

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 9th August 2023

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Greetha Bala (GB), Bev Gillman (BG), Margaret Kelvey (MK), Helen Reid (HR), Phil Bass (PB). Martyn Speight (MS) and Stephen Morris (SM) attended the SM discussion.

Apologies for absence: Sue Ronald, Bob Pyatt, Tony Westaway, Peter Reid

1. Minutes of last meeting to be ratified and signed

- a. No amendments. Approved and signed off by Pam. Signed copy to be sent to Phil.

Action: PU

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

- a. Upcoming Treasurer Vacancy.

The efforts of Sue didn't result in a positive outcome, so the requirement to find someone now has a greater sense of urgency. Pam asked that all Committee Members canvas interests at any group meetings they go to and amongst any contacts they have.

Action: ALL

- b. Charity Commission Annual Return.

This has now been declared and uploaded into the Commission website by Debra. Because our financials are below the £25,000 threshold, an annual report should not be required, but Pam will draft one in the next couple of months.

Action: PU

- c. Usage of possible copyright images.

Two groups have queried the use of images used on paperwork for meetings. Tony has given some clarification, but more investigation is required. Pam has contacted the NLA and awaits their response.

Action: PU

- d. Pam distributed Cu3a branded pens to Committee Members and Group Leaders.

e. Recently joined members.

Margaret has been trying to access a list of recently joined members without success. Phil suggested the best way is to sort the whole list by joining date. However, permissions would be needed.

Action: PB/MK

3. Reports:

Secretary (DH)

Debra had nothing to add to her report. Key items are Charity Commission Annual Return and TAT Annual Report.

Groups Co-ordinator (BG)

Bev has been working on the images copyright query and Group Leader numbers for the SM Workshops.

Membership Secretary (GR)

Garry reported that since his report was compiled there had been 3 deaths within the Cu3a. He also raised an issue with printing labels for TAT magazine, as SM requires house number on a separate address line to road name (essentially relating to Gift Aid). For September Garry will produce labels using Beacon and will liaise with Stephen to resolve.

Action: GR/SM

New Members Liaison (MK)

Margaret had nothing to report due to it being a relatively quiet time.

Treasurer (BP)

No report for July available.

Web Manager (TW)

Nothing to report other than normal updates being uploaded to website.

Systems Administrator (PB)

Phil had nothing to add to his report, with other issues being covered in the SM discussion.

4. SM Implementation Discussion

Firstly, Pam thanked Phil, Martyn, Stephen, Garry and Helen for all their hard work on the project so far. Committee members discussed various issues raised in papers from Peter and Martyn. The original implementation team of Phil, Martin and Stephen has now been expanded to include Pam, Garry and Helen. Pam felt that this would give a balance of technical knowhow and 'look and feel'. She felt it was now time to reflect what stage we are at and agree an implementation plan going forward.

For Peter, an integrated website was undoubtedly the right solution, but he had concerns about usability, accessibility and the need for testing at the various stages.

Peter had created a page showing headers used by other Simple Membership websites. Currently, we have the default template and there was a concern that this might restrict our capacity to change the layout.

In relation to usability, Phil commented that it would be an ongoing development and therefore any current issues shouldn't pause progress. He said that the current website was developed with accessibility in mind and that the new SM website should apply the same methodology. Phil agreed to contact Tony to check that there would be a link to the new site for new members joining online. Also Garry noted that details on the current SM membership page needed amending. **Action: PB/TW/GR**

Garry also mentioned not being able to create email templates. Garry to liaise with Stephen **Action: GR/SM**

The Committee agreed that the GL's workshops would go ahead as planned and that a Feedback Document be created and given to all GL's after each workshop. **Action: PU**

Geetha and Debra both expressed the view that as neither have used Beacon, for them SM was a new system rather than a replacement. Martin reiterated this saying that perhaps direct comparison of the Beacon versus SM systems was not the best approach. The Committee endorsed Martyn's 'Programme of Implementation' as a commonsense approach, which allowed for review at each stage.

Margaret raised the issue of communication to the members about the change to SM. An email had apparently been sent to some members in error and was dismissed by most as spam. It was agreed that there would be a monthly update on progress in the Newsletter. **Action: PU/HR**
The Committee also agreed that a communication to all members should be composed explaining the move to SM and the benefits of the new system. **Action: PU/MS**

The 'SM Implementation Team' meet again at the end of August after which an update would be issued.

It was agreed 'that the transition to Simple Management would continue as a staged programme, directed by the Cu3a Implementation Team, with each stage reviewed and wherever possible, trialled by relevant users.

5. Draft Cu3a Financial Policy

Further to the last meeting additions have now been made to the draft policy. These were approved by the Committee and final approval therefore given 9th August 2023. Pam to send a copy to Phil and Tony.

Action: PU

Phil noted that some of the licences on the SM website seem to be out of date. Pam asked Phil and Debra to investigate.

Action: PB/DH

6. Revised Complaints Policy and Procedure

This document has now been revised following a recent complaint and resulting procedure. Revisions were accepted by the Committee and final approval given 9th August 2023. Pam to send a copy to Phil and Tony.

Action: PU

7. Privacy Policy

Changes have been made to the policy (in line with the TAT template) to allow for the inclusion of cookies on the new website. The Committee approved the changes and final approval was given 9th August 2023. Pam to send a copy to Phil and Tony.

8. EDI - Matters arising from last meeting

The EDI team felt that it should be reiterated to members that Cu3a's preferred method of communication is by email. A message about this will be added to the September Newsletter.

It was also agreed that there should be a specific section in the Monthly Newsletter for EDI.

At the last meeting it was suggested that there could be some presentations at the AGM about groups activities and successes, particularly smaller groups or those who do not use community venues. The EDI Team will discuss how to identify which groups.

Action: EDI Team

9. Network Meeting (22nd June)

Pam reported that around 15-20 L & R u3a groups were represented at the meeting.

U3as were encouraged some time ago to share their list of speakers. It was unclear whether our former Programme Secretary had done this.

John Lewis, the new Regional Trustee outlined changes that TAT are proposing to their board. An update is expected in October.

10. Teamprint Closure

Helen had received a letter from Teamprint, advising her of their closure at the end of October. A number of alternatives were suggested. Helen and Debra to liaise.

Action: DH/HR

11. Membership for Asylum Seekers

A request had been made on behalf of an asylum seeker to join a table tennis group. Geetha suggested caution due to the age of asylum seekers not being the u3a norm and that there is often a language barrier. She also reported that Equality Action may be an option for this type of activity as they already organise activities for asylum seekers. It was also agreed that the Treasurer would need to be involved in any discussion of free membership. The issue would be discussed at the next EDI meeting.

12. AOB

Assets - Dawn Hawley has a Loughborough u3a laptop to pass on. Geetha suggested that before discarding any technology, it could be offered to Equality Action, as asylum seekers don't have access to such items.

Date & Time of next meeting: Wednesday 13th September 2023, 10.00am

Meeting closed at: 11.55am

Accepted as a true record. Pam Upton - Chair.

P. Upton

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