

Charnwood u3a Committee

Minutes of meeting held on Wednesday January 11th 2023

Present: Mike Hood (MH) (Chair), Graham Cooper (GC), Bev Gillman (BG), Diana Harvey (DH), Margaret Kelvey (MK), Garry Rigby (GR), Bob Pyatt (BP), Helen Reid (HR), Sue Ronald (SR), Tony Westaway (TW), Pam Upton (PU) (Minutes).

Also present as observers: Debra Hardwick, Sam Hardwick, Dawn Hawley, David Jefferson

Apologies were received from Geetha Bala and Phil Bass

	Mike welcomed Debra, Sam, Dawn and David to the meeting, after which Committee members introduced themselves.	
1.	Minutes of the last meeting on 14th December Corrections: Item 6: Change 'February' to 'March'. 3c (iii): Bev to <i>update</i> group members' details into Beacon The minutes were agreed and signed.	
2.	Matters arising (Items not covered by the agenda) Item 3b (c): Committee members had looked at the Wokingham u3a website and, though unable as non-members, to access all areas, had found it straightforward and comprehensive, despite lacking an archive facility. Item 4: The Legitimate Interest (Membership) document was now on the website. Item 5: Mike had sent an email about ICE information to members. Item 7: Mike had forwarded the proposed changes to the Model Constitution to TAT and is awaiting a response.	
3.	Reports a: Secretary (PU). i. Pam had received the Insurance Cover note from TAT, which was now on the website. ii. <u>Network News:</u> The final Network Newsletter of 2022 informed members that thanks to problems with the Sitebuilder host, the Network website would be limited in content for several weeks. Attached to this Newsletter was a summary of the TAT Board meeting on 23 November 2022. A point worth noting was the 'reduced urgency for a membership subscription increase in the near future'. A further Network Newsletter on January 9 th included notice of the next Network Group meeting on 16 th February. It will include the AGM, at which	

