

**WOKING AREA U3A**  
**Minutes of Annual General Meeting held on 13 November, 2017**

**Venue:** Parkview, Woking

**Attending:** More than 150 Members & Committee Members

**Introduction:** Andrew Hill (AH), Chairman, opened the meeting and welcomed everyone. He then stressed the fact that to maintain a healthy, vibrant U3A, it was important that people volunteered to help and participate at all levels within the organisation from Committee and Group Leaders to helpers within groups and volunteers with admin tasks associated with the organisation.

### **Annual Report**

Judith Ratcliffe (JR), Secretary, presented the Annual Report which provides an overview of WAU3A activities during 2016/2017. JR made the following points:

- The organisation was in good shape but it was important for all to think about the way that they could contribute to its running as it is very much a self-help organisation
- Finances are healthy – Treasurer to give details.
- 90+ Groups and over 1500 members, 4 new groups this year – 2 Art groups, Railways and Hootenanny.

**Key Achievements:**

- Final, formal approval of the new Constitution by the Charity Commission, following approval at last years' AGM
- Implementation of the Beacon Membership system which reduces the admin workload and allows online renewals.

### **Annual Accounts**

Dave Andrew (DA), Treasurer thanked Gill Head for all her work as Groups Treasurer for Outings and Tom Allen for acting as the Independent Examiner.

He made the following points about the Accounts:

- Outings - cost and income had both gone down – probably because there were less Outings. Third Age Trust payments had gone up as a result of using Beacon
- There was also a payment to PayPal as a result of using Beacon but that is paid at a reduced Charity rate. This cost plus the Beacon cost was less than the cost of members posting so together with the reduced admin, PayPal was a good idea
- Revenue was generated roughly 50:50 from Group Fees and Membership Fees
- Expenditure mainly related to the cost of hiring venues
- Outings were self funding
- Reserves were starting to build up at c£35k so the Committee would be looking into future charging strategy over the next few months.

In response to a comment from Neil Cryer that Gift Aid payments were a lower % than Guildford, DA said this could be for a number of reasons such as lower incomes not qualifying for Gift Aid. The Renewal Form had been changed to try to encourage the sign up for Gift Aid.

In response to another query about the Charging Model as compared with that used by Guildford, DA said this had been reviewed and it was considered fairer to charge a lower Membership Fee and then charge Group Fees so that people who attended more had to pay more.

The adoption of the Accounts was proposed by Bob Tilley, seconded by Janet Barber and accepted by the Meeting on a show of hands

### **Examiner**

Tom Allen a retired partner of a major audit group has indicated that he is willing to continue to examine the accounts. It was agreed that he should be re-appointed for the year ending 31<sup>st</sup> August, 2018.

### **Election of Officers**

Andrew Hill, Dave Andrew, Judith Ratcliffe, Kath Street, Cathy Wooden, Sue McBirnie, Linda Calvete and Barrie Murray were standing for re-election. Kath Street was standing only as Vice Chairman and the Membership Secretary role will be taken by Linda Calvete.

Sheila Gibson proposed that the committee was elected, seconded by Brian Blair and then was approved unanimously

Although not a matter voted on by the meeting, the committee members would take the following roles:

Chairman	Andrew Hill
Vice Chairman	Kath Street
Treasurer	Dave Andrew
Secretary	Judith Ratcliffe
Membership Secretary	Linda Calvete
Groups Secretary	Cathy Wooden
Venues Secretary	Sue McBirnie
Ad hoc Projects & Beacon	Barrie Murray

### **Any Other Business**

As retiring Group Leaders, Gaynor Toohey and Dorothy Bosomworth were presented with tokens of appreciation for their years' of service. Dorothy Bosomworth made the point that if anyone was thinking of becoming a Group Leader, don't hesitate but just go for it as it was a great role where you learnt a lot and meet lots of interesting people.

John Gransbury thanked the Committee, Group Leaders and all behind the scenes that have made it such an enjoyable year.

The meeting closed at 14.20