioned.

RJ

#### 12. Travel/Events:

##### a) Clarification of policy concerning surpluses generated through trips and events:

Following discussion it was **agreed** that:

- Unclaimed refunds (refundable trips paid for but not undertaken) should be transferred after 6 months via the General Fund to the nominated charity.
- Operating surpluses should remain within the Travel Account to off-set loss-making trips or, where sufficient, to reduce the cost of future trips. This float should be carried forward from year to year while trips continue to be arranged.

b) **The trip on 16th February** was continuing as planned - the clash with the Drama Group had not been foreseeable during planning.

c) MG reported that the **Fallas trip on 17th March** was going ahead. Normally trips would be planned for the 3rd Thursday of the month but in this case the parades did not start until the 17th.

#### 13. Any Other Business:

a) MG had a question about a group activity that had made an **unplanned surplus**. The activity had made use of the U3A registration system. Participants had not been notified beforehand that surpluses would go to a particular charity. Committee **agreed** that in such cases the surplus should go to the U3A General Account for payment to the U3A designated charity. Generally we should budget to break-even in group activities. Clearly however an event organised in support of a pre-designated charity were an exception to this.

b) **Line-dancing:** The paid instructor is retiring. The group leaders, Betty and Paddy were taking over as non-paid instructors. Group members had previously paid 5 Euros per

week to pay the instructor. The group wished to continue without a paid instructor but to ask for a donation each week to be paid in full to a charity of their choice. Committee felt this was a matter for the group but that the donation should not be advertised on their web page as a payment per session.

**Actions:**

MG

**c) Nomination forms:** MG to speak to JM

Meeting closed at 12.30 after welcoming Nigel Hobman as a new member (co-opted).

## Oliva U3A Committee Meeting

Thursday 9th March 2017 - Tourist Information Office, 10.30 a.m.

### Minutes

1. **Present:** Mick Goy (MG); Mike Dunkley (MD); Rosa Jones (RJ); Alan Robinson (AR); Robbie Gordon (RG); Ron Calcombe (RC); Nigel Hobman (NH); David McFarlane (DM); Anja Homburg (AH); Bernard Chissick (BC); John Melville (JM) by Skype.

2. **Apologies for absence:** Jonathan Knights

3. **Introduction of prospective new members:** Unfortunately John Flannigan was unable to attend.

4. **Minutes of 9th Feb 2017:**

These were approved and signed.

5. **Matters arising** in previous Minutes unless covered elsewhere in the agenda:

a) **Recruitment of Groups Co-ordinator** - RJ reported that John Flannigan was interested in taking on the role subject to further information, and a period working with RJ.

b) RG reported on a **conversation with Pablo Faus**. There appeared to be few restraints on our ability to change the constitution. Committee noted that whatever the freedoms, as a matter of good practice it would not make changes to the Constitution without the agreement of a General Assembly meeting.

c) **This year's nominated charity:** RJ had been unable to meet with Yolanda Pastor as planned and would obtain details of the cancer charity for the Secretary to circulate to committee. If there was a majority in favour the charity would be adopted. Noted that the charity allowed for donors to specify the destination of money given e.g. research, children's cancer etc.

6. **President's Report: (by Skype):** JM reported that his primary concerns were finding a replacement for RJ in the role of Group Co-ordinator; and resolving the issue about the nominated charity. He was content that both issues were being addressed.

7. **Vice President and Publicity Co-ordinator's Reports:**

a) MG reported that he and JM and MD had now finalised the **nomination form** for the forthcoming General Assembly/AGM and this was ready for issue to the members. Completed nomination forms would be required for *at least* 6 members of the new committee, including the four officers. The officers in the absence of JM had met to discuss **ideas for 2017/18**, since not all current committee members were willing to accept nomination for next year. **Agreed** that a paper should be circulated to the committee and members were asked to address thoughts and comments to MG.

b) The clip-on **microphone** had arrived. DM reminded the Committee that this item should be added to the assets list.

Actions:

RJ

RJ MD

MG

**8. Secretary's Report:**

**MD** asked about the continued use of the smaller room (Sala 1) for monthly meetings. It was agreed with **RJ** that the default position for purposes of booking with the Ajuntament would be: meetings in Sala 1 with audio equipment only deployed, and the electrician to arrive at 0930. Hall to be cleared by 1pm. Any variations on this default position to be notified to **RJ** in writing. **JM** suggested that we would need the bigger hall for the showcase event in June. **This was agreed.**

**9. Financial Report:**

**a)** **RG** reported that **Pablo Faus** (auditor) wanted to see monthly accounts.

**RG**

**b)** **Pablo** supported the move to a newer version of **Quicken**. **RG** reported that the software was inexpensive at 70/80 Euros. **DM** said that he would obtain cost guidance from **Quicken** for the migration of past data to the new version. **Agreed that a final decision should be made on this in April.**

**DM**

**c) PayPal:** **RG** reported that there did not seem to be an acceptable alternative to **PayPal**, which was a convenient and relatively safe facility supported by the majority of active members. After discussion committee **agreed** with this proposition. It was also **agreed** that future announcements should make clear that refunds can only be made to a Spanish bank since the costs of transferring cash to an English bank were prohibitive. **BC** raised a point about the membership fee. It was **agreed to postpone a discussion on this until April**

**d) Article 25:** after discussion committee **agreed that changes to the Constitution were unnecessary**. It was agreed however that those requiring a debit card were the President, the Treasurer and the Travel Co-ordinator. The Vice President did not require a card.

