

Charnwood u3a Committee

Minutes of meeting on Wednesday 13th April 2022

Present: Mike Hood (MH) (Chair), Bev Gillman (BG), Helen Reid (HR), Garry Rigby (GR), Bob Pyatt (BP), Tony Westaway (TW) Pam Upton (PU) (Minutes).

Apologies were received from Graham Cooper, Diana Harvey, Margaret Kelvey and Sue Ronald

Mike welcomed Geetha Bala to the meeting as an observer and hoped that she would be joining the Committee as a co-opted member.

1	Minutes of the last meeting on 9th March 2022 Spelling correction to item 4.2: rationale The minutes were agreed and signed.	
2	Matters arising (Items not covered by the agenda) 2.3a.4: After discussing various options for future Committee meetings, members decided to meet face to face on the 2 nd Wednesday morning of the month. The option of a blended meeting would be considered for members unable to come to a particular meeting and if an issue of inclusivity arose, the matter would be readdressed. Pam would book the next meeting at John Storer House and check future availability, while Geetha would check at the United Reform Church, Mike at Emmanuel and Bev at the Browns Lane Bowls Club. 3.b.3: In response to concerns about Simple Membership, Mike reiterated the Committee view that we would not be moving to the system while it was still being managed by one person. The issue would be discussed at the next meeting, to which Phil would be invited. h.3: On visitors accessing the website via a non-secure route: Tony reported that the issue was ongoing, but there was no cause for concern. 7.2: Garry confirmed that he had bought an extension cable for the second projector.	PU,GB MH,BG

<p>3.</p>	<p>Reports</p> <p>a. Secretary (PU)</p> <p><u>1. Third Age Trust</u></p> <p>a. A message from the TAT Treasurer contained information on the Annual Return, due by April 30th. The main subscription charge, based on membership at March 31st, would be £4.00 per member and the cost of the Third Age Matters subscription would increase to £3.35. The charge of £1.00 per member for Beacon would remain. Mike proposed to write to Tam expressing our concern at the increased cost for TAM (with insufficient notice) and recommending that they put the magazine online.</p> <p>b. A mailing (circulated to Committee) on March 21st included information on the launch of the Spring Learning Programme, the Sharing Skills Campaign, the latest podcast, a link to the 40th Anniversary web page and notice of a number of April workshops.</p> <p><u>2. Network News</u></p> <p>In addition to information on prospective speakers, March newsletters (circulated to Committee members) included details of upcoming Peer Support groups, notice of the Research and Shared Learning Conference in August, information on the Leicester Musical Memory Box and a request for contributions to the Network website.</p> <p>b. Beacon Administrator (PB)</p> <p>1. Phil's report detailed a number of errors in March.</p> <p>2. 'Alternatives to Beacon' would be discussed at the next meeting.</p> <p>The report was accepted.</p> <p>c. Groups Coordinator (BG)</p> <p>1. As requested, Bev had asked Group Leaders to check group details and had sent amendments to Tony for updating on the website. Committee agreed that the website was the primary location for group details. Tony felt that the process for recording changes in group details needed to be addressed. He had devised a form (presently in the test area) for the website to enable group leaders to update group information and which he would share with Bev for her to input details. Unfortunately some group leaders were still reluctant to engage with IT. Tony observed that the Trips Calendar, though widely welcomed by GLs, was not being used as effectively as he had hoped. For the time being, changes would need to be notified to Bev. Garry added that it was important to have updated details in order to give accurate information to new members. The matter to be raised at the Group Leaders meeting on April 27th, along with the purpose and usage of generic email addresses.</p> <p>2. The Group Leaders meeting had been booked for Wednesday April 27th from 11.30 – 3pm in the Emmanuel Church Lounge. Unfortunately, several GLs had sent apologies, including a number from the Cu3a Holiday Group. Bev to confirm the agenda and attendee numbers and would copy the formal invitation to Committee members.</p> <p>d. Membership (GR)</p> <p>Garry reported that the current membership stood at 948, including 18 new members. Two lapsed members had re-joined and there had been four deaths.</p>	<p>MH</p> <p>TW</p> <p>BG</p>
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<p>e. New Members Liaison Following the Equality, Diversity and Inclusion meeting last month, Mike would speak to Sue Young to ensure that new members are not only greeted at the door, but shown how the meeting operates. He suggested that new members or visitors might wear a sticker or badge, though understood that some people might not want to be identified this way. Garry would print some 'new member' cards. In the meantime, Mike asked that Committee members engage with anyone who appears alone or uncertain.</p>	<p>MH GR/ALL</p>
<p>f. Treasurer (BP) 1. Bob was expecting expenditure to rise from April with charges to come for Beacon, the TAT Magazine and affiliation fees. 2. Most recent activity had been in relation to interest group funds and this was expected to rise as more groups restarted. Some concerns had been expressed about bank charges for cheque clearance, mostly by HSBC. The process was becoming more complex as more groups restarted and Bob was having to identify deposits group by group. He had looked at alternative banks, but charges were more expensive. He had been encouraging groups to use Unity Bank, where charges are 40p per cheque, but only when deposits reach a certain point. It was not practicable for individual members to pay group fees by BACS. The issue would be raised at the Group Leaders Meeting. Having looked at various card readers, Garry felt that there would be only marginal advantages in terms of cost. Bob was still waiting for Unity Bank to respond to his enquiries about corporate charge cards. 3. Mike suggested that the Finance Sub-committee should re-convene to discuss current issues.</p>	
<p>g. Web Manager (TW) 1. Updates to the website: i. Thanks to the efforts of Bev and Group Leaders, several changes had been made to group details. ii. The updated Trips Calendar was now in active use by Travel Group, Days of Interest and Gardening. Bev would encourage Group Leaders to use the calendar. 2. Copyright: An issue arose in March over the copyright to an image used on the website. It was complicated by the fact that letters had been received from two attorneys in the same Boston US company, though Tony had sourced the image from neither of the companies mentioned in the letters. The issue was now resolved, with attribution given to both sources, and a confirmation received on April 6th. For further security, a 'Take Down' statement had been added to each page on the Cu3a website. Tony felt that the current rules on copyright should be checked, while Committee members agreed that it was an important reminder to GLs to be careful about observing copyright. 3. General Statistics: Tony reported that the number of visitors to the website had increased, though clicks on News and Views had decreased. However, he noted that every page had been visited by at least one person.</p>	<p>BG</p>