	<p>nominations would be sought for the (still unfilled) position of East Midlands Regional Trustee.</p> <p>b. Beacon Administrator (PB) Phil's report was received in his absence.</p> <ul style="list-style-type: none"> i. A number of email problems had been resolved. ii. Issues with Site Builder hosting have affected the National Support Forum since December 19th. It is unclear whether these have been finally resolved. iii. Phil hoped to build a team to manage the proposed transition to Simple Membership. A first meeting was planned for 9th January. iv. For the benefit of members attending the meeting as observers, Mike gave some background into the proposed change from Beacon to Simple Membership. <p>c. Groups Coordinator (BG)</p> <ul style="list-style-type: none"> i. In addition to dealing with a number of queries from ex-Loughborough members, Bev is continuing to work on updating group information on Beacon and is encouraging ex-Loughborough group leaders to participate in Beacon training. Tony now has a list of Lu3a group names and would liaise with Phil, keeping Mike up to date with progress. ii. Mike raised the issue of spam emails received by Committee members and possibly being sourced from addresses on the website. Members were advised to check senders' names before opening them. <p>d. Membership Secretary (GR)</p> <ul style="list-style-type: none"> i. Garry reported that the membership had now reached 1000, with three applications pending. 33 members had not re-joined and had been listed as lapsed, while 24 members had resigned. 81 members had now transferred from Loughborough u3a. ii. Garry confirmed that lapsed and resigned members were kept on the database for seven years. There was a concern that this might conflict with GDPR regulations. iii. 200 lanyards and card holders had been purchased and should be available at the next monthly meeting. iv. In response to a question, Helen confirmed that lapsed members continued to receive the Newsletter only as far as the December issue. v. Dawn Hawley asked about an Lu3a member who hadn't yet received a membership form. Garry agreed to contact her. Dawn would ask Lu3a members to contact Garry if they hadn't yet received their membership packs (possibly due to postal issues). <p>e. New Members Liaison (MK)</p> <ul style="list-style-type: none"> i. Margaret reported that 101 new members had joined in the period 1st November to 31st December. Given that it was not feasible to call each one, she has emailed 86 to date. The response has been positive, with many saying that they would attend the monthly meeting. 	<p>TW/PB</p> <p>DH/ GR</p>
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	<p>ii. Margaret felt that the way we welcome people at monthly meetings could be improved and agreed to write a piece for News and Views. A number of ideas were put forward, including that the 'Friends of Charnwood' group could be more directly involved. Margaret agreed to let new members know how to contact them.</p> <p>f. Treasurer (BP)</p> <p>(i) For the benefit of visitors, Bob outlined how Cu3a finances were managed.</p> <p>ii. The report for December 2022 showed a slight overspend, but given our reserves, Bob was confident that our finances were in a healthy position.</p> <p>iii. This time of year was particularly busy, as interest groups submitted their annual returns.</p> <p>iv. In response to a question about residual funds in group accounts (where groups were no longer incurring expenses) group leaders could contact Bob to arrange a transfer.</p> <p>v. In response to continuing concerns about funds held in the personal account of a group leader, it was pointed out that such funds would not be insured and that group members should address the issue.</p> <p>vi. Committee members were assured that the transfer of funds from Loughborough to Charnwood would take place as soon as outstanding invoices had been settled. Dawn believed that it would be in the region of £2000.</p> <p>g. Web Manager (TW)</p> <p>i. The allocation of names for Lu3a groups was almost complete and Tony would liaise with Phil to put them into Beacon.</p> <p>ii. Problems had arisen with generic email addresses, two of which had been resolved. In one case, Tony had not been informed that a group leader had changed their email address. He planned to check the updated group activities list against the group leaders list on Beacon and the forwarding addresses on Krystal.</p> <p>iii. A further issue was that some group leaders wanted emails sent to another group member. Committee agreed that emails should be forwarded to all those indicated on Beacon.</p> <p>iv. The updated Activities List needed to be checked for accuracy. Committee members agreed to check the groups of which they are members.</p> <p>v. Mike reported intermittent problems with emails sent to committe@charnwoodu3a, not all of which came to his inbox.</p> <p>vi. Given that the Groups Description document was now out of date and that the information is available elsewhere on the website, it was agreed that Tony should remove the document.</p>	<p>MK</p> <p>TW/PB</p> <p>TW</p> <p>ALL</p> <p>TW</p>
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4.	<p>Monthly Meetings Survey</p> <p>Members received a breakdown of results from the survey, which would be updated after the 31st January deadline for returns and be discussed at the February Committee meeting.</p>	
5.	<p>Equality, Diversity and Inclusion</p> <p>Notes of the January 9th EDI team meeting had been circulated to Committee members. It included a list of ideas for increasing diversity in Charnwood u3a.</p> <p>The team discussed the importance of giving potential group members clear information on what might be expected in terms of mobility, skills or experience.</p> <p>Pam would liaise with Tony to create a generic email address so that issues and ideas can be forwarded to the EDI team.</p> <p>Accessibility Audit: Pam to cross check details against the existing Venues list before discussing with Tony.</p>	<p>PU/TW</p> <p>PU</p>
6.	<p>Review of Policies</p> <p>Pam would shortly be arranging a meeting of the Policies Subcommittee to review the Privacy and Data Protection policies. No changes were needed to the Safeguarding Policy, which Pam would date and send to Tony for uploading on the website.</p>	<p>PU</p>
7.	<p>AGM Planning</p> <p>i. Members approved the (revised) timeline.</p> <p>ii. Garry would send notices to members without email on January 23rd to take account of possible postal strikes.</p> <p>iii. It was agreed that the names of those standing for Committee would be included in documents sent to members.</p> <p>iv. Committee noted that next year's fee would need to be agreed at the next meeting along with the 23/24 budget.</p> <p>v. In order to ensure a quorum, the AGM would be a blended meeting and Committee members agreed to purchase a Zoom licence for one month.</p> <p>vi. The Programme Secretary confirmed that a presentation on 'Sleep' had been arranged and would take place once the AGM was completed.</p> <p>vii. Committee members agreed to advertise the AGM as widely as possible amongst the membership.</p> <p>viii. Graham informed the Committee that he would be stepping down from the role of Programme Secretary after the AGM. Committee members thanked Graham for his work on behalf of the u3a and wished him well in the future.</p>	<p>GR</p> <p>MH/PU</p> <p>GR</p>
8.	<p>AOB</p> <p>Dawn drew the Committee's attention to Lu3a equipment currently being stored at her home. Mike would circulate a list of items to Committee members and group leaders to gauge interest.</p>	<p>MH</p>
9	<p>Date and time of next meeting: Wednesday February 8th, 10.am.</p>	
	<p>The meeting closed at 12.15</p>	