**10. Webmaster's Report :**

- a) **DM** reported that everything was running well.
- b) A draft Voice would be sent to **MD** to test links were working.
- c) **DM** reported that proposed charges from **Wild Apricot** for the coming season were not yet forthcoming. These would be required by **April** to allow a decision to be made on membership fees 2017/18.
- d) **JM** prompted on the need to achieve full back-up onto **Drop-Box**. **DM** said that progress was being made

**11. Group Co-ordinator's Report :**

**a)** **RJ** reported that there had been a good response to the proposed cookery group with the problem however that very few people had a kitchen of a sufficient size. It was possible that some people had external cooking areas that could be used. **RJ** organising a meeting to find a way forward - probably in **April**.

**RJ**

**b)** The leader of the ceramics group was stepping down, a possible replacement was in view.

c) We were losing Maria who instructs the intermediate Spanish groups. The search is on for a replacement

**Actions:**  
RJ MD

d) Petanca trophy winners to have presentation at March monthly meeting.

MG

e) Committee discussed arrangements for the Group Leaders Meeting. It was important to update photos and web pages. It was hoped that more group leaders would bring boards to the monthly meetings. The uptake on website IT training had been disappointing to-date. AR explained that The Badminton Group had outgrown the available court space and a waiting list had been started while negotiations were continuing with the Ajuntament.

## 12. Travel/Events:

a) The **Fallas trip** was going forward on the 17th March.

After discussion it was agreed to postpone the **monasteries trip** until either June or October at the discretion of the organisers. The April slot to be taken by a trip to **Valencia with guide**. In May the intention was to repeat the visit to the **Albufuera**.

## 13. Any Other Business:

a) BC asked about the report about other providers to replace Wild Apricot. DM explained that not all the proposals had yet been returned. **Agreed to schedule a discussion in April..**

MD

b) AR explained that he was trying to encourage a mixed Spanish-English Badminton club possibly to run on a Saturday morning. This would be outside the auspices of the U3A since many of the interested Spanish players were in full-time employment. He asked about the Committee's view on reaching out more to the local non-English community. The Committee was in favour although acknowledging that English would remain our normal language of choice. It was suggested that we could seek to run items in local foreign (German/Dutch/Spanish etc.) press to counteract any impression that we were an English closed-shop.

c) **RG reported advice from Pablo Faus** for members to complete all Spanish paperwork - e.g. SIP, Spanish Driving Licence, Padron, Residencia etc. - this could act as an additional defence if **Brexit** became a problem for ex-patriots.

d) **NH made a plea for shorter/fewer emails** perhaps using links to the website in order to improve communication.

Meeting closed at 12.28

**Oliva U3A Committee Meeting**  
**Thursday 13th April 2017 - Alfauir 10.30 a.m.**

## Minutes

1. **Present:** Mick Goy (MG); Mike Dunkley (MD); Rosa Jones (RJ); Alan Robinson (AR); Robbie Gordon (RG); Ron Calcombe (RC); Nigel Hobman (NH); Anja Homburg (AH); John Melville (JM); Jonathan Knights (JK); Guy Stratford (GS).

2. **Apologies for absence:** Bernard Chissick; David McFarlane

3. **Introduction of prospective new members:** Guy Stratford introduced himself to the committee. The Committee was pleased to welcome him. He brings a range of skills including project management.

4. **Minutes of 9th March 2017:**

These were approved and signed.

5. **Matters arising** in previous Minutes unless covered elsewhere in the agenda:

a) **This year's nominated charity:** Rosa spoke about the *Asociación Española Contra Cancer*. This was a pan Spain organisation with many local connections. It is involved in cancer research, education and patient care. Donors can nominate in which areas of work they wish their donations to be used. It was suggested that a cheque should be presented to our nominated charity at the showcase in June with the possibility of inviting a speaker to the monthly meeting in September. It was suggested that it should be left to the discretion of AECC how the money should be employed. The charity was formally adopted as our official charity for 2016/17. [Proposed: JK, Seconded RG]

6. **President's Report:** JM said that he would speak to Joe and Tina Bellenie about their ideas for the 10th Anniversary event, and establish the steering committee. After discussion the Committee **agreed in principle** that general funds could be made available for the event, subject to future agreement of the amount, bearing in mind our wish to contribute to our chosen charity. It was **agreed** to continue as planned with the showcase in June. MD and RJ **agreed** to enquire of the Ajuntament about the availability of the Polivalent in October. We would wish to invite representatives of the local authority to the October event, and to make a presentation acknowledging their support of the U3A over the last 10 years.

7. **Vice President and Publicity Co-ordinator's Reports:**

a) **Nominations, committee membership and planning for next year:** MG said that he had circulated some ideas for next year and these could be further discussed when the new committee was formed. We needed to get nomination forms from the membership ready for the AGM/General Assembly in May. We welcomed new members Nigel and Guy, but he was worried about the gender imbalance on the committee. RJ said she was hoping to introduce a new female member. JK found some support for his view that we should discourage married couples or partners both joining the committee.

b) MG was pleased to report that four of the U3A activity groups would now feature in the next issue of the *Voice*.

