

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 14th June 2023

Present: Pam Upton (PU) - CHAIR, Bob Pyatt (BP), Debra Hardwick (DH), Garry Rigby (GR), Geetha Bala (GB), Bev Gillman (BG), Margaret Kelvey (MK), Helen Reid (HR), Sue Ronald (SR), Phil Bass (PB), Tony Westaway(TW) , Stephen Morris, Martyn Speight

Apologies for absence: Peter Reid (PR)

Please note the Minutes are not in the same order as the Agenda as items were moved during the meeting.

1. Minutes of last meeting - Wednesday 12th May 2023.

No corrections or amendments. Pam will sign-off.

Action: PU

2. Matters Arising and Actions (items not included in agenda)

Upcoming Treasurer vacancy: Pam has asked for volunteers in News and Views.

TAT: Pam has put her name forward to represent and vote at the TAT AGM.

ICE : Bev to issue a reminder to GLs about ICE information. Action: BG

Committee emails: Generic emails are still a problem. Stephen Suggested an alternative that may resolve the issue. Tony will issue instructions to Committee Members.

Action: TW

Assets : The photography Group has now purchased the new laptop. Malcom had a few questions about security markings and set-up. Garry will contact him and has also offered to temporarily 'own' the assets register until a new person is found. Pam will send Malcolm's queries to Garry.

Doris Bowerman has an urn that has not been PAT tested. Garry will follow up and contact Mike Hood. Action: PU/GR

Speaker Programme: A fee of £75 has been agreed with Ratcliffe Chorale, for the meeting on December 13th. Concern was raised about the fact that event was listed on their website, suggesting it is an open meeting. Margaret to check with Ratcliffe. Action: MK

Cu3a branded pens - After discussion it was agreed that an order be placed for 500. Peter to action before the end of the week to take advantage of the current offer.

Action: PR

3. **Simple Membership Transition**

Stephen and Garry met to discuss outstanding issues regarding the Membership element of the system. There are issues that need to be resolved, including potential policy changes, before that data transmission. After some discussion it was agreed that the data transfer will be planned for Monday 3rd July (subject to SM availability). This will allow more time for meetings and discussions about the outstanding issues and would mean that the Committee can view the new system at the next Committee Meeting, review the decisions made and discuss how the 'working roll-over' will happen. Stephen and Martyn will attend the Committee Meeting. Pam will arrange an extra hour for the meeting.

Action: PU

4. **Reports**

- **Secretary (DH)**

Debra had nothing to add to her report, already circulated.

- **Beacon Administrator (PB)**

Phill had nothing to add to his report, already circulated.

- **Groups Co-ordinator (BG)**

Bev reported a new Book Group. Tony will contact Ann Carter (GL) for correct information to be loaded onto the website. Bev has also had an enquiry about setting up a 'Walking hockey group". GLs need to be aware that any updates need to be made by 30th June. Bev to email.

Action: TW/BG

- **Membership Secretary (GR)**

As part of the transition to SM, Garry proposed changes to the Associate Membership fee. Membership is currently discounted from £15 to £10 and Garry proposed a further discount of £5, with Associate Members able to attend as many groups as they wish and receive the newsletter notification. This will need to be communicated to the membership prior to renewal as currently Associate Membership is free for attending one group only. This was unanimously agreed by the Committee.

Garry also proposed changing the renewal date for new members to an anniversary renewal. Current members would continue with a renewal date of October 1st.

This was unanimously agreed by the Committee.

- **Treasurer (BP)**

Bob reported that Central Funds have now been included separately from Group Funds in his report. Bob proposed to transfer £2500 from the HSBC account to the Unity account. This was unanimously approved by the Committee.

In a recent communication TAT have suggested that financial records are kept for 2 years. Bob currently has paper records going back way beyond this and as these records are held digitally on the website, he proposed that all but the last three years'

paper records are shredded. This was agreed by the Committee.

Action: BP

5. EDI Meeting

One initiative to encourage new groups was to offer a 'start-up' fund i.e. a temporary loan to assist in the group set-up. Alongside this the Committee agreed to offer temporary financial aid to struggling groups.

The issue was raised about where Monthly Meetings are held. It was agreed that a review would be instigated as this was done approximately 5 years ago. Tony will see if there is any documentation relating to the previous review and Pam would look at local cinemas as potential venues.

Action: TW/PU

6. Committee Members & Deputies

The updated document was reviewed. No changes required.

7. Draft Cu3a Financial Policy

This was deferred to the July Committee Meeting. Any comments regarding the draft policy should be sent to Pam prior to the next meeting.

8. Monthly Meetings Survey Working Group

The email from Pam a couple of days ahead of the Monthly Meeting seems to have had a positive effect. It was further suggested that a link to YouTube be included in the email for those wishing to join remotely.

The working group had identified some ways to improve the 'Welcome', especially to new members, including welcome badges and a welcome table within the foyer.

It was suggested that a calendar of the events be circulated for 6 months in advance.

As there is no speaker for the March 2024 (AGM) meeting, it was agreed that it may be an opportunity to let groups showcase what they offer.

9. AOB

Pam reported that Helen Davidson had been unwell and it was agreed to send a card to her on behalf of the Committee.

Action: PU

Pam also reported that the independent panel held the appeal hearing last Friday, although the results are not yet known.

10. Date and time of next meeting: Wednesday 12th July, 10 am.

Meeting closed at 12.10pm

Accepted as a true record.



Pam Upton - Chair