

Administration & Finance

MINUTES OF GENERAL MEETINGS AND COMMITTEE MEETINGS

The minutes of the U3A Vall del Pop shall be compiled by the Secretary and sent by electronic media to all members.

Committee meeting minutes can be obtained from the Secretary on written request.

MEMBERSHIP AND MEMBERSHIP RENEWAL

The minimum age required for Membership of the U3A Vall del Pop is 45 years.

Members of the U3A Vall del Pop shall renew their membership subscription by the 31st March each year. Members shall be considered as having left the U3A Vall del Pop, if, except due to exceptional circumstance, the subscription has not been renewed by the 1st April.

EXPENSES POLICY

1. 40 cents per km, 40 cents per km or as otherwise agreed by the Committee for total return journey mileage from home while on **U3A Business** and attending **Committee Meetings** *but not* for attending General Assemblies and AGM.
2. All Expenses claim forms to outline reason for claim.
3. [Expenses Claim Form](#) to be signed by the claimant, agreed at Committee meeting and signed by two authorised signatories.

FINANCES

The Treasurer shall prepare an annual budget for the U3A Vall del Pop. The budget statement shall be presented to the President and the Committee.

Following approval by the committee, The Treasure shall present the budget statement to the Members of the U3A Vall del Pop at a general meeting.

The Treasurer shall post the approved budget statement on the U3A Vall del Pop website.



COMMUNICATIONS WITH MEMBERS

The U3A Vall del Pop has a message system, based on MailChimp, which is used to send information to all members, at the email address they provided on joining. These messages include the Agenda and Minutes for General Meetings; the Travel and Entertainment Team Bulletins and information on the monthly Newsletter. In addition, there are messages concerning the organisation of the Annual General Meeting every March, and occasional miscellaneous information; the total is approximately six per month.

In order to make sure that they receive this information, it is important for members to notify the Membership Secretary if they change their email address.