**Actions:**

RG

MD RJ

RJ

## 8. Group Co-ordinator's Report :

- a) A new **Cookery Group** was planning its first meeting in May.
- b) The **Craft Group** would resume with a new leader in May also.
- c) Complaints had been received about repetition at the Group Leaders' meeting. MG speaking second had covered much of the ground already addressed by RJ. Moreover if items for the *Voice* were directed straight to MG rather than being collected by the Group Co-ordinator, the latter would be left uninformed. It was **agreed** that in order to work as a team it was important to respect each others' roles. It might be more efficient for items to be sent direct to the *Voice* editor, but in this example the Group Coordinator should be copied in and kept informed.

## 9. Webmaster's Report :

- a) In DM's absence MG reported that for family reasons DM had had to move urgently to Wales. Thankfully he would continue as Webmaster. It was considered that this role could be carried out remotely. JM would undertake any training that DM would have previously undertaken and act as assistant webmaster.
- b) MG reported that DM had made extensive enquiries but as yet was not able to recommend a suitable replacement for Wild Apricot (WA). JK pointed out that WA was moving data to Amazon - we needed to be alert to data protection laws especially if the data were located in the USA. JM **agreed** to make enquiries. After discussion Committee **unanimously agreed** [Proposed: AR; Seconded JK] to run with WA until November 2018. JM was appointed Assistant Webmaster [Proposed: AR; Seconded: JK].

JM

## 10. Financial Report:

- a) RG still had doubts about Quicken and whether it was supported in Spain. He was considering running in parallel with a new package known as Geosoft. The cost would be 40 Euros (does not require Committee approval under 50 Euros).
- b) The Committee **unanimously agreed** to set a target of 1000 Euros as the U3A charitable donation. This was felt to be realistic in view of the decision about WA - see 9 b) above. [Proposed JK; Seconded: RG].
- c) The Committee **agreed unanimously** to retain the current membership fee unchanged at 7 Euros pa for next year. [Proposed MG; Seconded JK].

## 11. Travel/Events:

- a) 43 people had booked for the Valencia trip on the 20th April. 11 spaces were still available (pay on line only).
- b) On the 18th May there would be a trip to the Albufera and a small family-run chocolate factory in Sueca.
- c) The monasteries trip had been postponed to October by popular demand. AH had consulted with members and received an excellent response. Noted that surveys and straw polls could be employed in the future and in the right circumstances were a way of promoting greater member involvement.

All

**Actions:**

MD/MG

**12. Secretary's Report:**

MD stressed the need to collect nominations to allow the election of the new committee at the AGM. It was **Agreed** to invite nominations via a general email to membership. A notice had already appeared in the *Voice*.

**13. Any Other Business:**

- a) JM was thanked for hosting the meeting and Linda Goy for providing a wonderful cake.

Meeting closed at 12.20

## Oliva U3A Committee Meeting

Thursday 11th May 2017 - Tourist Information Office 10.30 a.m.

### Minutes

1. **Present:** Mick Goy (MG); Mike Dunkley (MD); Rosa Jones (RJ); Alan Robinson (AR); Robbie Gordon (RG); Nigel Hobman (NH); Anja Homburg (AH); John Melville (JM); Jonathan Knights (JK); Guy Stratford (GS),

2. **Apologies for absence:** Bernard Chissick (resigned); David McFarlane, Ron Calcombe (RC);

Actions:

3. **Introduction of prospective new members:**

4. **Minutes of 13th April 2017:**

These were approved and signed.

5. **Matters arising** in previous Minutes unless covered elsewhere in the agenda:

There were none.

6. **President's Report:**

a) **10th Anniversary:** JM reported on discussions with Tina, Joe and MG. The provisional date subject to availability of the Polivalent was October 14th. All past committee members would be invited. A start would be made at 6pm. Groups would provide display boards. There would be a showcase style presentation. Supper would be provided by members. To be followed by dancing, music and entertainment.

Following discussion however it was **agreed** that we should pay caterers to provide at least a basic buffet. We should poll members about attendance so that we could plan for likely numbers. There would be a pay-bar. We would need to seek prices for providing the food. It was noted that at its April meeting the committee had agreed in principal to devote funds to the event, but had not agreed how much. It seemed likely that the cost could amount to as much as 1000 Euros. It was noted that we had set a target of 1000 Euros pa to be given to charity; and that the Wild Apricot payment and other expenses were due soon. Moreover the April meeting had decided to leave the subscription at 7 Euros per year. **Committee asked the Treasurer to urgently set a ceiling on the contribution that the U3A could make to the event bearing in mind the other calls on our budget.**

RG

b) **AGM:** JM reported that we would need 176 to meet the quorum and this was unlikely. We would use the half hour delay in an entertaining way. AR had received another nomination before the deadline, but this was incomplete (not seconded). The person concerned was keen to assist with travel. It was **agreed** that we would deal with this by way of co-option at the appropriate time. RJ said that it was possible that Peta Cole might be interested in joining the Committee. Peta is a fluent Spanish speaker. It was agreed that if appropriate we could co-opt at a later date. JM said that members would be directed to the minutes of the previous AGM on the website. Copies would not be provided at the meeting. Some agendas would be printed and distributed for sharing.

7. **Vice President and Publicity Co-ordinator's Reports:**

a) **Make a Smile:** MG reported that Emmaus and Make a Smile were separate charities. Emmaus was in receivership. Make a Smile was continuing to provide food for the children. Money given to Make A Smile went to feed the children and not to

Emmaus/Receivers. RG expressed some doubts especially since Emmaus own the land that Make A Smile is using to grow crops and raise funds.

