

St Austell U3A Committee Meeting
Thursday 17th May 9.30am
Venue: St Austell Brewery, St Austell

AGENDA

1. Apologies for absence
2. Matters arising from April minutes
3. Agree and sign minutes from April
4. Treasurers report **CS/JS/SM**
5. Trustees responsibilities **CS**
6. **Information 10 minutes**
 - Finance **CS**
 - New office equipment **CS**
 - Election of members of national trustee board **MT**
7. Committee meeting format **JS**
8. Organisation of office **JS**
9. Co-opting to committee
10. We are volunteers - how quickly should we update records / Web page.
11. Introduction of a taster chit for new or prospective members.

I suggest a time limit for each item, if the limit passes the item is transferred to June meeting