4.	<p>Role Descriptions and Role Deputies</p> <p>1. Most role descriptions had been updated, barring a final edit. Mike agreed that some of them were long, but that the details were necessary in the event of a change of personnel. Garry suggested a number of changes to the Membership Secretary document, all accepted by the Committee. Mike and Tony to liaise on where to place both the full and the shorter versions on the website.</p> <p>2. Mike asked that all role holders consider who might act as their deputy. He would circulate the current list of deputies and reminded members that apart from the officers, role holders did not need to be on the Committee.</p>	MH/TW MH/All role holders
5.	<p>Closure of Loughborough u3a</p> <p>Mike reported that Loughborough u3a would be closing at the end of the year. Loughborough's predicted surplus at the end of 2022, would, when transferred to Cu3a, allow us to offer free membership to their members until October 2023. Committee agreed that we would require Lu3a to deposit least £1500 with us at the end of the year in order for this to happen. Mike confirmed that those members transferring to Charnwood would not be asked to pay the postal charge for News and Views for the period of their free membership.</p> <p>Mike and Pam would be attending the Lu3a AGM on April 20th in case their members had any questions.</p>	MH/PU
6.	<p>Monthly meeting 'blending' technology</p> <p>1. Mike proposed that we accept Andrew Ricks' recommendation that we change from Zoom to live streaming via YouTube. In response to various questions, including issues of password protection and speaker permission, Mike suggested that we invite Andrew to our next meeting.</p> <p>2. The rules on offering payment to speakers, including donations for their chosen charity, were clarified: Third Age Trust regulations do not permit payment, except for expenses, to speakers who are members of u3a. It was agreed that the Programme Secretary should be informed that under these rules, the speaker booked for the upcoming monthly meeting could not be paid.</p>	MH MH
7.	<p>2022 Anniversary Celebrations</p> <p>The Retention and Recruitment Subcommittee would be meeting on April 20th to discuss how to move forward, given the lukewarm response from Charnwood Borough Council.</p>	
8.	<p>Equality, Diversity and Inclusion</p> <p>The first meeting of the working group had taken place on March 29th. Among actions discussed were a suggestions box at monthly meetings and a detailed accessibility audit for activity group venues. Issues raised included conscious and unconscious bias and the importance of not only enabling access for members with disabilities, but ensuring that they are appropriately treated once in a meeting. Members would be asked in News and Views if they needed assistance at monthly meetings and Pam would speak to members at the upcoming monthly meeting to encourage more people to join the working group. Cu3a leaflets had already been given to Geetha for the Loughborough branch of Equality Action. EDI would also be on the agenda for the Group Leaders meeting on April 27th.</p> <p>Committee agreed to cover the room payment for the next meeting on June 13th at Gorse Covert</p>	
9.	<p>A.O.B.</p> <p>1. Bob would be away in May. Most standard payments should have been dealt with before then and he expected to be available online.</p> <p>2. Mike agreed to ask the Treasurer of Loughborough u3a if they would review our accounts for 2021.</p>	MH

	<p>3. The membership form for Loughborough u3a was approved with two amendments: Page 1: change 'funds from Loughborough u3a <u>will be transferred</u>' to 'funds....<u>have been transferred</u>'.</p> <p>Page 2 (Gift Aid Declaration): change 'all membership fees made <u>both now and in the future</u>' to 'all membership fees made <u>in the future</u>'.</p>	
<p>10.</p>	<p>Date and Time of next meeting: Wednesday May 11th , 10.am, at John Storer House.</p> <p>The meeting closed at 12.15.</p>	