### 8. Group Co-ordinator's Report :

a) The new **Cookery Group** was now established as a semi-closed group. A maximum of 10 people could fit in the available space. There was a reserve list to fill gaps month on month. AR raised the dangers of exclusivity. Committee acknowledged the problem but felt that there should be sufficient turnover in membership to mitigate the problem; and in practical terms there seemed no way to make the group larger, or to meet more frequently.

JM

b) The **Keep Fit Group** was folding and the web page should be taken down.

c) **The groups** were winding down and RJ moving towards her retirement from the role in June.

d) RJ and JM to discuss arrangements for the June **showcase**.

JM RJ

### 9. Webmaster's Report :

a) JM reported that we would be continuing with Wild Apricot. No better offers had been received and WA were competitive on price.

b) JM said that DM was investigating problems with *Jotform*, as a result of which emails were not being forwarded. This had unfortunately led to the cancellation of the Quiz. It was hoped to replace *Jotform* with something more reliable.

c) RG hoped that in future website accounts should be in the name of the current Treasurer. The accounts had to be in the name of the individual, but there were bank charges for transferring money to the webmaster's bank account in the UK.

### 10. Financial Report:

There was nothing to report.

### 11. Travel/Events:

a) AR explained that for personal reasons he might be unable to accompany the trip to the Albufera and the chocolate factory. Committee expressed its sympathy. JM and AR would discuss contingency plans after the meeting.

JM AR

b) AR explained that he was standing down from the Committee for one year after which he hopefully he might be free to return.

c) Four names were recorded as possible helpers for AH as Travel Coordinator (Gill Potter, Nigel Hobman, Douglas Belassie and Lynda Goy). Committee noted that helpers did not have to be members of committee, as long as the team were represented.

d) AH said that she hoped to publish a travel agenda for next season in the *Voice* in June.

e) October was overcrowded with events (Ademuz, 10th Anniversary etc) and so the monasteries trip would be delayed until November.

**Actions:**

**12. Secretary's Report:**

MD reported that nominations for next year's Committee had been received as follows:

- President - Mick Goy
- Vice President - Guy Stratford
- Treasurer - Robbie Gordon
- Secretary - Mike Dunkley
- Members: John Flannigan, Ron Colcombe, John Melville, Nigel Hobman, Anya Homburg

**13. Introduction of John Flannigan:** Committee welcomed John as a prospective new member.

**14. AOB:**

- a) At RJ's instigation Committee was happy to **agree** the usual flowers and card for Ana at the CPC. RJ
- b) RJ reported that AECC would be present to receive a cheque at the showcase and give a talk in September.
- c) AR said that the town hall had agreed to allow a member to mount an exhibition at the Casa de Cultura. Entry was free. MG said he would include in the *Voice*. MG
- d) MG expressed his thanks on behalf of all to all those now retiring from the Committee for all their hard work over the years.
- e) JK bade farewell to the Committee.

Meeting closed at 12.04 (new world record!)

## Oliva U3A Committee Meeting

Thursday 8th June 2017 - Tourist Information Office 10.30 a.m.

# Minutes

**1. Present:** Mick Goy (MG); Mike Dunkley (MD); Robbie Gordon (RG); Marj Hatten(MH); Peta Cole (PC); John Melville (JM); Guy Stratford (GS), Ron Calcombe (RC);

**2. Apologies for absence:** Anja Homburg; David McFarlane, Nigel Hobman

**3. Introduction of prospective new members:** Peta Cole and Marj Hatten introduced themselves

**4. Minutes of 11th May 2017:**

These were approved and signed.

**5. Matters arising** in previous Minutes unless covered elsewhere in the agenda:

There were none.

**6. President's Report:**

**a) Planning for the EGM in September:** The AGM had not run smoothly. There had been objections about the way charitable donations were recorded in the accounts; the treatment of pre-paid subscriptions; and we had not made our case clearly enough as regards the need for an increase in the subscription. Whilst committee did not feel that all of these complaints were justified, it was important to move forward, rectify any presentational issues in the accounts, and offer the EGM clear information to enable the members to take informed decisions about the level of risk-cover in the form of reserves that the U3A should hold, and the level of annual subscriptions to be charged in the future.

### Committee agreed as follows:

- The U3A needed a sensible level of reserves to cover risks such as the potential collapse of Wild Apricot; occasional fluctuations in the travel and events account; or to take advantage of windfall deals e.g. reduction in website costs in return for paying two years in advance. Moreover the U3A existed to support, encourage and develop activities on behalf of its members and this was only possible from a position of financial security.
- It was too late to raise subscriptions for the 2017-2018 season even if the EGM were to agree. We would therefore be running a deficit budget this year and relying on our reserves at some point in the year. This was not problematic this year though unlikely to be sustainable in the future without curtailing activity.
- It was **agreed** that the EGM should take place on the 28th September. The committee's preference was not to cancel the planned speaker from AECC. The normal monthly meeting would be followed by an EGM, but it was noted that only members could vote. It was also hoped to issue new membership cards at this meeting.
- JM had kindly offered to chair the EGM but after discussion withdrew in favour of the current president. Technically the notice for the EGM must be sent out at least

Actions:

15 days prior. However we would endeavour to give a 6-week notice period, and ask for questions in advance in order to make the EGM as productive as possible. A working party would be convened in advance of the September committee date if necessary. RG would confer with the auditor.

