

Charnwood u3a Committee

Minutes of meeting on Wednesday 14th September 2022

Present: Mike Hood (MH) (Chair), Geetha Bala (GB), Graham Cooper (GC), Diana Harvey (DH), Helen Reid (HR), Garry Rigby (GR), Bob Pyatt (BP), Sue Ronald (SR), Pam Upton (PU) (Minutes).

Apologies were received from Bev Gillman, Margaret Kelvey and Tony Westaway

1.	<p>Minutes of the last meeting on 10th August 2022 The minutes were agreed as correct and signed.</p>	
2.	<p>Matters arising (Items not covered by the agenda)</p> <p>2.3.c.2: Garry has checked and returned the laptop for testing by the Photography group leader.</p> <p>3.d (3) Pam referred members to TAT's sample policy document on members' emergency contact details. She would redraft the document for the next Committee meeting. It was agreed to raise the issue at the Group Leaders meeting next month and to remind GLs that information should be kept up to date.</p> <p>8. Members Survey: Mike would remind Tony to circulate the on-line version.</p>	<p>PU</p> <p>MH</p>
3.	<p>Reports</p> <p>a. Secretary (PU) (i) Network News: In addition to information on upcoming events, the newsletter included dates for several online TAT Workshops. (ii) TAT AGM, October 6th: Agenda and papers received, including a number of amendments to motions on proposed increases to member subscriptions. Mike would register shortly on our behalf.</p> <p>b. Beacon (PB) (i) Though the 'password improvement notification' had been implemented on August 23rd, Committee members had not noticed any change. Further changes to the logging in process will follow. (ii) Concern was expressed that some emails had failed to be delivered. (iii) Phil to arrange a meeting of the Beacon Alternatives Working Party.</p> <p>c. Groups Coordinator (BG) (i) History Group 1 was now closed (ii) Problems had arisen within a group where the group leader appeared not to be following u3a guidelines on how groups should be run. Bev was working to</p>	<p>MH</p> <p>PB</p>

	<p>resolve the issue. It was pointed out that the member concerned had a right to complain, using the Cu3a Complaints Policy. The ethos and issues around running groups to be included in the agenda for the upcoming Group Leaders meeting, including the importance of planning for succession when a GL stands down.</p> <p>d. Membership Secretary (GR)</p> <p>(i) Garry reported that, while numbers were changing day by day, at present there were 969 members, including 17 new members (with an additional 5 ready to send out), 16 resignations and one lapsed member who has re-joined. 370 members had already renewed, with 25% paying by cheque compared to two-thirds last year.</p> <p>(ii) Garry has automatically renewed membership for those members who have dual membership with both Charnwood and Loughborough, on the expectation of the transference of funds from Lu3a at the end of the year. Honorary members had been sent their membership cards, while Associate members had been sent renewal forms. It was confirmed that Lu3a members can apply to join one of our groups as an Associate Member.</p> <p>(iii) Problems downloading membership cards: only two issues reported so far.</p> <p>(iv) Because the September monthly meeting had been cancelled, Garry would post the membership cards he had intended to give out at that meeting.</p> <p>(v) It was suggested that Margaret's details should appear under 'New Members Welcome' as well as on the list of Committee members. Mike to discuss with Tony.</p> <p>(vi) At present the link to the Group Activities list in the members' area of the website was not working.</p> <p>f. Speaker Secretary (GC)</p> <p>(i) Graham presented a list of speakers up to February 2023, details to be published in News and Views. In relation to the band due to perform at the December meeting, Graham had checked that the performance was covered by our music licence. Access to electrical sockets would also be arranged.</p> <p>(ii) Graham agreed to forward speakers' contact details to Pam.</p> <p>(iii) A new date for the postponed Scottish Dancing presentation would be arranged.</p> <p>g. Treasurer (BP)</p> <p>(i) Bob pointed out that two major expenses last month had been the Third Age Matters magazine and membership administration. There was significant activity in group finances, with one group temporarily out of credit thanks to a credit note which had not yet been honoured. Bob would pursue the organisation concerned.</p>	<p>MH/TW</p> <p>TW</p> <p>GC</p> <p>GC/SR</p> <p>BP</p>
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	<p>(ii) No major additional expenses were expected until the end of the year and Committee agreed to review the subsidisation of subscriptions in advance of the AGM.</p> <p>(iii) Bob had been asked for his experience of using the Beacon system by treasurers from three u3as, but didn't feel it appropriate to share his views at this time.</p> <p>(iv) Bob outlined TAT's policy on the management of group funds, which would, again, be discussed at the Group Leaders meeting in October.</p> <p>(v) Concern was expressed about a group not managing funds according to TAT's policy. Graham to send details to Committee members.</p> <p>(vi) In response to a question about the auditing of group funds, Bob confirmed that all group leaders were required to submit an annual return which showed income and expenditure and which would be shared with group members.</p> <p>(vii) Bob was still awaiting information from the two Science and Technology groups, whose finances were not yet amalgamated.</p> <p>h. Web Manager (TW) Tony's report was received in his absence. In addition to regular updates:</p> <p>(i) The Support Team page had been added to the Contact Us drop-down menu, with new forwarding addresses where needed. Garry pointed out that since Andrew Rick was responsible only for 'audio', his generic address should reflect this.</p> <p>(ii) A Picnic in the Park page had been created in the News drop down menu.</p> <p>(iii) Following their merger, SciTech 1 and 2 are now shown as SciTech, with new forwarding address; emails would now be forwarded to both group leaders of the two previous groups.</p> <p>(iv) The Theatre group page had been revised, with the forwarding address changed to enable emails to go to the two new group leaders.</p> <p>(v) The Activities list and Groups lists had been updated.</p>	GC
4.	<p>Monthly Meeting Survey: Members Survey Bev would be sending the Survey to group leaders in advance of the GL meeting. Helen to send the link to Committee members.</p>	BG HR
5.	<p>Constitution Review The sub-committee has concluded that the current Constitution needs updating. Any changes we wished to make would need to be approved by TAT. The sub-committee have recommended that we adopt the TAT Model Constitution, to be proposed at the 2023 AGM. The next sub-committee meeting will be on September 29th, when members will examine in detail the Model Constitution, considering any clauses we might need to adapt, but bearing in mind the legal basis of the Constitution.</p>	

