



Executive Committee

The seventeenth meeting of the Executive Committee of the Trinity Retirement Association was held on 12th October 2015 at 2.30pm in Room 4017, Arts Building, College.

Present: Mike Jones (chair), Gay Duffy (Treasurer), Vivien Jenkins (Secretary), Norah Kelso, Kay O'Neill, Joe Carroll, Susan Parkes, Tommy Murtagh

Apologies: Ruth Potterton

1. Minutes

The minutes of the meeting of 15th September 2015 were agreed.

2. Matters arising from the Minutes

- (a) *Library Privileges:* RP had advised that she would have a draft for discussion at the next meeting.
- (b) *Creative Writing:* The Secretary reported that Richard Cox had reviewed the responses received from those interested in creative writing. He had suggested that a preliminary meeting with the incoming Writer Fellow, Katy Hayes, would be an appropriate way to proceed. SP agreed to try and make contact with Katy Hayes to see if she would be willing to meet with the group. It was agreed that payment could be made for these services from Association funds in line with established College hourly rates.
- (c) *Lecture on IT Developments:* MJ agreed to follow this up with JM as he might be able to recommend someone to give the lecture. Consideration might be given to canvassing the membership to determine several topics in which there was particular interest. It was also thought that it might be useful to use the PAC rooms but this would limit numbers to about 10 or twelve. Others were of the view that a lecture format might be more appropriate. MJ agreed to speak to JM in the first instance and report back.
- (d) *Membership Profile:* VJ reported that the Association currently had 206 paid-up members. She had done a preliminary classification of members into academic, library, and other support. Spouses/partners of members were given their partner's classification. About 20 members had yet to be classified. Of the 186 members that had been classified the distribution was as follows: 46% academic, 16% library, and 38% other support.
- (e) *Event Cancellation and Refunds Policy:* The Treasurer had circulated a draft policy on refunds for consideration by the committee. This was agreed with minor modification and is set out below:

On-line bookings: Tickets purchased through the Association's online booking system may be cancelled up to 48 hours of an event taking place. Where the Association is in a position to resell the tickets or the Association can be fully reimbursed members will be credited through the online system. At the discretion of the Executive Committee, it may be possible to issue a partial refund.

Postal bookings may be cancelled up to 72 hours of an event taking place. The above policy applies except that members can only be refunded by the method of

payment used for the original transaction. In the event that the Association is at a loss due to cancellations, full or partial refunds will be at the discretion of the Committee. This will also be the case where cancellations are received after the cut off dates.

Bookings made directly with other organisations e.g. travel agents, are not included in this policy.

- (f) *Association's website:* KON stated that she had been unable to make a booking on the website using a debit card and she suggested that the website be updated to accept debit cards. It was agreed that this could be considered in the future when other website changes were being made.

3. **Correspondence - Retired Staff Association, NUI Galway**

An email had been received from the Retired Staff Association in NUI Galway and had been circulated to the committee. The RSA in Galway was interested in linking up with other RSAs in the various universities and had asked if the TRA was interested. The Committee was enthusiastic about meeting former colleagues from Galway and it was agreed that we might invite three or four NUI Galway committee members to meet with three or four members of the Executive Committee, possibly for lunch in the 1592 lunch room. The Secretary undertook to follow up on this.

It was noted that in NUI Galway, the Management Services Office provided assistance to the Retired Staff Association in a number of ways which were set out on its website. Also there was a NUI Galway Retired Staff Policy, which was identified on their website as 'the key document which defines the relationship between retired staff and the university'. The document listed the services and facilities available to retired staff and explained what the services were and how to access them.

The Committee agreed that it should work towards agreeing such a policy document for TCD retired staff.

4. **Association Activities**

(a) *Review of Events that have taken place since last meeting*

- *Jane Maxwell's lecture – 17th September:* This had been very successful and had been booked out. The Secretary agreed to send a thank-you note and book token to JM.
- *Walking Group – War Memorial Gardens 24th September:* About 20 people had enjoyed a walk around the War Memorial Gardens and the Royal Hospital.
- *Theatre – 8th October:* SP reported that this had gone well, though there were some traffic difficulties resulting in a delay in the start of the performance. It was suggested that future events might include the opportunity to meet beforehand for refreshments or something similar.

(b) *Scheduled Activities*

- *Tour of Government Buildings – 13th October:* There were 22 bookings for this tour and one cancellation (to be reimbursed by cheque). NK agreed to cover the tip for lunch and be reimbursed from Association funds.
- *Walking Group – Rathdrum Friday 16th October:* Frank Tracy had agreed to lead this walk.
- *Luke O'Neill lecture – 28th October:* MJ agreed to provide further information to VJ for circulation to the membership. Regarding the reception, VJ agreed to purchase the drinks, RP had agreed to provide savouries, and MJ would recruit someone to help with the reception and with security.
- *Chester Beatty Library – 11th November:* A tour of the Chester Beatty Library had been booked for Wednesday 11th November. The tour will cover highlights of the permanent

collection and also provide some background on Chester Beatty himself and why the collection is located in Dublin.

- *Budapest - 26th-29th November:* NK had identified two possible restaurants for group dinners on two of the three nights. MJ had looked at possible tours and outlined the possibilities to the committee.

NEXT MEETING: Monday 9th November, 2.30pm

Action List

Library Privileges

Creative Writing

Lecture on IT Developments

Retired Staff Association, NUIG
Activities

RP to draft email for circulation to membership

SP to contact Writer Fellow

MJ to contact IS Services

VJ to follow up

Jane Maxwell booktoken - VJ

Government Buildings tour - NK

Luke O'Neill lecture VJ +MJ+RP

Chester Beatty tour – VJ+ KON

Budapest Restaurant bookings – NK

Budapest Tour - MJ

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