MD

RG

- JM raised the question of the quorum which currently stands at one third of the membership. It was clearly unrealistic to expect this level of attendance except perhaps in very exceptional circumstances. **JM proposed and RG seconded a motion to put to the EGM a proposal to change the constitution such that the quorum would be defined as 50 members. This was agreed.**

[This change would need the support of more than half *of the members present* at the meeting, rather than a simple majority vote - Secretary's note].

#### b) Plan for the New Year:

- MG felt that we had a strong team for the new year. Individual members had undertaken to do various jobs to share the work of the committee. MG was putting together a contact list to improve communication.
- There were now only 8 U3A members without valid email addresses. These members had been contacted and it was agreed to remove their non-functional addresses, and encourage them to submit valid ones.
- RG had proposed the formation of a small group to brainstorm new ideas, small or large, for the U3A. This initiative was welcomed. The initial group would be formed of RG, MH, PC and RC.
- David Procter was a former press officer and professional photographer. He had offered to assist with U3A publicity. His assistance was warmly welcomed and would start with the showcase event.

RG

**c) Charity Payment:** The previous committee had set a target figure of 1000 Euros for the donation to the nominated charity. MG queried whether in the light of discussions at the AGM, and the controversy over the proposed 3 euro per annum rise in subscriptions whether this target was still advisable. Committee was divided. Some argued that we should stick to the 1000 Euro target, and that the money was available in reserves to top up the income from book and tea sales to this figure. MD suggested we stick to the precedent established last year when we gave 500 Euros to the Bastidor. Most of this money had been raised by members with only 45 Euros being contributed from the General Account. The net contribution from central funds this time would be in the order of 130 Euros. However we were a local charitable organisation supported by our host borough. We had always given something back in the form of support for local charities and we should always continue to do so. **A motion in favour of paying 500 Euros was proposed by MH and seconded by RC and passed by majority vote.**

#### 7. Group Co-ordinator's Report :

- It was agreed that the showcase event on the 22nd June should be held in Sala 1. We would require the two speakers plus the mixer box.
- Ana's presentation would take place later since she could not attend before 12.
- The presentation to AECC would occur mid agenda.

**8. 10th Anniversary Celebrations - update:** JM reported that responses to the questionnaire were slow in coming in. MG agreed to put a link to the questionnaire in the Voice. It was difficult to finalise details before knowing numbers.

MG

**9. Vice President's Report:**

There was nothing to report.

**10. Webmaster's Report :**

- a) JM reported that DM still had some technical problems to resolve. However the committee page was back up.
- b) The Committee wished to thank JM for re-organising the technical support for the Quiz which was back up and running.
- c) JM would attend to posting the details of new committee members.

JM

**11. Financial Report:**

There was nothing to report.

**12. Secretary's Report:**

There was nothing to report.

**13. AOB:**

- RC presented a request for assistance with minor costs from the line-dancers. The amount involved was below the 50 Euro threshold and was approved on that basis.
- MD agreed to pass the draft AGM Minutes to JM for publishing over the next few days - well ahead of the EGM.
- JM raised the proposal to award Honorary Lifetime Membership to Rosa Jones for the hard work and dedication on behalf of the U3A in her role as Group Co-ordinator. This was agreed unanimously. Committee felt that with only 5 such awards having been made previously we were not in danger of diluting the honour, and that future awards should be discussed on their merits on a case by case basis.

There being no further business the meeting was adjourned at approximately 12.40.

# Oliva U3A Committee Meeting

Thursday 14th Sept 2017 - Tourist Information Office 10.30 a.m.

## Minutes

Actions:

**1. Present:**

Mick Goy (MG); Mike Dunkley (MD); Peta Cole (PC); John Melville (JM); Ron Calcombe (RC); Anja Homburg (AH); Nigel Hobman (NH); John Flannigan (JF)

**2. Apologies:**

David McFarlane (DM), Robbie Gordon (RG); Marj Hatten (MH).

**3. Minutes of 8th June 2017:** These were approved and signed.

**4. Matters Arising:**

- a) The **brainstorming session** had been deferred due to illness and absences on holiday.
- b) 10th anniversary celebrations: JM reported some changes. The self-catering idea had been abandoned due to logistical and cost problems. The questionnaire to members had shown that there was a substantial majority willing to pay 10 Euros towards the cost of the event. It had therefore been decided to switch venues from the Polivalent, that has very few catering facilities, to Viva España. There would be a 10 Euro sit-down menu. Guests would pay for their own drinks. The new date was Friday 10th November. Doors would open at 6pm; food served at 7pm. The committee then discussed the use of central funds. It was agreed that we should invite at our expense the presidents of local U3As with their spouses. It was also agreed that past presidents and committee members of Oliva U3A should also be invited. Committee was advised the cost to the General Fund would be in the range from 150 to 250 Euros. The expenditure was approved on that basis. Peta agreed to cancel the Polivalent bookings for the 10th and 11th November.

PC

**5. Presidents Report:**

- a) **President's update:** Robbie Gordon had been seriously ill over the summer and was still not completely well. The situation as regards the Treasurer's role was still not entirely clear. In the meantime Val Robinson (a past Treasurer) had agreed to help out on a temporary basis only. We were still operating under *Quicken* but this old and now unsupported system was introducing mistakes into the accounts. JM agreed to speak to RG about the introduction of the new accounts package. Committee wished Robbie a speedy recovery.