6.	<p>Group Leaders Meeting</p> <p>Mike confirmed that the meeting would take place on October 31st, from 11.30 to 3pm at Emmanuel Church. Lunch would be provided and a PA system has been requested. The agenda to be confirmed at the next Committee meeting, but will include: attendance at and management of group meetings; ICE cards; Equality, Diversity and Inclusion (including the accessibility audit and social prescribing); using Beacon; management of group finances.</p> <p>Lu3a group leaders had been invited.</p>	
7.	<p>Equality, Diversity and Inclusion</p> <p>Pam gave a verbal report on the EDI meeting on September 12th and agreed to forward future meeting notes to Committee members.</p> <p>Among issues discussed were: social prescribing, the upcoming Group Leaders meeting and accessing EDI information on the website.</p> <p>(i) On social prescribing, TAT makes clear that ‘members need to be able to participate or to bring a carer with them so they can’. The team hoped to invite a Social Prescriber to their next meeting.</p> <p>(ii) Issues to be raised at the Group Leaders meeting to include social prescribing, the Accessibility Audit and the need to update group descriptions on the website to include what equipment is provided and what members need to provide themselves.</p> <p>(iii) The team felt that questions around EDI would be easier to access if there were a Search box on the website, where words like ‘accessibility’, ‘disability’, ‘special needs’, etc. could be used. To be discussed with Tony.</p> <p>(iv) The next EDI meeting is planned for Wednesday November 14th, 2-4pm, at Gorse Covert, when the main issue for discussion will be ‘Increasing Diversity in Cu3a’. All welcome.</p>	<p>PU</p> <p>TW</p>
8.	<p>Role Holders Piece for News and Views</p> <p>Garry and Diana would submit their piece in time for the October edition, for the Membership Secretary and Committee roles respectively, with Speaker Secretary and Support team to follow.</p>	GR/DH
9.	<p>Date and Time of Next meeting</p> <p>Wednesday 12th October 10 am.</p> <p>The meeting closed at 11.57.</p>	