

## Charnwood u3a Committee

### Minutes of meeting held at John Storer House on Wednesday 9<sup>th</sup> February 2022

Present: Mike Hood (MH) (Chair), Phil Bass (PB), Bev Gillman (BG), Diana Harvey (DH), Margaret Kelvey (MK), Helen Reid (HR), Garry Rigby (GR), Bob Pyatt (BP), Sue Ronald (SR), Pam Upton (PU) (Minutes).

Also present from 11am: Dawn Hawley and Maggie Pickford from Loughborough u3a

Apologies received from Tony Westaway

<b>1</b>	<b>Minutes of the last meeting on January 12th 2022</b> The Minutes were agreed and signed.	
<b>2</b>	<p><b>Matters arising</b></p> <p>2. 3g: Having contacted the Third Age Trust, Mike reported that they were not happy about our having a charity bucket at monthly meetings, but had suggested that we might have a sealed charity box for donations.</p> <p>3a.2: Mike reported that there was a danger of the Network having to close without new members for the Committee. It was pointed out that that the Network provided a forum for u3as in the area and was a useful conduit between Cu3a and TAT. Mike would mention it at the monthly meeting that afternoon.</p> <p>Mike and Pam would be attending the next Network meeting on March 10<sup>th</sup>. Bev said she would also attend if possible.</p> <p>Helen had attended the Network Support Group for newsletter editors and said that it was a useful meeting despite a disappointing attendance.</p> <p>3a.4. Pam drew Committee members' attention to changes in the Tour Operators Liability clause in the current insurance document from TAT. Bev agreed to bring it to the attention of relevant group leaders.</p> <p>3f.3: Helen reported that she had checked the Members Handbook and the revised version had been uploaded on the website.</p> <p>6. 1: Helen had sent out notification letters for the AGM to postal members.</p> <p>8.1: The tea urn had now gone to Emmanuel Church. The noticeboards were still with the Programme Secretary.</p>	<p>MH</p> <p>MH ,PU</p> <p>BG</p>

3.	<p><b>Reports</b></p> <p><b>a. Secretary (PU)</b></p> <p>1. <u>Third Age Trust</u> The January newsletter announced that to date 6,000 trees were ready to be planted in the u3a Anniversary Woodland. Further plans to mark the 40<sup>th</sup> Anniversary were on the website, with a full programme to follow. Notice was also given of a “landmark announcement in the coming days” in relation to the Beacon system.</p> <p>2. <u>Network News</u> January mailings received and circulated to Committee members included a warning about expected increases in room hire fees for activity groups and details of a number of “Workshops to Support your u3a”, including “Interest Group Matters”(11<sup>th</sup> Feb); “Finance Matters” (15<sup>th</sup> Feb) and a Zoom tutorial: Screen share, Breakout Rooms and Polls (14<sup>th</sup> February).  U3as were asked to make members aware of a new Dementia Support service in Loughborough, the “Remember Me” café at Gorse Covert Community Centre due to start on February 7<sup>th</sup>. This was included in the latest edition of News and Views.</p> <p>3. Pam had attended a useful TAT workshop on Zoom entitled “Understanding Diversity and Inclusion”.</p> <p>4. Mike suggested that the next Committee meeting at John Storer House be brought forward to April. A decision to be made after the AGM.</p> <p><b>b. Beacon Administrator (PB)</b></p> <p>1. Phil reported that the system was working well. Issues with group leader access had been resolved and new System Users had been added for the Gardening group and Lunch Club1.</p> <p>2. Our Simple Membership trial had been extended and the system demonstrated via Milton Keynes u3a’s live site at the end of January. The general feeling of the working party seemed more positive and the next meeting was scheduled for Monday 14<sup>th</sup> February.</p> <p>3. Bev thanked Phil for his help in navigating the Beacon system.</p> <p><b>c. Groups Coordinator (BG)</b></p> <p>1. Bev reported that she had sent out the latest advice to group leaders in relation to Covid precautions. She had not received feedback, so assumed that group leaders were in accord with the advice.</p> <p>2. A leader was now in place for Lunch Group 1 and a member had volunteered to act as Group Leader for the Art Group.</p> <p>3. Garry suggested that the contact/Activities list for groups might need to be updated. Mike</p>	MH,BG
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**d. Membership (GR)**

1. Garry reported that we had eight new members. One member had re-joined after lapsing, one member had died and 2 memberships were pending. The membership currently stood at 912.

2. Margaret reported that she had contacted the new members, who were happy with the information provided. Most had accessed the website, though one member hadn't realised that the monthly meetings were for everyone. Margaret remarked on the geographical spread of these new members, which Mike felt might be attributed to the fact that, unlike some u3as, Cu3a had kept running.