JM

- b) **Resignation of Vice President:** Guy Stratford had spoken to MG and following this interview had submitted his resignation on personal grounds. Committee expressed its regret but understood his position. We needed to fill the post. The U3A could not continue without a VP for

constitutional reasons. However most of the role of the VP could be undertaken by others. Ron Calcombe kindly agreed to take on the job.

- c) MG had been in contact with other U3As. Committee were cordially invited to attend a meeting with *Val de Pop on 5th October at 10am at Murla*. Denia, Moraira and Javea U3As were expected to reply in October. ALL

## 6. Additional Items Brought Forward:

### a) EGM and monthly meetings:

- I. MG reported that we were able to give a satisfactory answer to most of the questions raised by Tina Bellenie. Regrettably however uncertainties had recently arisen about the published accounts. Committee heard that two reports printed from Quicken on the same day showed inconsistencies. It was agreed that the accounts presented to the EGM must be 100% correct and signed off by the auditor. MG would seek a meeting with RG and the auditor. If a successful meeting could not be arranged before 21st September for health or other reasons then we should notify the membership and postpone the EGM. Committee felt that the formal accounts might be difficult for non-accountants to follow. It was agreed that condensed/simplified versions should be presented as slides at the EGM. MG
- II. Committee reaffirmed that membership renewals and new applications would be accepted from the 1st June for the following year. In the interests of transparency monies received would be shown as general income in the month received rather than accounted for separately in holding accounts. However the Treasurer would continue current practice of recording full details of payments received allowing analysis as required.
- III. Committee reaffirmed that membership renewals and new applications would be accepted from the 1st June for the following year. In the interests of transparency monies received would be shown as general income in the month received rather than accounted for separately in holding accounts. However the Treasurer would continue current practice of recording full details of payments received allowing analysis as required.
- IV. It was agreed that the motion regarding the quorum should be presented to the EGM. MD
- V. Membership cards to be distributed at the September meeting. RC would be assisted by 4 or 5 others. JM agreed to break down the cards into equal numbers on an alphabetical basis. Members would then join different queues according to the first letter of their surname. Doors would open from 10am. JM RC
- VI. Sarah Tree had taken on from Anne-Marie the task of providing teas and coffees at the monthly meetings. However it was now discovered that there is a clash with her Spanish class at the college in Gandia. MG reported that Joe and Tina had agreed to cover this task in September. NH and AH would take the job on from October. NH AH

b)

- I. It was agreed that the whole committee should face the audience at the EGM and future AGMs to show a united front, and be identifiable by members.
- II. Books: Sandie and Peter wished to continue with the bookstall. It was agreed however that there would be no stall at the September meeting.

ALL

**b) Choice of Annual Charity:** It was agreed that the official U3A charity for the coming year would, as last year, be the AECC - the Spanish cancer charity. This did not preclude groups from fund-raising for other charities if they wished. Committee agreed that the U3A should maintain the tradition of making a charitable donation to a local cause each year. Donations in the past have included monies raised from book sales, the sale of tea and coffee and other donations as well as a 'top-up' amount from General Funds. Our U3A is supported by the Ajuntament, for example with free use of the CPC and Polivalent. The charitable donation is one way of giving something back to the host community. It was suggested that our constitution should be amended to reflect this at the next AGM. {Secretary's note: this item might be more suited for inclusion in the U3A Policy document - rather than the Constitution.}

#### 7. **Group Co-Ordinators Report:**

- a) JF was chasing group leaders for updates on times and venues for activities
- b) JF was liaising with Ana at the CPC. PC had taken on the task of communication with Yolanda at the Ajuntament.
- c) JM said that some groups had not yet produced boards. JF said he would raise this with Group Leaders.
- d) **Calendar:** JF said he was gathering information for this.
- e) **Children's Christmas Party:** The available date for this was the 13th Dec. JF would confirm with Ana. The choir had accepted that they would be unable to use the hall on that date. MD volunteered for the planning group.

JF

JF

#### 8. **Webmaster's Report:**

- a) JM reported that DM still had some technical problems to resolve.
- b) JM offered help and training to any member using the website.

#### 9. **Membership Secretary's Report:**

- a) We were now up to 333 active members with some 200 overdue. This was comparable to the figures in previous years at this stage. The projected total was 545.
- b) JM said that it was important to identify active members in each group. For example a large number of members were signed up to the walking/ambblers groups but only a fraction actually attended. This kind of information for groups and events would be useful in the future for planning purposes.

#### 10. **Secretary's Report:**

There was nothing to report.

**11. Travel and Events:**

AJ reported that the members Christmas Party might be 'evening wear' Committee discussed pros and cons and felt that too restrictive a dress code might reduce ticket sales.

**12. A.O.B.:**

- DM needed more contributions for the Voice. The copy deadline was the 8th of each month, and publication on the 15th.
- Next month's meeting coincided with a public holiday and our normal venue was not available. The 12th October Committee would be held at MG's house. Directions to follow. NH gave his apologies. MG  
ALL
- Agreed that tables would be provided for the drama group as in previous years (not to obstruct doors!) MG
- JF to organise the **Group Leaders Meeting** in October - taking the form of a meeting in CPC followed by lunch at El Pelut. **Committee agreed to support this event** by contributing the cost of lunch from General Funds (proposed JM, seconded PC and agreed unanimously). JF

