

**Oliva U3A Committee Meeting  
at 10.30am on Thursday 16<sup>th</sup> December 2021  
Held at Llar de Jubilats i Pensionistes**

**1. Present:**

Barry Purvis (BP)	President	Nancy Benn (NB)	Secretary
Steve Hems (SH)	Vice-President	Julie O'Hagan (JO'H)	Treasurer
Julie Hayward (JH)	Committee Member		

**2. Apologies:** Apologies were received from Angela Garry, Denise Hart and Joanne Perez.

**Minutes**

**Actions**

**3. Minutes**

Of the meeting held on Thursday 18<sup>th</sup> November 2021 were agreed as accurate and will be signed by the Secretary.

**NB**

**4. Matters Arising:**

The Gestor responsible for the Oliva U3A insurance had confirmed that, unless there was a change to the policy, new documents were not issued each year. Therefore, the policy dated 2017 was relevant and appropriate to use. However, committee members present at the meeting agreed the official address needed updating to that of the current secretary. NB would notify JO'H of her address for the 2022 policy due to be renewed in January.

**NB/JO'H**

The Complaints Procedure had been uploaded to the website.

**5. Finances:**

The October and November 2021 financial reports had been circulated to the Committee prior to the meeting. Julie reminded everyone that the deadline for submitting expenses (in order for them to be paid) was the end of the first week each month. This information would be added to the Group Leader guidelines and an up-to-date copy uploaded to the website.

**JO'H**

**AG**

It was suggested that BP keep a €50 float for expenses associated to the President role. JO'H would check the implications on financial reporting etc with the accountant.

**JO'H**

The accountant had confirmed that any income/expenditure collected/paid out by GL was separate to and therefore did not need to be recorded in the U3A finance records. It was therefore impossible to police fees received for group activities and any payment made to instructors. The five committee members present at the meeting unanimously approved to remove the limit of €30 per session to be charged by, and paid to, instructors and tutors etc. The GL guidelines would be updated accordingly.

**AG**

It was too late to obtain insurance quotes from other brokers and providers for the policy due in January, so this would be done in Autumn 2022 before the 2023 renewal.

Committee members present at the meeting agreed that additional liability cover for committee members was not

necessary. JO'H would however, formally check that the current policy provided adequate cover against any covid-19 requirements as had been indicated during a recent informal conversation.

**JO'H**

Gandia Area Social Club representative JH, confirmed that GASC were willing to continue the reciprocal monthly funds transfer between the two associations in order to avoid monthly bank charges. JH would also show JO'H how GASC receive online payments via the Stripe application with a view to streamline the U3A annual membership payments.

**JH/JO'H**

#### **6. Committee Member Vacancies:**

The Membership Secretary and Webmaster had recently tendered their resignation from the Committee adding these roles to the already vacant PR Officer and Events Secretary positions. These roles were discussed and committee members present at the meeting agreed that external PR was not essential as news and updates are circulated to members via the newsletter, website and Facebook group. An Events Secretary is also not essential until Covid-19 restrictions lift to allow large meetings and trips to take place.

BP had spoken to a member potentially interested in the membership Secretary role and, as the current Webmaster had agreed to continue, but not as a committee member, the implications of this was discussed. Committee members present at the meeting agreed that it was not essential for the Webmaster to be a Committee member, but they did need to be available to attend meetings when requested. BP would convey this to the current Webmaster.

**BP**

#### **7. Groups Update:**

The requested information from GL regarding their member attendance, with a deadline of 31<sup>st</sup> December, was still being received.

#### **8. Storage:**

As it is not an issue to keep U3A equipment in the store at CPC, nor to access when required, it is not necessary to look for alternative storage solutions. SH and JO'H would liaise to meet in order for a large box of finance paperwork to be transferred from JO'H house to the CPC store cupboard.

**SH/JO'H**

#### **9. AOB:**

JH reported that the Christmas Party had been a success with 82 diners having had a great time.

For various reasons, including the increase in local Covid-19 infections, the planned Xmas party for the El Bastidor children would not now take place, but the Committee agreed to hold a Spring party instead. The children had not been informed of the party so would not be disappointed. Shoebox present donations had been well supported and SH would deliver to the school on Monday 20<sup>th</sup> December.

Committee members discussed support received from certain U3A members and how thanks could be given. It was agreed inviting these proactive members to a New Year lunch would be appropriate. Names to be sent to BP accordingly.

**ALL**

**Signed:**

**Date:**