**e. Treasurer (BP)**

1. Bob clarified that in his report 'Bank Cheque Clearance charges' related to membership renewals only.

2 Bob reported an increase in activity in relation to groups. Difficulties were still arising when cheques were deposited without including a reference and/or without emailing Bob to give details of the deposit. Since the bank was now charging for cheque deposits, payable by groups themselves, it was important to let Bob know the number of cheques deposited. He asked Committee's advice on a straightforward mechanism whereby he could contact group leaders where necessary by email. It was suggested that he use generic group email addresses. Bev agreed to send group leaders a reminder that if they didn't let Bob know about specific deposits, it could not be credited to their group account.

3. Corporate debit cards: An application had been sent to Unity Bank, but no response received to date.

**4. Budget Forecast**

i. The Committee approved Bob's proposal for a £10 membership fee, which would represent a discount of 33% for the year.

ii. In response to a question from Helen, Bob suggested that if a charge were introduced for posting News and Views it could be recorded under 'Subscriptions'. A precise mechanism would be discussed at a later date. Mike would explain to members the reasons for introducing the (optional) charge and remind them that copies of the newsletter would be available at monthly meetings.

**f. Web Manager (TW)**

Tony's written report was received in his absence. Along with statistics for website access, routine updates had included new versions of the Members handbook and updates to Committee contacts and groups pages. Documents to Print had been revised and links updated. Committee commended the amount and quality of the statistical analysis now possible.

BG

MH

	<p><b>g. Programme Secretary</b> Graham had emailed to say that he would present a list of speakers through to September 2022 at the next meeting. The meeting was reminded that he had agreed to prepare an outline of topics for the coming year.</p>	GC
4.	<p>(Brought forward) Mike welcomed Dawn Hawley and Maggie Pickford from Loughborough u3a, who participated in an interesting discussion of issues of mutual interest.</p>	
5.	<p><b>Planning for the AGM</b> (brought forward)</p> <p>1. Committee had already agreed the proposal to change the membership subscription for the coming year and the introduction of a £5 charge for postage of News and Views.</p> <p>2. Garry agreed to send out paper copies of the AGM papers to those without access to email.</p> <p>3. Committee agreed that members be allowed to vote by post on proposals as well as Committee appointments. It was unclear whether those members voting by post could be counted towards a quorum at the AGM. Mike would seek advice from TAT. Mike confirmed that currently the minimum number required for a quorum was 100.</p> <p>3. Mike would announce at the beginning of the AGM that the meeting would be recorded solely for ensuring accuracy in the Minutes. Garry agreed to check the technology available for recording at Emmanuel.</p> <p>4. It was confirmed that everyone currently on the Committee would be standing except for Phil, who was happy to continue as Beacon Administrator.</p>	GR  MH  GR
6.	<p><b>Taster sessions</b> Committee agreed that prospective members should be allowed to attend meetings of three different activity groups before officially joining.</p>	
7	<p><b>Equality, Diversity and Inclusion</b> Helen reported back on the recent meeting of the EDI subcommittee, where it was agreed to arrange a coffee morning for members to discuss issues relating to the policy, so that we could move forward on implementation. A piece had already been included in News and Views and Mike agreed to mention the coffee morning at the monthly meeting.</p>	MH
8.	<p><b>A.O.B.</b></p> <p>1. <u>Anniversary Woodland</u> Given that Committee had previously agreed that further support for the u3a Anniversary Woodland should come from individual members rather than Cu3a funds, Diana agreed in her own right to draft a proposal for the AGM that Cu3a should pay for a copse of 100 trees in support of the 40<sup>th</sup> Anniversary Woodland appeal.</p> <p>2. <u>Covid restrictions</u> Bev asked Committee's views on an issue which had arisen with a group whose members had been asked to be fully vaccinated before attending the first meeting. One member considered this to be discriminatory. Committee supported Sue's proposal that she go ahead with the first meeting as planned, discuss the issue with members and make a decision about any future precautions. This would comply with the advice sent out to group leaders, that they should make the final decision.</p>	DH

	<p>3. <u>Chair's end of year report</u> Previously circulated to Committee members and approved.</p> <p>4. Cu3a 25<sup>th</sup> Anniversary Mike reminded Committee that this year would be the 25<sup>th</sup> anniversary of Charnwood u3a. An appropriate form of celebration would be discussed after the AGM</p>	
	<p><b>9. Date and Time of next meeting:</b> March 9<sup>th</sup> at 10 am via Zoom</p> <p>The meeting closed at 12.10</p>	