There being no further business the meeting was adjourned at approximately 12.22

**Oliva U3A Committee Meeting**  
**Thursday 12th Oct 2017 – Tossal Gross 10.30 a.m.**

## Minutes

- 1) **Present:** Mick Goy (MG); Mike Dunkley (MD); Peta Cole (PC); John Melville (JM); Ron Calcombe (RC); Anja Homburg (AH); John Flannigan (JF); David Proctor;
- 2) **Apologies for absence:**; David McFarlane (DM), Robbie Gordon (RG); Marj Hatten (MH). Nigel Hobman (NH);
- 3) **Introduction of new member:** David Proctor was welcomed to the meeting
- 4) **The minutes of 14<sup>th</sup> September** were agreed and signed by the President.
- 5) **President's Report:**
  - a) **EGM update:** The committee congratulated MG on his presentation at the meeting. MD agreed to amend the constitution with the new quorum provision; to register the change with the Valencian government, and to give JM and revised version for publication on the internet.
  - b) **Home Page of Website:** MG had been doing some research on other U3As locally, as a result it was proposed to review items that would be reserved to members only, and those that could be made more open and transparent. Committee agreed:
    - i. Accounts — reserved for members
    - ii. Almoner — to be open
    - iii. Committee minutes - members only
    - iv. FAQs - open to all
    - v. Membership application - to be moved
    - vi. Maps - to be open
    - vii. Members benefits - to be open to all to view (use reserved to members)
    - viii. Press Officer - to be open
    - ix. Sell and Buy - open to all to view only as for members' benefits above.
    - x. Forum - open to all to view, only members to post
  - c) **Blog:** Committee agreed the inclusion of a blog on the website. This would be edited by DM. This would be updated with news on a rolling basis. DP would supply photos.
  - d) **Facebook page:** Committee agreed a trial for a U3A Facebook page to be moderated by Davis Proctor on the basis that DP would join the committee.
  - e) **Voice:** MG would take on publication of the **Voice**. The next edition is due on the 15<sup>th</sup> October.
  - f) **Further points arising from visit to Val de Pop:**
    - When issuing draft minutes to committee for approval a date would be given after which the minutes would be deemed approved i.e. silence would be deemed consent!
    - It was hoped that the Group Co-ordinator could have a **desk at the General Meetings**, so that any members interested in joining a group could be captured then and there even in the absence of the Group Leader. We should persevere with the boards.

**Actions:**

MD

DM

DP

MG

MD

JF

**Actions:**

- Noted that Val de Pop U3A had trips booked into next year. They used **Silver Travel** rather than Gandia Tours. Agreed that AH and MG would investigate. AH MG
- MG would look into any possible link with the **Mundo Senior or Imeroso** ‘ programmes. This was government subsidised holiday travel for pensioners registered with the programme. MG
- It was suggested that there could be a talk by the **almoner** or on a related theme to promote this work to members. MG to raise with Tina. MG
- Agreed to give guest speakers a complimentary bottle of wine. MG
- PC Suggested that at General Meetings all interesting items should be presented at the start if possible leaving mundane items until last.
- JM advised that meeting with presidents of other U3As could be useful.
- It was suggested that the U3A might have leaflets/posters to advertise its presence for example at the Tourist Information office. MG would investigate. MG

**6. Group Co-ordinator’s Report:**

- JF had produced an article for the Voice (read to Committee)
- After considerable cajoling JF had 22 people for the Group Leaders meeting on the 19<sup>th</sup> at the CPC and later at Pelut. Committee members went free but their partners were asked to pay. ALL
- Gerry Gardiner was taking over as new leader of petanca.
- It was unclear whether the Art and Chess groups were continuing within U3A or independently. MG to investigate MG
- Walkers and Amblers: Committee asked the Secretary to convey our best wishes for a speedy recovery to Ian Mungall. The walks were continuing thanks to Joe Bellenie and Peta Cole and others stepping in. MD
- Group Calendar: JM would speak to JF outside the meeting.
- Walking Football: there had been another query from a member. MG would raise at General Meeting. MH JF  
MG

**7) Webmaster’s Report:** There would be training available for Group Leaders to enable them to update their web pages.

**8) Membership Manager's Report:**

There were now 426 active members- including 44 new members. Numbers were expected to increase further but the overall total might be down on last year.

DP suggested a reception for new members. This was agreed. It was also agreed that there might be a ‘thank-you’ dinner for committee at the end of the year.

**9) Travel Co-ordinator's Report :**

There had been some last minute confusion over the price of the **monastery tour**, although a small discount had been achieved. AH explained the reasons behind this and Committee agreed the use of 164 Euros as a top-up to be taken from the Travel Account. It had not been possible to arrange bank payment. RG would pass the money for the lunch at Sant Jerome to AH via MD. RG MD

Possible Future events:

Jan: Trip to the sales at Orihuela  
Feb: Benidorm Palace Theatre (evening)  
March: Mystery Tour  
April: Algar Falls  
May: Tabarca Island  
June : Murcia +Ikea  
U3A Day BBQ in aid of charity (early stages)

**11. Financial Report:** There were new regulations that made changes to our account authorisations etc at Sabadell very difficult. Committee was thanked for providing further information.

JM gave some feedback on the monthly accounts to August 2017 - still to be ratified by RG.

**12. Secretary's Report:** There was none.

**13. AOB:**

- AH asked for an email reminder for the monasteries trip the following day.
- Registration for the Anniversary Party in November was not going well with 56 attendees only so far - 100 minimum needed.
- Committee recorded its thanks to Lynda Goy for wonderful refreshments!

