# Carlton, Gedling and District u3a
# Extra Meeting of Executive Committee

*12.30 – 12.50 Thursday 19th November, Carlton Pentecostal Church*

1. Welcome – Jenni White, Barbara Lane, John Preston, Cheryl Larcombe, Sue Warren

2. Chair - The treasurer is in the process of arranging a Bank mandate and became aware of the need to minute the committee members who are the card holders for the main bank account. These are the Treasurer, Assistant Treasurer, Chair and Deputy chair. They are allowed use of the account including internet banking, making deposits and making withdrawals.

   The account address is the address of the Chair, who will receive a paper statement monthly, and they will spot check this before passing on to the Treasurer.

   The Treasurer has the card for the Groups account.

   This was agreed upon unanimously by the quorum of committee members present and was passed as a board resolution to enable the bank mandate to be completed.

Next Committee Meeting. *10.30 to 12.15, Tuesday 24th November, Manor Green Walk*