There being no further business the meeting was closed at 12.47.

**Oliva U3A Committee Meeting**  
**Thursday 9<sup>th</sup> November 2017 - Tourist Information Office 10.30 a.m.**

**Minutes**

**Actions:**

1. **Present:** Mick Goy (MG); Mike Dunkley (MD); John Melville (JM); Ron Calcombe (RC); Anja Homburg (AH); John Flannigan (JF); David Proctor (DP); Nigel Hobman (NH).
2. **Apologies:** David McFarlane (DM); Robbie Gordon (RG); Marj Hatten (MH); Peta Cole (PC).
3. **Minutes of 12th October:** These were agreed and signed by the President.
4. **Matters Arising:** None
5. **Presidents Report:**
  - a) **Imsero:** This was a government subsidised programme of holidays and trips aimed at pensioners. The objectives of which are to improve the health and well-being of older people in Spain, and to stimulate employment in the subject areas. Interested people have to be registered. This can be done on line or through some estate agents. Prices are very favourable. MG will inform members at the forthcoming meeting. MG
  - b) **Presidents' meeting:** the main points were:
    - Some U3As were reviewing their constitutions. Oliva U3A carried out a review relatively recently, and a fresh review was not considered necessary at this stage.
    - Some U3As were considering imposing a minimum age for membership, say 45 years. Committee did not feel this was a priority for us.
    - Colleagues in other areas were organising 'meet-the-committee meetings' with the principal intention of recruiting new committee members. It was felt we should consider doing likewise.
    - There was some talk of a requirement to submit **accounts to the Generalidad** in Valencia. MG agreed to check this point with Pablo Faus. MG
    - It seems that few other local U3As top-up their charitable donations as we do. It was not proposed that we should in any way change our established practice. However, after discussion it was agreed that we should clearly signpost the tea and coffee point and the book stall with minimum expected donations.
    - Other U3As use **business cards**. Agreed we should experiment over two years with an inexpensive card from Vistaprint. Card to be generic - so as to be usable by different individuals over a couple of years. MD and MG to finalise design. MG MD
  - c) **Art and Chess Groups:** MG had spoken to the Group Leader concerned. It had been agreed that the advert was an old one and would be withdrawn.

- d) **Leaflets and Posters:** Agreed we should trial an A5 leaflet, and try to test effectiveness by asking new members where they had heard of the U3A.

6. **Group Co-Ordinators Report:**

- a) JF reported on the **GL meeting**. Committee discussed whether there was sufficient clarity over the circumstances where group costs could be met from central funds. Decision: to set up a small sub-group including JF, MD, and another if desired, to look at the Group Leaders Notes and check whether the rules should be changed and/or expressed more clearly. JF MD
- b) **Groups and U3A membership:** Committee supported the current rule. Maximum 2 free trial attendances after which continued participation was restricted to paid up members only. Agreed this should be highlighted in the Group Leaders Notes. JF MD
- c) **New Groups:**
- Walking football - 9 people interested in playing and one in refereeing.
  - Wine tasting - 25 interested
  - Zumba -11 interested
  - Table tennis - 14 interested
  - Photography - 8
- d) **Programme on U3A website** – JM agreed to update on JF's behalf. JM

7. **Press and Communications:**

- a) The **local press** had been very responsive, but DP needed more material to feed them.
- b) A **Facebook page** had been established under normal protocols. Members were asked whether they were U3A members and what their connection to Oliva was. DP as moderator checked new members' timelines to establish bona fides. The response in the first week was very encouraging. 50 Facebook members had come forward, amongst them a number of prospective U3A members. DP said he felt FB was a superior method of communication than email – a high percentage of postings were read. FB was also more 'cyber-safe' than emails. MG would announce at the November monthly meeting. Committee was appreciative of DP's efforts. MG

8. **Travel and Events:**

- a) AH was distressed by the number of complaints during the trip to the monasteries. Committee sought to reassure her that it was almost inevitable on this size trip that someone would complain: the trip was nevertheless highly successful.
- b) AH reported the Elche trip was sold out and 60 so far had registered for the Christmas party. AH MG
- c) AH and MG had not yet approached Silver Travel.

9. **Webmaster's Report:**

- a) JM reported that he had not spoken, as yet, with DM regarding the proposed blog.

- b) JM proposed the inclusion of a form on the webpage to collect data for transmission to WA
- c) There was a possible problem with PayPal when it was used to pay with a credit card. He would investigate further. JM

**10. Membership Secretary's Report:**

JM reported that membership was now up to 453 for the present year, of which about 40 were new members. However about 100 previous members had not re-signed this year. MD suggested that we should endeavour to find out the reasons, and JM said he would send out an email. JM

**11. Financial Report:**

JM produced accounts for September and October 2017. These were in an improved format. The accounts were approved.

**12. Secretary's Report:**

- a) Intermediate Spanish had a new teacher and was looking for more students.
- b) The EGM constitutional update was not yet complete.

**13. A.O.B.:**

- a) Arrangements for the **10<sup>th</sup> Anniversary Party** were discussed. All
- b) Monthly meetings: MG appealed for volunteers to set out and clear chairs.
- c) Agreed we should consider a register of attendance at the monthly meetings if for no other reason for safety in the event of a fire at the Polivalent. All
- d) As in previous years the Committee was requested to donate a prize for the **Christmas raffle**. Please bring to the December meeting. Wrapping not required.

There being no further business the meeting was closed at 1250.